



Natural Resources Canada

**GeoConnections Program
Project Proposal Guidelines 2018-2019**

**New pre-commercial standards-based solutions that integrate various
sources of satellite data and geospatial data
in near-real time on the Internet**

Invitation Code: GNS18-19IFP

November 2018



Natural Resources Canada
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Canada

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GEOCONNECTIONS CONTRIBUTIONS FUNDING SCOPE

GeoConnections is an ongoing Program with the mandate and responsibility to lead the evolution of Canada's Spatial Data Infrastructure (SDI) through the use of standards-based technologies and operational policies. Canada's SDI is an on-line resource that is focused on data sharing and integration, and is an invaluable resource that helps decision makers from all levels of government, the private sector, non-government organizations and academia make better decisions in addressing key economic, social and environmental priorities.

GeoConnections co-funds the development of innovative solutions and further development of Canada's SDI with eligible Proponents through regular invitations for Contribution Projects. More specifically, GeoConnections is focused on innovation in the pre-commercial and de-risking phase, through the identification of gaps and targeted Projects in the Canada's SDI. For Fiscal Years 2018-2019 and 2019-2020, GeoConnections is directing funding towards Projects that address the following theme.

INVITATION FOR PROJECTS THEME

New pre-commercial standards-based solutions that integrate various sources of satellite data and geospatial data in near-real time on the Internet.

GEOCONNECTIONS PURPOSE AND OBJECTIVES

Through this invitation for Projects, the GeoConnections Program is soliciting interest for Contribution Projects that will align with the Program's purpose and objectives:

Purpose

The purpose of the GeoConnections Program is to provide the Canadian population with integrated Geospatial information on the Internet.

Objectives

- Increase awareness of the benefits of using geospatial data and tools to achieve goals for social, economic and environmental priorities;
- Keep Canada at the leading edge of accessing, sharing and using geospatial information via the Internet;
- Support the integration and use of geospatial data to support effective decision making; and
- Coordinate the development of national policies, standards and mechanisms and support their implementation to ensure maintenance and updating of geospatial data and compatibility with global standards.

WHO CAN SUBMIT A PROJECT PROPOSAL?

Proponent must be from one of the following types of a legal entity:

- Academic institutions;
- Canadian or International profit and non-profit organizations;
- Corporations;
- Individuals;
- Industry and their associations;
- International governments;
- Provincial, Territorial, Regional, Municipal and Rural government departments, agencies and some Crown Corporations as set out in Schedule III, Part 2 of the Financial Administration Act; or
- Research associations; whose objective contribute to the objectives of the GeoConnections Program

HOW MUCH CAN BE APPLIED FOR?

GeoConnections will provide funding up to \$300,000 in total for a Project.

GeoConnections will only fund cost-shared projects. GeoConnections will fund a maximum of 75 percent of Total Project Costs, the Proponent and its Collaborators must contribute the remaining 25 percent of Total Project Costs. Total federal government assistance, including the amount requested from GeoConnections, cannot exceed 90 percent of Eligible Expenditures.

WHAT IS THE PROCESS?

Developing a Project Proposal consists of the following steps:

1. Proponent first reviews the requirements and criteria for funding contained in this Project Proposal Guidelines 2018-2019.
2. Proponent submits a completed Proposal to GeoConnections as described in this Project Proposal Guidelines 2018-2019.
3. GeoConnections will evaluate all Proposals and make Project selections.
4. If selected, the Proponent will receive an invitation to work with GeoConnections to develop a formal Contribution Agreement.

PROPOSAL PREPARATION AND SUBMISSION

Please note the following:

- Proponents are responsible for preparing and submitting their Proposals, however Proponents may consult with GeoConnections for advice during this process. Please use the email address provided in this Project Proposal Guidelines 2018-2019.
- Proposals must be written and must be submitted by the Proponent.
- Proposals may be submitted in either English or French.
- Proponents must follow and submit the completed Proposal template provided by GeoConnections.
- Proponents must also provide a set of their most recent financial statements.
- Proponents may include additional information as annexes to the Proposal. No other information besides what is contained in the Proposal will be used to evaluate the Project.
- GeoConnections requires that a senior member of the organization representing the Proponent, submit the completed Proposal, along with an accompanying cover letter on the organization's letterhead that they have signed and dated.
- Once received, Proposals will be evaluated against the Program criteria available in this Project Proposal Guidelines 2018-2019 as an appendix.

