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## 2017 CALL FOR PROPOSALS

### “Innovation and Partnerships for Green Growth”

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 22 September 2017 and projects will start 30 November 2017.

#### What is NAPECA?

In 2009, the CEC Council set forth an ambitious agenda to change the policy direction for the CEC. It recognized that addressing environmental problems across North America can be more successful by partnering and engaging with stakeholders and the public in all three countries and by promoting a sense of shared responsibility and stewardship for the environment. The Parties intend to encourage innovation and flexibility and promote model environmental initiatives that will help build long-term partnerships to improve environmental conditions at the community, indigenous, local and regional levels. With this in mind, in 2010 the Council directed the CEC to establish a grant program, the North American Partnership for Environmental Community Action (NAPECA), to build partnerships at the community level. Under CEC’s Strategic Priority Sustainable Communities and Ecosystems, the CEC Council is calling for: community initiatives focusing on **Innovation and Partnerships for Green Growth** to advance environmentally-responsible economic development while decreasing pressure on natural resources and promoting more sustainable patterns of production and consumption.

NAPECA grant selection criteria have been established to ensure that these projects deliver tangible results.

#### NAPECA grant selection criteria

The NAPECA grant process is designed to support projects that:

1. Focus on **“Innovation and Partnerships for Green Growth”** to advance environmentally-responsible economic development while decreasing pressure on natural resources and promoting more sustainable patterns of production and consumption;
2. Include a sound implementation plan that identifies actors, actions, beneficiaries, goals, measurable objectives and results;

3. Achieve measurable positive results for the environment at the community level within the timeframe of NAPECA support;
4. Can be replicated in other regions or communities;
5. Create formal or informal partnerships or linkages at the state, local or indigenous community level within the North American region;
6. Leverage or demonstrate opportunity to 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, building capacity, pilot projects, transfer of innovative technologies, conducting outreach or education, sharing best practices, training environmental leaders, engaging youth on environmental activities, reducing risks to the environment, and many other types of non-regulatory efforts.

Examples of recent NAPECA projects can be found at: [www.cec.org/our-work/napeca](http://www.cec.org/our-work/napeca).

### **Who should apply?**

The NAPECA program seeks to support efforts at the grassroots level. The objective is to empower and build the capacity of local people and organizations to improve their health and environmental quality.

Eligible applicants include nonprofit and nongovernmental organizations (NGOs), environmental groups, community-based associations, academic institutions, tribal nations, and indigenous peoples and communities. Grantees must be located in Canada, Mexico, or the United States.

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

The CEC cannot accept applications from an applicant who is or whose immediate family<sup>1</sup> member(s) is/are:

- 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;
- 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

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<sup>1</sup> "Immediate family" includes spouses, parents, siblings and children.

- 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, 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.

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The Council set forth strategic priorities and cross-cutting themes for 2015–2020. The strategic priorities include climate change mitigation and adaptation, green growth and sustainable communities and ecosystems. Cross-cutting themes include learning from and assisting vulnerable groups and local indigenous communities, enhancing the alignment of environmental regulatory standard, enforcement and compliance, and enhancing information sharing, transparency, capacity building and communications. For this NAPECA grant cycle, the Council has agreed that the focus of the NAPECA proposals for 2017–2018 is “community initiatives focusing on **Innovation and Partnerships for Green Growth** to advance environmentally-responsible economic development while decreasing pressure on natural resources and promoting more sustainable patterns of production and consumption.”

## Funding

**Projects will be funded for a maximum duration of 12 (twelve) months.**

The CEC encourages applicants to submit proposals up to US\$53,000 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.

To see examples of recent NAPECA projects, go to: <[www.cec.org/our-work/napeca](http://www.cec.org/our-work/napeca)>.

## How are proposals evaluated?

Review of NAPECA program grant proposals is as follows:

Applicants should submit a proposal in the format described below, by the posted due date. The proposal will include an executive summary, as well as details that explain fully how the project proposal meets each of the NAPECA grant selection criteria and provide a comprehensive description of the requested funding.

Proposals will be reviewed on the basis of merit by the NAPECA Selection Committee, which will approve or decline the grant applications.

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 accepted.**

Successful candidates will be required to enter into a funding agreement with the CEC before any contribution is made to their projects. Progress reports and financial statements that demonstrate how the funding is being used to generate measurable results will be required.

### **What are the key dates for 2017–2018 grants?**

- |  |                                   |
|--|-----------------------------------|
| • Proposals due                            | 22 September 2017 (5:00 p.m. EDT) |
| • Selection of successful grant applicants | October 2017                      |
| • Official grants announcement             | 13 November 2017                  |
| • Projects begin                           | 30 November 2017                  |

### **What is the format for the proposals?**

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

#### **Contact information**

- 1. Project lead contact information:** first name, last name, telephone, e-mail.
- 2. Organization contact information:** name, address, country, e-mail, phone, website.

#### **Section 1. Executive Summary**

##### **3. Project title.**

##### **4. Budget requested.** Total budget.

**5. Project duration.** Number of months. Project starting date and project end date. (Maximum duration from 30 November 2017 to 30 November 2018).

**6. Project Topic.** Explain *how* the project and project results address **Innovation and Partnerships for Green Growth** to advance environmentally- responsible economic development while decreasing pressure on natural resources and promoting more sustainable patterns of production and consumption. (Max. 100 words.)

**7. Geographic location** of the project. Indicate the country or countries where the project will be

implemented.

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

**9. Project description.** Provide a brief description of the goals and objectives of the project, including the problem the project proposes to address. (Max. 100 words.)

**10. Main activities and their approximate budgets.** Briefly describe the main activities to be undertaken during the implementation of the project. Use template provided. (Max. 15 words per activity.)

**11. Results.** Briefly describe the expected results and how will they contribute to the overall goal of improving health and environmental quality. Results must be measurable (e.g., number of individuals to be trained; number of schools engaged, etc.). Results must be achieved within the timeframe of NAPECA support. (Max. 70 words.)

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

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

## Section 2. Proposal Details

**14. Goals, Objectives and Performance Indicators.** Provide a detailed statement of the project's goals and objectives. Provide details of the performance indicators to measure the objectives. Fill in the worksheet provided.

**15. Work Plan.** Provide a detailed description of the specific activities to be undertaken and their associated timelines (work plan). Use the template provided.

**16. Budget breakdown.** Use the worksheet template to provide details of the project budget (in US\$). Break this information into the following categories:

1. Salaries and benefits
2. Equipment and supplies
3. Travel<sup>2</sup>
4. Consultant services (if applicable),
5. Overhead (not to exceed 15 percent)<sup>3</sup>
6. Other costs

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

**18. Replicability.** Explain how this project could be replicated in other North American communities. (Max.

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

<sup>3</sup> 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.

100 words.)

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

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

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

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

## How to apply?

Proposals must be submitted in electronic format through the online application portal, available at <[www.cec.org/our-work/napeca](http://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, or to the CEC's Mexico City Liaison office, but application online is encouraged. See complete mailing addresses below.

For more information or assistance regarding this grant application process, please contact: Karen Schmidt, NAPECA Coordinator, at (514) 350-4355, or by e-mail at: [kschmidt@cec.org](mailto:kschmidt@cec.org)

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