

CLIMATE-RESILIENT COASTAL COMMUNITIES (CRCC) PROGRAM

Open Call for Project Proposals Applicant Guide*

Submission deadline: December 13, 2023, at midnight Eastern Standard Time

This Guide provides an overview of the program objectives, project proposal requirements, funding, and application process for a cost-shared pilot project under the Climate-Resilient Coastal Communities (CRCC) Program.

**Climate Change Impacts and Adaptation Division, Natural Resources Canada
September 2023**

*There is a separate application process for Indigenous-led projects; please contact adaptation@nrcan-rncan.gc.ca



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CLIMATE-RESILIENT COASTAL COMMUNITIES PROGRAM

1.0 OVERVIEW

The Climate-Resilient Coastal Communities Program (CRCC) will provide funding to enable communities and sectors to work collaboratively at a regional scale to overcome barriers and develop coordinated solutions to climate change risks (e.g. increasing sea level rise, coastal erosion, storm surge) in coastal regions. The CRCC was funded under the Government of Canada Adaptation Action Plan accompanying the release of the [National Adaptation Strategy](#) in November 2022.

This document provides an overview of the process and requirements for applicants to the Open Call for Proposals* for Natural Resources Canada's (NRCan) Climate-Resilient Coastal Communities Program.

Available funding in this call: up to \$25 million
Number of projects to be selected: Approximately 20

Contact Information:

- Program email: adaptation@nrcan-rncan.gc.ca
- Program website: <https://natural-resources.canada.ca/climate-change/climate-resilient-coastal-communities-program/25249>

Timelines

- Application deadline: December 13, 2023
- Project selection: March 31, 2024
- Project start date: April 1, 2024
- Project end date: December 31, 2027

Eligible project leads could include:

- Academic institutions
 - Non- governmental organizations
 - Industry, research, and professional associations
 - Companies and businesses
 - Indigenous communities or governments
 - Community, regional, and national Indigenous organizations
 - Provincial, territorial, regional, municipal governments and their departments and agencies
- See Section 2.3 for additional information.

Applicants are encouraged to contact NRCan early to discuss their proposed project and the application process.

*There is a separate application process available for Indigenous-led projects; please contact adaptation@nrcan-rncan.gc.ca for more information.



1.1 Program Objectives

The Climate-Resilient Coastal Communities (CRCC) Program seeks to enhance the climate resilience of coastal communities and businesses and accelerate adaptation through integrated regional-scale pilot projects which enable partners to work together to reduce climate change risks and coordinate innovative actions.

Regional-scale approaches provide multiple benefits including: allow collaborative plans to address complex climate change impacts (e.g. sea level rise, coastal erosion, extreme weather); more efficient alignment of resources and short and long-term actions; enable innovative solutions; and reduce risk of maladaptation or shifting risk to others.

The Program will fund up to 25 regional-scale pilot projects on Canada's three marine coasts – Atlantic, Pacific, and North - and in the Great Lakes – St. Lawrence region with approximately 20 under this Open Call for Proposals. Pilot projects will represent diverse communities and economic, social, and environmental conditions across Canada.

The CRCC will have national benefit by providing evidence and learning to inform future adaptation approaches and actions that may be scaled-up to other regions and contexts across the country.

1.2 Project Outcome and Priorities

When fully implemented, projects will demonstrate adaptation actions that increase the climate resilience of communities and economies. Projects will identify targeted climate change risks and challenge(s)/barrier(s) to be addressed and result in an inclusive adaptation plan that requires a suite of coordinated activities to be implemented by various actors on different time scales. Projects would result in integrating climate change considerations into existing or new policies, programs, and measures. Some examples of actions include:

- Revise land use plans and policies, e.g. restrict types of development in high-risk areas,
- Apply revised codes and standards, e.g. building designs that minimize damage,
- Implement nature-based approaches to prevent shoreline erosion and reduce the impact of coastal flooding,
- Plan for retreat of community assets, housing, or infrastructure away from coastal climate change hazards,
- Establish sustainable inclusive governance mechanisms,
- Determine financing approaches,
- and more.