Completed Proposals must be submitted by e-mail to GeoConnections at: nrcan.info-geoconnections-info-geoconnexions.nrcan@canada.ca

The deadlines are as follows:

STEPS	DATES
Invitation for Projects closing date*	December 20, 2018
Deadline to submit Project Proposals	On or before December 20, 2018

*Based on the level of funding available and number of Projects submitted, GeoConnections reserves the right to close this invitation before the closing date. In this event, a notification will be published on the GeoConnections website.

The GeoConnections funded Projects must be completed on or before June 20, 2019.

Natural Resources Canada Service Standards

SERVICE STANDARDS	GEOCONNECTIONS PROGRAM
Acknowledging receipt of Proposal	We will acknowledge receipt of a Proposal within five business days of the date received by the Program, 95 percent of the time.
Providing funding decision	We will issue an official written notification of the funding decision within 40 business days, 90 percent of the time. Timing is highly dependent on a Proponent's responsiveness to requests from the department for information during the due diligence and risk assessment review.
Issuing payment	We will issue payments within 30 calendar days of the successful fulfillment of requirements as outlined in the Contribution Agreement. We target to meet this standard 90 percent of the time.

FINANCIAL INFORMATION

Funding

GeoConnections will only fund cost-shared Projects. In cost-shared Projects, the Proponent and its Collaborators agree to contribute financially to the Project either in Cash or In-kind contributions or both. The Cash* amount requested from GeoConnections cannot exceed 75 percent of Total Project Costs.

The maximum funding available from GeoConnections for Projects is \$500,000 in Fiscal Year 2018-2019 and \$500,000 in Fiscal Year in 2019-2020. GeoConnections anticipates funding Four (4) Projects of approximately \$250,000 each within this envelope. Depending on the amount being requested by selected Proponents, another scenario could be two (2) GeoConnections Contributions of \$200,000 and two (2) GeoConnections Contributions of \$300,000. Funding is only available for Projects starting after January 2, 2019 and completed before June 20, 2019.

The Proponent must provide a list of all federal departments participating in the proposed Project and shall ensure that the total federal government assistance, including the amount requested from GeoConnections, does not exceed 90 percent of Eligible Expenditures. Funding received from another GeoConnections-funded Project cannot form part of the Total Project Costs or leveraged funds.

If any funding for a Project is dependent upon another funding program, GeoConnections requires written confirmation from that Collaborator regarding that funding. The confirmation must include how much funding is being provided, and whether the funding has been secured or not.

GeoConnections Contribution funding is paid by reimbursing funds to the Proponent on a quarterly basis. A payment schedule will be established and outlined in the final Contribution Agreement, and will be based on agreed-upon work accomplished, tasks completed, Eligible Expenditures Incurred, etc.

*Note: Natural Resources Canada and staff cannot provide In-kind Contributions, or act as Collaborators in a Project proposed under this Invitation for Projects.

Eligible and Ineligible Expenditures

The GeoConnections Program will reimburse funds for Eligible Expenditures as described below. Eligible Expenditures for an approved Project under the Program must be directly related to, and necessary to carry out the Project.

Eligible Expenditures include:

- Labour – salaries, professional fees and temporary personnel costs paid to employees on Proponent's payroll, for actual time spent on the Project, plus any employee benefits up to a maximum of 20 percent of Project labour costs;
- Subcontracts for services up to 20 percent of total Eligible Expenditures (i.e. professional, scientific, technical);

- Administration costs associated with the Project including: translation, printing and binding, promotion of workshops and publication of Project report;
- Communications, audio-visual equipment and facilities rentals;
- GST, PST or HST related to other Eligible Expenditures, net of any tax rebate to which the Proponent is entitled.

Ineligible Expenditures include:

- The purchase of land or payment of property taxes;
- Hospitality (GeoConnections' funds cannot be used to reimburse Proponents for hospitality expenses.)
- Capital costs (including computers);
- Costs associated with the development of the Proposal;

PROPOSAL REVIEW AND PROJECT SELECTION

A team of reviewers will review and evaluate the Proposals. Reviews will be based on the Proposal evaluation criteria provided in Appendix in this Project Proposal Guidelines 2018-2019.

Proposals will be reviewed for completeness, feasibility, and alignment with the objectives outlined within this Project Proposal Guidelines 2018-2019. Proposals that pass the evaluation will be considered for funding but are not guaranteed funding.

