



Commission for Environmental Cooperation (CEC)
700 de la Gauchetière St. West
Montréal, Québec H3B 5M2
Tel: (514) 350-4300
Fax: (514) 350-4314
Web site: www.cec.org

2019 CALL FOR PROPOSALS

“Helping Your Community Adapt to Extreme Events”

The Commission for Environmental Cooperation (CEC) is accepting applications for projects to fund under the North American Partnership for Environmental Community Action (NAPECA). Proposals are due by 6 September 2019 and projects will start in November 2019.

What is NAPECA?

The CEC established NAPECA to engage and partner with local and indigenous communities, academia, and non-governmental organizations in Canada, Mexico and the United States to promote a shared responsibility and stewardship for the environment. The CEC encourages innovation and flexibility which promotes model environmental initiatives that will help build long term partnerships which improve environmental conditions at the community level

For this grant cycle, the CEC is calling for initiatives that focus on **enhancing the capacity of communities to prepare, respond and adapt to extreme events**, such as drought, floods, wildfires and extreme temperatures, and advance community-level actions that have the opportunity to contribute to, or benefit from, the CEC’s work on preparedness and resilience to extreme events.

NAPECA grant selection criteria

The NAPECA grant process will support projects that:

1. Focus on **enhancing your community’s ability to prepare, respond and adapt to extreme events**. The community work may be able to benefit from CEC’s work on extreme events or contribute community expertise and best practices in preparedness, response and resilience to enhance the CEC work on this topic across North America;
2. Include a complete implementation plan that identifies actors, actions, beneficiaries , goals, measurable objectives and results;

3. Achieve tangible and measurable positive environmental results whether such results benefit species, ecosystems, sustainable development or community preparedness/resilience. Results must occur within the timeframe of NAPECA support;
4. May be replicable and/or scalable in other communities or regions;
5. Create formal or informal partnerships or collaborations among relevant stakeholders, such as the different levels of government , local or indigenous communities, academia, non-governmental organizations, and private sector within the North American region
6. Leverage other resources to achieve greater impact, replicability and sustainability of the project and its results; and
7. Are presented on time and through the established process.

Project types can include, but are not limited to, capacity building, pilot projects, transfer of innovative technologies, conducting outreach or education, sharing best practices, communication and preparedness/response process improvements, training environmental and community leaders, engaging youth on environmental activities, reducing risks to the environment.

Examples of recent NAPECA projects can be found at: <www.cec.org/our-work/napeca>.

Who should apply?

Eligible applicants are any entity which is incorporated as a non-profit organization in Canada, Mexico or the United States. Examples of eligible applicants include nonprofit and nongovernmental organizations (NGOs), environmental groups, community-based associations, academic institutions, tribal nations, and indigenous peoples and communities. Applicants must be located in Canada, Mexico, or the United States.

NAPECA does not support businesses, private individuals, or municipal, provincial/state, territorial and federal governments. However, proposals from qualified organizations partnering with the private sector or local government entities are eligible. Additionally, NAPECA grants cannot be used to support potential applicants who are currently receiving or applying for funding from Environment and Climate Change Canada for their proposed projects.

The CEC cannot accept applications from an applicant whose employee or officer is, or an immediate family¹ member of the employee or officer, is:

- An official of a NAAEC Party (i.e., the Government of Canada, the Government of the United States of America, or the Government of the United Mexican States), or who served in that position within the past year;

¹ “Immediate family” includes spouses, parents, siblings and children.

- An official of the CEC Secretariat or who served in that position within the past year;
- A present or past member (within the past year) of the CEC Joint Public Advisory Committee (JPAC); or
- A present or past member (within the past year) of the domestic advisory committees.

The following projects and activities are not eligible for funding:

- Activities for which the local, state/provincial or federal government is responsible (e.g., construction of roads, bridges, sewage treatment plants);
- Purchase of motor vehicles, property, or land;
- Renovations;
- Pursuing legal action;
- Projects dedicated exclusively to planning;
- Projects meant only to beautify an area;
- Lobbying or advocacy;
- Annual or regular organizational events/campaigns;
- Expenses to attend general conferences; and
- Projects implemented outside the territory of the three NAAEC member countries.

Funding

Projects are funded for a maximum duration of 12 (twelve) months.