Applicants should consider the following program priorities during the development of their proposals:

➤ **Use practical and innovative actions to reduce climate risk**

The projects will develop and plan a combination of practical short and longer-term integrated adaptation actions within project regions which are aligned, cost-effective, achieve co-benefits, and avoid maladaptation. Measures would be coordinated over time to reduce risks and economic impact of current and future changing climate. Projects would:

- Identify targeted climate change impacts (e.g. sea level rise, coastal erosion) and social, economic, and environment risks and focus on action.

- Demonstrate significant climate resilience outcomes that benefit coastal communities and economies.
- Address short and longer-term climate change scenarios and risks such as sea level rise projections for 2100.
- Seek innovative actions and, where possible, assess the value of coordinated actions compared to individual actions, contributing evidence for business case development.
- Apply an adaptive risk management and adaptation pathways (for information, see section 5.2) approach that supports iterative and flexible actions and can respond to future changes and avoid locking in unsustainable actions.
- Leverage other initiatives or funding programs, as appropriate, to deliver actions that complement or build on project activities and enhance the outcomes of the project.

➤ **Work together on shared regional adaptation challenges through coordinated and inclusive actions**

The projects will bring together partners as appropriate and may include all levels of government, the private sector, Indigenous communities, non-government organizations, academia and affected groups (including those at most risk from climate change and those not traditionally included in decision-making) to co-develop coordinated adaptation solutions to priority climate change risks at the regional scale. The approach would allow lower capacity communities and organizations to participate and benefit as well. Projects would:

- Operate at a regional scale and be of a size and scope to be able to consider complete natural and human systems. Regional scale is defined as the appropriate geographic and political scale required to address climate change risks while accounting for physical, social, ecological, and economic factors to inform climate change adaptation actions. Some examples include watershed, coastal “littoralshed”, sector supply chain, etc.
- Establish a governance structure to support working together in partnership. For example, use new or existing steering committee, multi-disciplinary technical or working groups, regulatory or policy frameworks, regional collaboration networks, among other approaches.
- Include meaningful involvement of Indigenous communities, rights-holders, and organizations as appropriate to ensure that their interests and perspectives are reflected.
- Enable the participation and inclusion of people of all ages, abilities, income levels, backgrounds, and identities, particularly those most affected by climate change risks and who may not have been traditionally included in decision-making.

1.3 Proposal Assessment

Proposals will be assessed and selected based on several factors as follows:

- Alignment with the program objective and priorities (Section 1)
- Address program requirements described in this Guide including review criteria (section 4.1) among others.
- In addition to the criteria above, the selection of the pilot projects will consider:

- Representation of projects located in each of Canada’s coastal regions - Pacific, North, Atlantic, and Great-Lakes/St. Lawrence.
- A diversity of models considering socio-economic conditions, governance approaches, and type of climate change risks, and adaptation actions and innovation to inform learning on regional integrated adaptation approaches.
- A range of community sizes and types (including rural and remote communities), that represent different economic, social, and environmental conditions across Canada’s coasts.

Applicants are encouraged to contact NRCan early to discuss their proposed project and the application process.

2.0 FUNDING AND DELIVERY

2.1 Funding for Projects

Up to \$25-million-in contribution funding may be awarded through this open call for proposals competitive process. Funds will be awarded as described in section 1.3.

NRCan will provide funding for up to 75% of the total project costs (100% of total project costs for Territories and Indigenous-led proposals*).

All projects require partnerships as appropriate to achieve the project objectives. Partners could include municipalities, provincial governments, academic institutions, non-governmental organizations, Indigenous organizations among others. It is expected some partners would provide cash or in-kind contributions to the project.

Projects must include a minimum of 25% non-federal funding in cash or in-kind contributions. In-kind contributions need to be contributions to the execution of the proposed project and can include documented staff time paid from non-federal sources, free use of meeting space, etc. Note the value of data used or collected for the project cannot be counted as an in-kind contribution. The proposal budget and letters of support from other funding sources must confirm the nature, amount, and timing of their contributions. Annual financial reporting of other funding contributions will be required during project implementation.

Due to the complexity of these projects, projects requesting less than \$300,000 of NRCan funding, will not be considered through this Call for Proposals. Proposal funding requests are expected to be commensurate with the size and complexity of the region to be covered and activities involved.

A full list of eligible expenditure categories as well as expenses which are not eligible for NRCan funding can be found in Section 3.3.