Consideration for funding will include the following factors:

- purpose of the request in terms of its relevancy to the Program objectives;
- eligibility of the Proponent;
- duration of the request or Project;
- absolute amount in Canadian currency; and
- the basis and timing of payment

The amount of the GeoConnections Contribution for approved Projects will consider the following factors:

- significance of the Project in contributing to Program purpose and objectives
- number of similar Projects already funded;
- size and scope of the Project;
- risks associated with the Project;
- percentage of Eligible Expenditures requested;
- Contributions being made by the Proponent and its Collaborators;
- existence of more cost efficient alternatives to the Project being proposed;
- limits set by the funding conditions or solicitation documents; and
- amount of funding available.

Development of a Contribution Agreement

GeoConnections will invite the Proponents of successful Proposals to discuss Contribution Agreements. At that time, a staff member from GeoConnections will be assigned as the Project Authority. Please note an invitation to discuss an Agreement is not a guarantee of funding.

The resulting Agreements will describe the terms and conditions of GeoConnections and set out expectations such as Proponent's Project duration, their outputs, their tasks, dates, Proponent's human resources (organization, team member name, role/title, per diem and days of effort/person); their communications plan, and their financial details.

The following project management tasks will be required from selected Proponents as part of the Contribution Agreement development process.

TASK NAME (TARGET DATE)	TASK DESCRIPTION
Signed Statement of Anticipated Eligible Expenditures Incurred (April 5, 2019)	Submit a signed statement of anticipated Eligible Expenditures Incurred up to March 31, 2019 in order for the Program to establish a Payable at Year-End.
Interim Narrative Report and Payment Request 2018-2019 (April 30, 2019)	Submit claim for payment; interim financial report; approved time sheets, interim narrative report, copies of Subcontracting invoices; explanatory note listing all the Eligible Expenditures Incurred up to March 31, 2019
Eligible Expenditures End Date (June 20, 2019)	Start documenting the Project as it was completed as of June 20, 2019
Final Narrative Report 2018-2019 and 2019-2020 (August 22, 2019)	A final narrative report to describe how the activities have contributed to the achievement of the objectives, the benefits, and the key performance indicators of the Project as described in the Statement of Work, including the results of the Project in comparison to the original outputs and work plan, with a variance analysis.
Final Financial Report 2018-2019 and 2019-2020 (August 22, 2019)	A financial report that demonstrates how the Contribution funding was used including the receipt services being funded by Canada.
Signed certification of Eligible Expenditures Incurred and Paid (August 22, 2019)	A signed certification of Eligible Expenditures Incurred and Paid, that the claims for payment of Eligible Expenditures of the Project have been Incurred and Paid by the Proponent.

Basis of Payment

Payments schedule will be established within the Contribution Agreement. The basis on which Contribution final payments and any interim payments are to be made will be based on: achievement of pre-determined performance expectations or milestones, a description of the performance expectations or milestones to be provided, and reimbursement of Eligible Expenditures.

Non-Repayable Contributions

GeoConnections will be using Non-Repayable Contributions. Contributions will be made towards Projects that contribute to the purpose and objectives of the Program and do not generate profits.

ROLES, RESPONSIBILITIES AND CONTRIBUTIONS

GeoConnections promotes collaboration, particularly those that support Project delivery. This section details the roles and responsibilities of all potential contributors on Projects.

GeoConnections

GeoConnections supports Projects by providing Contribution funding. It is responsible for inviting Proposals and will provide input and advice to its Proponents to develop their Proposals. It is also responsible for evaluating Proposals, developing Agreements, providing advice, monitoring progress, evaluating outputs, and recommending payments.

Proponent

The Proponent assembles the Proposal, leads and coordinates all Project activities, and acts as a single point of contact with GeoConnections on Project issues. The Project Proponent must have both a mandate and the resources to coordinate the Project and maintain Project results beyond the Project's completion. Proponents are responsible for coordinating the work of all team members including Project Collaborators and Subcontractors. Proponents are responsible for any subcontracted activities required for Projects.

As GeoConnections can only fund cost-shared Projects, Proponents must financially invest in the Project through Cash Contributions, In-kind Contributions or both. Proponents must also acquire one or more collaborating organizations who will provide financial investment and who will show a commitment to the Project. A Proponent's Cash or In-kind Contributions must be accounted for towards the Proponent/Collaborator's portion of the Total Project Costs. Together, the Proponent's and Collaborator's Cash or In-kind Contributions must total at least 25 percent of the Total Project Costs.

Collaborators

In GeoConnections cost-shared Projects, the Proponent must include one or more collaborating organizations in the Project.