The CEC encourages applicants to submit proposals up to C\$165,000 and will consider additional funds (where available) for exceptional projects.

The CEC recognizes that a project can have a great impact at a low cost; therefore, no minimum grant amount has been established.

How are proposals evaluated?

Applicants should submit a proposal by the due date in the format described below. The proposal must include: an executive summary; detailed explanation of how the project proposal meets each of the NAPECA grant criteria; and a comprehensive description of how the requested funding will be expended to implement the activities and achieve the desired results.

Grant applications will be reviewed and approved or declined by the NAPECA Selection Committee, based on the NAPECA grant selection criteria detailed above.

Once an application is submitted, the Secretariat will not provide oral or written feedback on its evaluation.

A maximum of one application per organization per country will be considered.

Successful candidates will be required to enter into a funding agreement with the CEC before any contribution is made to their projects. Grants funds are disbursed based on progress reports and financial statements that demonstrate how the funding is being used to generate the intended results.

What are the key dates for the grants?

- | | |
|------------------------------------|----------------------------------|
| • Proposals due | 6 September 2019 (5:00 p.m. EDT) |
| • Evaluation of grant applications | September-October 2019 |
| • Official grants announcement | 1 November 2019 |
| • Project implementation begins | November 2019 |
| • Projects maximum end date | 30 November 2020 |

What is the format for the proposals?

A proposal **must include the following information:**

1. Project lead contact information: first name, last name, telephone, e-mail.

2. Organization contact information: name, address, country, e-mail, phone, website, twitter, Facebook, etc.

3. Project title, Objectives and Results. Explain how the project addresses “Helping Your Community Adapt to Extreme Events”: describe the problem/issue/opportunity to be addressed, the objectives, and desired results. (Max. 300 words)

4. Budget requested. Total budget requested from NAPECA and its detailed breakdown (in Canadian dollars). Use the worksheet template to provide details of the project budget. Break this information into the following categories:

1. Salaries and benefits
2. Equipment and supplies
3. Travel²
4. Consultant services (if applicable),

² The CEC will not fund expenses related to travel in excess of 15 percent of the total grant amount.

5. Overhead (not to exceed 15 percent)³
6. Other costs

5. Project duration. Number of months, project starting date and project end date (Maximum duration from November 2019 to November 2020).

6. Geographic location of the project. Indicate the country or countries where the project will be implemented.

7. Beneficiaries. List the community (ies) that will benefit directly from the project, the target population and number of individuals served (Max. 50 words.)

8. Detailed work plan. Describe in detail the project's objectives, expected results and the performance indicators that will be used to measure these results. Results must be measurable and must be achieved within the timeframe of NAPECA support. Also describe the main activities to be undertaken to meet the project objectives, including actors and the corresponding budgets and timelines. Use the template provided.

9. Partnerships. Please provide the names of any other organizations involved in the project, including partners and/or beneficiaries, if applicable.

10. Other funding sources and/or leverage opportunities. List other funding sources and/or leveraging opportunities. (Max. 100 words.)

11. Innovation. Describe any innovative approach to be adopted in this project (Max. 100 words.)

12. Replicability/Scalability. Explain how this project could be replicated or scaled up in other North American communities (Max. 100 words.)

13. Sustainability. Explain if/how this project or its impacts could carry on successfully after the NAPECA funding and implementations are concluded (Max. 100 words.)

14. Mission of the lead organization/ institution/group/community (Max. 30 words.)

15. Applicant Organization. Please upload a certificate of non-profit status of the applicant organization.

16. Declaration of acceptance of Impartiality and Independence. Please print, sign and upload the Declaration of Impartiality and Independence.

³ The CEC will not fund expenses related to overhead and administration (such as rent, telephone, fax, and photocopies) in excess of 15 percent of the total grant amount.

How to apply?

Proposals must be submitted in electronic format through the online application portal, available at www.cec.org/our-work/napeca. **To submit a proposal, applicants must create an account and complete** the form by providing the information described above. Proposals can also be mailed or hand-delivered to the CEC Secretariat offices in Montreal, Canada, but application online is encouraged. The complete mailing address is as follows:

Commission for Environmental Cooperation
700 de la Gauchetière St. West
Montréal, Québec H3B 5M2
Canada

For more information or assistance regarding this grant application process, please contact us at (514) 350-4347, or by e-mail at: napeca@cec.org