*There is a separate application process for Indigenous-led projects that require more time and support to develop a proposal; please contact adaptation@nrcan-rncan.gc.ca for more information. Note that Indigenous applicants are eligible for both the open call for proposals and the Indigenous-led project stream and may

choose which stream to apply to based on the readiness of their project.

2.2 Project Duration

Projects should have a start date no earlier than April 1, 2024. The duration of the projects should be based on the scope of the work. Projects must be completed no later than December 31, 2027.

2.3 Eligible Recipients

Eligible recipients for NRCan funding include individuals and legal entities validly incorporated or registered in Canada, including for-profit and not-for-profit organizations:

- Academic institutions
- Non- governmental organizations
- Industry, research, and professional associations
- Companies and businesses
- Indigenous communities or governments
- Community, regional and national Indigenous organizations
- Provincial, territorial, regional, and municipal governments and their departments and agencies

Lead applicants must demonstrate that their organization has the expertise and financial capacity necessary to deliver the project.

2.3 Intellectual Property

All intellectual property developed through the project will remain the property of the proponent. However, materials produced by the projects funded through this Call for Proposals must be made publicly available at no cost and if there is an exception, this should be detailed in the proposal and is subject to approval. NRCan will also receive copies of, and will have free use of, any/all of the intellectual property created with NRCan funds in order to further enhance the availability of knowledge and tools for advancing adaptation in Canada.

2.4 Incorporation of Indigenous Knowledge

The program is committed to upholding Indigenous data management principles, including the First Nations Principles of Ownership, Control, Access, and Possession (OCAP®) (FNIGC.ca), as well as the equivalent principles for Inuit and Métis communities. These principles emphasize the respect for and protection of Indigenous data and Indigenous Knowledge. The program supports Indigenous applicants to integrate Indigenous Knowledge in products developed for their own use. The program acknowledges that there may be protected knowledge within the proponent's possession that they choose not to share publicly, and they are not obligated to do so.

It is a core objective of the program to enhance the availability of knowledge and tools for advancing adaptation in Canada. While there is no obligation to share protected knowledge, the program aims to foster a spirit of openness and collaboration in supporting the public availability of materials produced through projects funded through this Call for Proposals at no cost. Proponents are encouraged to explore ways to develop deliverables that can be shared publicly that respect the rights of knowledge-holders and Indigenous data management principles.

3.0 HOW TO APPLY

3.1 Application Form and Required Documents

Applicants must use the **Application Form** available on the [Call for Proposal webpage](#) and complete all of the required fields.

Applicants are requested to complete and save an electronic Microsoft Word version of the Application Form, as printed and scanned versions will not be accepted. Please save this form with the name “2023 CRCC CFP – lead organization name” and put “2023 CRCC CFP – lead organization name” in the subject line of your email when submitting your application.

In addition to the Application Form, applicants will need to provide the following attachments with their application:

- Attachment: Budget using the template provided (see Section 3.2).
- Attachment: Short (~two page) CV for the project lead and for key team members involved in delivering the project providing information that demonstrates expertise to support the project.
- Attachment: Work plan should include milestones and outputs on a quarterly and government fiscal year basis (April 1 – March 31).
- Attachment: Letter of support from each funding source (other than NRCan) that is making an in-kind or cash funding contribution to the project (see Section 3.4), as described in the budget.

Maximum number of pages for the proposal excluding attachments listed above is 20 pages. Complete applications should be submitted by email to adaptation@nrcan-rncan.gc.ca by the submission deadline (see Section 3.5).

3.2 Budget Template

Applicants are requested to use the Budget Template available on the [Call for Proposals webpage](#) and provide a project budget broken down by federal fiscal year (April 1 to March 31). The project start date and end date must be clearly indicated in the template (see section 2.2). The budget should also be itemized by eligible expenditure category. Please see Section 3.3 for more information about eligible expenditure categories and non-eligible expenditures.

Federal funding must be complemented by other sources of funding contributions as described in Section 3.4. The budget must include the amounts (cash and/or in-kind) and name the other sources of contributions.

IMPORTANT NOTE - It is important to note that NRCan funding is allocated according to the Government of Canada’s fiscal year (April 1 to March 31) and is NOT transferable from one fiscal year to the other. **Unspent funds within a given fiscal year will be lost** and cannot be reprofiled to another fiscal year and will be lost to the project and to the Program. Therefore, it is important that the project proposal carefully consider this in the work plan and methodology.