Collaborators are persons or organizations that agree to contribute financially by providing Cash Contributions, In-kind Contributions, or both to the Proponent to be used for the Project. An In-kind Contribution is a Contribution of services or time to which a dollar amount can be attributed, that would otherwise be purchased and paid for by the Proponent to achieve the Project results. Collaborator's Contributions should not be invoiced to the Proponent, and therefore cannot be submitted to GeoConnections as Eligible Expenditures Incurred by the Proponent. A Collaborator's Cash or In-kind Contributions must be accounted for towards the Proponent/Collaborator's portion of the Total Project Costs. Together, the Proponent's and Collaborator's Cash or In-kind Contributions must total at least 25 percent of the Total Project Costs.

Collaborators may be from any type of legal entity described earlier. Collaborators must also demonstrate an on-going vested interest in the Project and show their support from the senior level of the organization. The Collaborator's Contribution and commitment to the Project must be specified in a Letter of Collaboration, written on the organization's letterhead and signed by a senior officer, and must be included with the Proposal submission.

Subcontractors

Subcontractors are persons or organizations who enter into a contract with the Proponent to provide materials, services or time related to the Project, and who will invoice the Proponent for those services.

If applicable, the Proponent must identify all Subcontractors in their Proposal and must discuss these with GeoConnections before a Contribution Agreement is signed. The Proponent must also clarify with GeoConnections which, if any, would be considered eligible or non-eligible expenses for reimbursement. GeoConnections recommends, as part of due diligence, that Proponents sign a formal contract with each of their Subcontractors for any GeoConnections Project.

INTELLECTUAL PROPERTY

All Intellectual Property that arises in the course of the Project shall vest in the Proponent, or be licensed to the Proponent in the event that a Proponent's Subcontractor retains title to such Intellectual Property. The Proponent shall supply to the Project Authority the reports and documents described in the Proposal and the Proponent will grant to Canada a non-exclusive, irrevocable, world-wide, free and royalty-free license in perpetuity to use, modify, and, subject to the Access to Information Act, make publicly available such reports and documents for non-commercial governmental purposes.

OFFICIAL LANGUAGES ACT

All public information documents related to the Project prepared or paid for in whole or in part by Canada must be made available in both official languages, when the Natural Resources Canada judges that this is required under the Official Languages Act. Proponents, if they are to provide/deliver documents or outreach to the public as part of their Project outputs, will be responsible for providing them fully in both languages and therefore will incur all costs for translation and personnel. When applicable, these costs must be included in the Proposal budget.

CONFLICT OF INTEREST

No public servant or public office holder, either currently or formerly employed by a federal entity, and to whom the *Conflict of Interest Act*, the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Sector applies, can derive any direct or indirect benefit from a Project funded via a Contribution Agreement unless the provision or receipt of such benefits is in compliance with such legislation and codes; and that no member of the Senate or the House of Commons shall be admitted to any share or part of the Project, or to any benefit arising from it, that is not otherwise available to the general public.

Additionally, any individual working for the Proponent who formerly provided consultancy services to Natural Resources Canada that are related to the Contribution Agreement or developing the Project, the Proponent would be considered to be in a real, perceived, or potential conflict of interest situation.

REPORTING AND MONITORING

Proponent Project Manager

The main contact and Project Manager designated by the Proponent.

GeoConnections Project Authority

A GeoConnections Project authority will be assigned to monitor each Project. This Project Authority will be responsible for recommending the approval of quarterly milestone payments. Milestone reports and corresponding tasks or outputs will be submitted to the Project Authority for evaluation.

Orientation Meeting or Teleconference

The Proponent's Project Manager will schedule and conduct an initial orientation meeting or teleconference involving the GeoConnections Project Authority.

Quarterly Progress-Review Meetings or Teleconferences

Quarterly progress-review meetings or teleconferences must be scheduled by the Project Manager and the Project Authority to demonstrate Project progress and to discuss any relevant Project issues. These meetings may or may not be tied to the milestones.

Milestone Reports

At the conclusion of each quarterly milestone, the Proponent's designated Project Manager shall provide a report to the GeoConnections Project Authority. Reporting templates will be provided by GeoConnections. These reports will be required before any payments are made and shall contain at minimum, but not be limited to:

- title page;
- summary of the work accomplished in comparison to the work plan, attachments, including URLs of Project outputs and operational results;
- explanation of any problems encountered and their solution;
- changes to the work plan for the next tasks; and
- detailed financial statement report for that quarter and Project-to-date.

Payment Schedule

Payment schedules will be made quarterly and will be outlined in the resulting Agreement. In general, payment schedules will be based on completion of milestones and associated tasks and outputs, and Eligible Expenditures Incurred and paid during the quarter. Detailed financial statements and invoices are to be submitted as part of the quarterly request for payment.

Final Report

At the end of the Project, the Proponent's Project manager must provide a detailed final report. The final report is required before the final payment can be made. A final reporting template will be provided by GeoConnections. This report must do the following:

- provide a final detailed budget summary;
- describe the Project expected results compared with planned objectives;

- self-evaluate against a defined Project performance framework;
- assess the Project's success in meeting operational policy needs;
- discuss challenges (institutional, technical and policy) encountered;
- discuss aspects of the Canada's SDI utilized in or during the Project;
- discuss any gaps that were identified in the Canada's SDI;
- provide recommendations for Canada's SDI development and direction;
- outline plans for possible follow-on activities and Projects; and
- describe in detail the communications outputs, including public and internal strategic communications that were undertaken by the Proponent to date, and what is planned going forward to promote the results with the new users.

Promotion of Project Results

All Proponents who receive funding from GeoConnections must promote Project results with the appropriate audiences of stakeholders or users. This section summarizes these requirements further.

The Proponent will promote the Project results and publicly acknowledge the GeoConnections Contribution by displaying the Natural Resources Canada signature and or Canada wordmark (as provided by GeoConnections) on media, public, and stakeholder news releases, presentations, websites, brochures and other publications or documentation describing the Project and its results.

Where only text is allowed, the acknowledgement will include the following wording: "Financial support provided by GeoConnections, a national collaborative initiative led by Natural Resources Canada. GeoConnections supports the integration and use of the Canadian Geospatial Data Infrastructure (CGDI), an on-line resource that improves the sharing, access and use of open geospatial information."

Where logos of supporting agencies are included in a product, the Natural Resources Canada signature and or Canada wordmark must be used, as provided by Natural Resources Canada.

Where both text and logos are used, both the text and logo forms of acknowledgement must be used.

Proponents will communicate with GeoConnections when issuing, printing or publishing any publicity material to allow for possible coordinated announcements. Material must be submitted to the Project Authority. GeoConnections will offer a link to Project news releases and articles via its website, and may otherwise promote the Project's successes in consultation with the Proponent.

RIGHTS OF GEOCONNECTIONS

GeoConnections reserves the right to:

- reject any or all responses to this invitation for Projects;
- seek clarification and verify any or all information provided;
- enter into discussions with Project Proponents on any or all aspects of a Proposal;
- accept any Proposal in whole or in part;
- clarify/confirm intellectual property rights;
- promote and communicate the Project and its results;
- cancel and/or re-issue this invitation for Projects at any time;
- administer, approve, and allocate funding based on the sole discretion of the GeoConnections Program; and
- conduct Proponent audit activities such as an independent and objective assessment of a Proponent's compliance with terms and conditions of a Contribution Agreement.

CONTACT INFORMATION

All enquiries must be directed by e-mail to:

nrcan.info-geoconnections-info-geoconnexions.nrcan@canada.ca

APPENDIX: PROJECT PROPOSAL EVALUATION CRITERIA

Each Proposal will be evaluated according to the evaluation criteria below. There are two sections of evaluation criteria:

Mandatory Criteria – Proponents must pass all of the mandatory criteria in order for their Proposal to be accepted for further evaluation.

Ranked Criteria – Proponents must provide responses for each ranked criteria. Proponents are encouraged to respond as completely as possible to receive the maximum number of points.

Mandatory Criteria (M)

<p>M1: Relevance GeoConnections theme for Fiscal Years 2018-2019 and 2019-2020 Does the Proposal address the GeoConnections Fiscal Years 2018-2019 and 2019-2020 theme?</p> <p>Does it develop an innovative new technology into a truly unique commercial product?</p> <p>Does it provide breakthroughs that will significantly advance the evolution of the Canada’s Spatial Infrastructure with standards-based technologies for data sharing and integration to address key economic, social and environmental priorities?</p>
<p>M2: Relevance to GeoConnections Objectives Does the proposed Project address one or more of the key objectives of the GeoConnections Program as described in this Project Proposal Guidelines 2018-2019?</p>
<p>M3: Project Tasks Does the proposed Project tasks include a defined timeline and descriptions, which are in line with the performance indicators of the Proposal for tangible outputs?</p>
<p>M4: Eligibility of Proponent Is the Proponent from one of the legal entities listed in this Project Proposal Guidelines 2018-2019?</p>
<p>M5: Stacking Provisions Does the proposed Project meet the stacking provisions of a maximum federal government assistance of 90 percent of Eligible Expenditures?</p>
<p>M6: GeoConnections Contribution Is GeoConnections assistance to the proposed Project not more than 75 percent of Total Project Costs?</p>
<p>M7: Eligible Expenditures and Project Costs Do all Eligible Expenditures and all Project Costs listed in the Proposal qualify as eligible as per the guidelines within this Project Proposal Guidelines 2018-2019?</p>
<p>M8: Maximum Amount Payable Is the amount requested from GeoConnections for this specific Project no more than \$300,000 in Fiscal Years 2018-2019 and 2019-2020?</p>
<p>M9: Completeness of Proposal</p> <ul style="list-style-type: none"> a) Does the Proposal submission include a cover letter on the Proponent’s letterhead, dated and signed by an authorized senior officer of the Proponent’s organization? b) Is The Proposal complete and does it follow the provided template? c) Are compliance statements provided with the Proposal? d) Is Proponent’s organization financial statement report provided with the Proposal? e) Are Letters of Collaboration provided with the Proposal?