3.3 Eligible Expenditure Categories and Non-eligible Expenditures

Eligible expenditures must be directly related to the proposed project and include and be organized by expenditures within the following cost categories:

- Salaries and benefits
 - “Salary” applies only for staff on the lead organization’s payroll. NRCan funds cannot be used to augment the salary of an existing full-time employee.
 - Staff remunerated through a contract should be listed under the “Professional, scientific, and contracted services” cost category.
- Professional, scientific, and contracted services
 - Includes: staff remunerated through a contract, design and printing services; processing, analysis and management of data; computer support services; audio visual services; interpretation, teleconference and webinar services; and other services associated with the delivery of the project.
 - Applicants that are planning to undertake activities at the national level or in an officially bilingual region must include the cost of translation in the project budget.
- Honoraria and ceremonial costs where Indigenous recipients or Indigenous partners of recipients are involved.
- Communication materials, publishing, and promotions.
- Travel, including meals and accommodation.
- Conference fees, approved on a case-by-case basis.
- Materials, supplies, and equipment
 - Includes: laptop and desktop computers approved on a case-by-case basis; computer software; and library and bibliographic expenses.
- Facility rental
- License fees (e.g., access to datasets, IT applications)
- Overhead expenditures approved by NRCan to a maximum of 15% of NRCan’s contribution.
 - Includes: Administrative support provided directly to the project by the eligible recipients’ employee(s), valued on the same basis as professional staff time; heat, hydro and office operating costs (e.g., faxes, telephone).
- Reimbursement of the Goods and Services Tax, Harmonized Sales Tax, and Provincial Sales Tax, net of any tax rebate to which the Recipient is entitled.

Non-Eligible Costs

Costs that **cannot** be covered with NRCan funding include:

- Costs related to capital items,
- Hospitality (e.g., provision of food and beverages at meetings).

Projects cannot contribute to profit-making initiatives.

3.4 Requirements for Other Sources of Funding Contributions and Letters of Support

The Government of Canada may fund **up to 75% of the** total eligible cost of a project (including all federal sources). Projects are expected to provide other funding contributions either in cash or through in-kind contributions from sources other than the Government of Canada. In-kind contributions must be specifically related to the project and can include documented time of presenters, staff time paid from non-federal sources, free use of meeting space, etc. Time of participants to attend conferences will **not** be considered towards in-kind contributions.

All other sources of funding contributions except for that provided by NRCan should be documented in **letters of support** or emails from the supporting organizations. The letters of support must be included in the proposal and should clearly state:

- the source of the support,
- the nature of the support and type of activity,
- the amount (cash or value of the in-kind contribution), and
- the period over which it will be supplied.

For in-kind salary contributions, the number of hours or days contributed per person, along with an average hourly or daily rate will need to be estimated.

IMPORTANT NOTE - The total amount of funding contributions from other sources over the entire course of the project is what will be considered.

*For Indigenous-led projects and those led by Territorial governments, the Government of Canada will fund up to 100% of project costs. Although these projects do not strictly require partnerships or other funding cash or in-kind contributions, these may be beneficial to consider in the design of your project in order to maximize impact.

3.5 Submission Deadline

Completed applications, including all attachments, must be submitted by email to adaptation@nrcan-rncan.gc.ca by December 13, 2023, at midnight Eastern Standard Time. See section 3.1 for more information on what constitutes a complete application.

4.0 FUNDING DECISION

4.1 Proposal Review and Criteria

This open Call for Proposals is a competitive process. Proposals will be reviewed and assessed considering the factors described in Section 1.3.

Proposals will be reviewed and evaluated by the review committee comprised of Climate Change Impacts and Adaptation Division at NRCan and other experts. Projects will be subject to the NRCan approval process.

The proposal review will assess the following criteria in the application form:

Criteria #1: Project objective, intended audience(s), outputs, and outcomes

- The proposed project aligns with the **objectives and priorities** described in Section 1
- The proposal clearly identifies the **targeted climate change impact and risk(s) (e.g. sea level rise, coastal erosion, extreme weather, permafrost thaw) and challenge(s)/problem(s)** and intended outcomes.
- The **intended audience(s)** are clearly defined and are appropriate for the scope of the proposed project.
- The **products and outputs** of the proposed project enable the intended audience(s) to take adaptation action.