Ranked Criteria (R)

Proponents must answer all ranked criteria. Answer as fully and completely as possible.

<p>R1: Proponent Management Oversight and Performance Management Does the Proposal demonstrate very strong management direction and oversight (board oversight, effective administrative controls, and sound performance measurement)?</p>
<p>R2: Proponent Organization Financial Statement Report Does the Proposal provide an independent audit report with significant details to assess the financial situation of the Proponent organization?</p>
<p>R3: Cash Leverage Taking into account both the requested GeoConnections Contributions share (as a percentage of the Total Project Costs), and the Cash Contribution share to be made by the Proponent and Collaborators (also as a percentage of the Total Project Costs), does the Proposal demonstrate a cash leverage?</p>
<p>R4: Project Team and Resources: Does the team qualifications show extensive experience and expertise relevant to all aspects of the Project's technical and management scope, and that the team is clearly capable of bringing about a successful completion to the Project?</p>
<p>R5: Commercial Feasibility: Does the Proposal state that the Proponent owns all Intellectual Property rights for the pre-commercial solution proposed; or does it adequately show that the Proponent has a valid commercialization strategy for the pre-commercial solution proposed (Example: Open Source Licensing or Adoption and implementation of open standards)?</p>
<p>R6: Technical Feasibility and Risk Assessment: Does the Proposal provide a complete and comprehensive description of technical feasibility which includes use of proven methodologies and past experience (pilot projects, demonstrations, etc.) and a complete risk assessment with realistic plans for risk management?</p>
<p>R7: Benefits to Canada / Canadians: Would the Project have significant benefits to Canada / Canadians and could it have the potential to influence future business direction or policies?</p>
<p>R8: Benefits to Stakeholders: Would the Project have a significant impact on and could it influence future business direction or policies of stakeholder organizations?</p>
<p>R9: Collaborator Engagement: Does the Proposal clearly identify and show Project engagement of Collaborators (who represent the interests of the user community), is supported by letters of collaboration and includes the dollar value of their Cash and In-kind Contributions to the Project?</p>

APPENDIX: PROJECT PROPOSAL TEMPLATE

PROTECTED once completed

<<Project Name>>

<<Organization Legal Name>>

<<Date>>

<<Proponent to use this template to prepare and submit Project Proposal>>

<<Proponent to insert title page on Proponent's Letterhead>>

<<Proponent to sign on Proponent's Letterhead>>

PROJECT PROPOSAL

Text in italics denotes instructions. Replace with your text. Regular text identifies section headings and required text.

To request an editable MS Word version of the proposal template, please contact nrcan.info-geoconnections-info-geoconnexions.nrcan@canada.ca

GeoConnections is available to answer questions during the submission process.

Please follow this template when submitting a Proposal to GeoConnections for consideration. Please provide a cover letter written on your organization's letterhead, and signed by an authorized senior officer of the organization.

The purpose of this Invitation for Project is to support new pre-commercial solutions that will increase awareness, adoption, and further development of Canada's Spatial Infrastructure. The Canada's Spatial Infrastructure is a digital infrastructure that provides interoperability and access to Canada's geospatial information on the Internet. It is available to government and non-government decision-makers who are focused on social, economic and environmental priorities and to the Canadian population at large.

PROPONENT ORGANIZATION DESCRIPTION

Describe your Proponent organization including its mandate and vision, current products and/or services, and priorities and/or factors that influence your business. Describe the use of geospatial data and satellite data by your organization, including IT and new technologies. Discuss the relationship your organization has with its end-users.

Describe your Proponent organization management oversight and the financial stability of your organization.

Reference your Proponent organization recent annual financial statements (cash flow, profit/loss, shareholder's equity statements and balance sheet) which is a required appendices to this Proposal.

PROPONENT INFORMATION

PROPONENT ORGANIZATION NAME:	<i>Insert your organization name here.</i>
PROPONENT PROJECT MANAGER'S NAME:	<i>Name of contact, job title.</i>
PROJECT MANAGER'S CONTACT INFORMATION:	<i>Full mailing address:</i>
	<i>Telephone and FAX numbers:</i>
	<i>Email address:</i>

PROJECT INFORMATION

PROJECT TITLE:	<i>Insert your Project title.</i>
PROJECT OBJECTIVE:	<i>Provide a short sentence of the Project Objective.</i>
PROPOSED PROJECT START DATE:	<i>Start date of Project</i>

PROPOSED PROJECT END DATE:	<i>End date of Project</i>
PROPOSED PROJECT DURATION:	<i>Duration of proposed Project, in months</i>
PROJECT DESCRIPTION:	<p><i>Provide a short narrative sentence of description of the Project. Include in the description how it relates to the key outputs of the Project.</i></p> <p><i>Describe how the Project address one or more of the objectives of the GeoConnections Program.</i></p> <p><i>Describe how the proposed Project addresses the GeoConnections Fiscal Years 2018-2019 and 2019-2020 theme for “new pre-commercial standards-based solutions that integrate various sources of satellite data and geospatial data in near-real time on the Internet”.</i></p> <p><i>Briefly describe the needs/issues in your industry that need to be solved, and explain why this would be a successful solution that will address it.</i></p> <p><i>Describe how the Project Proponent will share and disseminate results of your Project amongst your organization, the collaborating organizations as well and users (i.e. presentations, post on the web, conferences, demonstrations, press releases etc.).</i></p>
PROJECT BENEFITS:	<p><i>Describe the key benefits, in term of outcomes this Project will have for Canada / Canadians.</i></p> <p><i>Describes the benefits in ways to pursue public policy objectives (in terms of broader results aligned with some aspects of Natural Resources Canada Departmental Plan for 2018-2019).</i></p> <p><i>Describe strategic opportunities and challenges the Project will address.</i></p> <p><i>Describe the key benefits to outside stakeholders (other than Collaborators contributing to the Project)</i></p> <p><i>Describe the expected outputs of the Project. Indicate how the results will be promoted or utilized.</i></p>

COLLABORATORS ENGAGEMENT

Describe the Collaborators that will be involved in this Project and their relationship to your organization, past and present, and your common objectives and goals. Explain how this Project will advance these common objectives and goals.

Clearly identify and describe the Project engagement of each Collaborator (who represent the interests of the user community), and is supported by a Letter of Collaboration stating their commitment and dollar value of their In-kind and/or Cash Contributions.

Letters of Collaboration must be provided by each organization that is contributing to the Project. The Letter of Collaboration must include:

- the contact’s name and title, full postal address, telephone and fax numbers, e-mail address, and organization’ website address.*
- an indication of the organization’s interest in the Project, impacts and benefits the Project will have.*
- a description of the commitment they will make to the Project in terms of Cash and/or In-kind Contributions. For in-kind Contributions, describe what is being contributed and the dollar value for the Contribution and specify if this amounts are secured or not secured as of the Proposal submission deadline date.*
- a description of any existing business arrangement. Example: Shared Intellectual Property. Multiple patents part of an integrated solution*

Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this Proposal).

Letters of Collaboration submitted after the Proposal deadline will not be evaluated.

PROJECT TEAM AND RESOURCES

Identify the resource name, organization, role and responsibilities of the resource. Note any unique competencies that are required to deliver on the Project. If the resource name is unknown, note this in the resource name field but complete the role, and unique competencies fields. Collaborating organizations resources also need to be included in this table. Provide resumes or full qualifications for key technical and management Project team members (as attachment).

Team qualifications must have extensive experience and expertise relevant to all aspects of the Project's technical and management scope, and must show that the team is clearly capable of bringing about successful completion of the Project.

Note: Natural Resources Canada and staff cannot provide In-kind Contributions, or act as Collaborators in a Project proposed under this Invitation for Projects.

NAME:	
ORGANIZATION:	
ROLE:	
RESPONSIBILITIES:	
KEY SKILLS:	

COMMERCIAL FEASIBILITY

If applicable, describe the process of obtaining the Intellectual Property rights for the pre-commercial solution that is being proposed. If the Proponent has a significant portion of Intellectual Property rights for the pre-commercial solution being proposed, please describe the proportion and current arrangements with the other party involved.