- The **intended outcomes** of the proposed project are appropriate and deliver significant impact.

Criteria #2: Methodology and work plan

The **methodology and work plan** are appropriate and relevant for achieving the objectives and outcomes of the proposed project and include a **sufficient level of detail** about the following:

- Appropriate **activities** for achieving the objectives and outcomes of the proposed project.
- Governance approach both for decision-making on actions and for technical or project management as appropriate.
- **Early and continued involvement** of intended audience(s), as appropriate.
- An approach to **knowledge mobilization** for reaching the identified intended audience(s).
- Relevant **equity, diversity, and inclusion considerations** related to the proposed project, as appropriate (e.g., engagement of stakeholders of all ages, abilities, backgrounds, income levels, and identities), consideration of their needs in the development of adaptation actions, their inclusion in knowledge mobilization plans).
- The approach that will be used for **measuring** the proposed project's progress towards its proposed objectives and its results, including the **indicators** that will be used, as appropriate. Proposals should also include indicators for tracking the implementation of adaptation actions. In addition, each project that receives NRCan funding will include tracking for how climate change adaptation is included in plans and strategies.
- The approach that will be used to **engage with and include** Indigenous rights-holders, communities, organizations, or groups, as appropriate and/or **incorporate Indigenous Knowledge**.
- Use of **innovative approaches** that helps to advance progress on adaptation, as appropriate.

Criteria #3: Capacity to deliver the project

- Relevant multi-disciplinary **technical expertise**, and **capacity to manage the project, partnerships, and funds** are clearly demonstrated and substantiated.

Criteria #4: Project budget

- Costs are **eligible and reasonable**, and **contributions from funding sources other than NRCan** are supported with letters of support.
- The overall budget delivers good value for achieving the intended project objectives and outcomes.

Criteria #5: Collaboration and partnerships

- **Collaboration and partnerships** are leveraged to deliver meaningful regional integrated results and ensure impact.
- **Appropriate project partners** are identified and involved in delivering the proposed project, and their roles in the project are clearly outlined.
- **Project partners represent appropriate organizations and governments** to effectively deliver actions at a regional scale.
- **Projects are designed to include the perspectives of and enable meaningful participation from diverse stakeholders and partners** of all ages, abilities, income levels, backgrounds, and social groups, who reflect those who are most at risk from the impacts of climate change in the region.
- **Projects include mechanisms to ensure the meaningful partnership, participation and engagement of Indigenous rights-holders, communities, and organizations in the project region.**

Note: All applicants will be notified of the status of their application by email within 16 weeks of the closing date for this call.

4.2 Entering into a Contribution Agreement

Successful applicants will be required to enter into a Contribution Agreement with the Government of Canada. A Contribution Agreement is a written agreement between the Government of Canada and a recipient setting out the obligations or understandings of both with respect to the contribution. A template is available on request.

5.0 FOR MORE INFORMATION

5.1 Contact Information

Please contact adaptation@nrcan-rncan.gc.ca with any questions about this Call for Proposals.

5.2 Additional Resources

Integrated Adaptation

Natural Resources Canada commissioned a report to support the application of good practices for regional integrated coastal climate change adaptation. The report is provided as a reference only and is not intended to be prescriptive or to limit the scope for the pilot project proposals. The report includes information on choosing appropriate scales for action, collaborative governance, adaptation pathways, adaptive risk management, and more, as well as some links to other sources of information.

Lemmen, D.S. (2023). Good Practices for Integrated Climate Change Adaptation in Canadian Coastal Communities. Government of Canada, Ottawa (Ontario).

National Climate Change Assessment Reports

Additional information on the state of climate change adaptation in Canada, as well as regional perspectives from Canada's coasts is available at www.changingclimate.ca at the following links.

Lemmen, D.S., F.J. Warren, and C.S.L. Mercer Clarke. (2016). Canada's Marine Coasts in a Changing Climate. Government of Canada, Ottawa, ON, 274 p.
https://ftp.maps.canada.ca/pub/nrcan_rncan/publications/STPublications_PublicationsST/298/298739/gid_298739.pdf

Regional Perspectives Report, (ed.) F.J. Warren, N. Lulham and D.S. Lemmen; Government of Canada, Ottawa, Ontario.
<https://changingclimate.ca/regional-perspectives/>