If the Proponent is the sole owner of all Intellectual Property rights for the pre-commercial solution proposed, such ownership must be clearly described.

All Intellectual Property that arises in the course of the Project shall vest in the Proponent, or be licensed to the Proponent in the event that a Proponent's subcontractor retains title to such Intellectual Property.

If applicable, describe that the Proponent has valid commercialization strategy for the pre-commercial solution proposed (Example: Open Source Licensing or Adoption and implementation of open standards)

TECHNICAL FEASIBILITY AND RISK ASSESSMENT

Provide a complete and comprehensive description of technical feasibility, which includes use of proven methodologies and experience (demonstrations, interoperability showcase, etc.) and a complete risk assessment with realistic plans for risk management.

KEY PERFORMANCE INDICATORS

OBJECTIVE:	MEASUREMENT CRITERIA
Specify the key performance indicators against Project objectives.	Indicate performance measures the Proponent will report on and include targets and data sources as applicable.

PROJECT IMPLEMENTATION NARRATIVE PLAN

Describe mechanisms in place to ensure effective management and control of the Project. Include a thorough Project Implementation Plan Table (detailed table template is available in appendix), and clearly indicate the following elements:

- Well-defined tasks for each stage and calendar-based schedule
- Project control and tracking methods and KPIs being monitored
- Communication and feedback mechanisms (with stakeholders, Collaborators)
- Interim reporting and tasks

The Project must be divided into two milestones, with a series of tasks at critical points in the work. Each milestone must be qualified with associated tasks to be completed. Outputs as well as requests for payments are to be linked to these tasks. The payment amounts for each milestone must be specified.

Complete the summary table below. The schedule of work is left to the discretion of the Project Proponent. Outputs as well as requests for payments are to be linked to these tasks.

SUMMARY TABLE OF KEY TASKS DESCRIPTIONS WITH OUTPUTS

NUMBER	TASK NAME	KEY TASK DESCRIPTION	KEY TASK OUTPUTS
1	Task Name (enter date)	Describe task briefly	Only key outputs must be entered that the Project is contingent upon – eg. New pre-commercial solution is standards-based and a demonstration to new users can commence to showcase data sharing through data interoperability)
2	Pre-Commercial Phase (enter date)	Describe task briefly	Describe output briefly

ELIGIBLE EXPENDITURES	2018-2019	2019-2020
Labour (i.e. salaries, professional fees, temporary personnel costs) to carry out the Project, plus employee benefits – max 20% of Project labour costs)	\$0	\$0
Subcontract for services	\$0	\$0
Communications, audio-visual equipment and facilities rentals	\$0	\$0
Administration of the Project, including: translation, printing and binding, promotion of workshops and publication of Project report	\$0	\$0
GST, PST and HST related to other Eligible Expenditures	\$0	\$0
TOTAL ELIGIBLE EXPENDITURES PER FISCAL YEAR	\$0	\$0
A. TOTAL ELIGIBLE EXPENDITURES	\$0	

OTHER CONTRIBUTIONS (CASH & IN-KIND COSTS*)	2018-2019	2019-2020
<i>The Proponent in-kind labour for</i>	\$0	\$0
<i>The Proponent cash for</i>	\$0	\$0
<i>The Proponent cash for...</i>	\$0	\$0
<i>Collaborator B cash for</i>	\$0	\$0
<i>Collaborator A cash for</i>	\$0	\$0
<i>Collaborator C in-kind for</i>	\$0	\$0
<i>Other Federal Funding</i>	\$0	\$0
TOTAL CASH & IN-KIND COSTS PER FISCAL YEAR	\$0	\$0
B. TOTAL CASH & IN-KIND COSTS	\$0	

* *These Cash and in-kind Contributions will not be reimbursed through GeoConnections funding.*

PROJECT BUDGET 2018-2019 AND 2019-2020

A. TOTAL ELIGIBLE EXPENDITURES	\$0
B. TOTAL CASH & IN-KIND COSTS	\$0
C. TOTAL PROJECT COSTS (A+B)	\$0

LABOUR (Salaries and Benefits)

TEAM MEMBER	ORGANIZATION	SALARY PER DAY*	HOURS PER DAY	PERCENTAGE OF SALARY THAT IS FOR BENEFITS (%)
<i>Member's name</i>	<i>The Proponent</i>			
<i>Member's name</i>	<i>The Proponent</i>			
<i>Member's name</i>	<i>The Proponent</i>			

* *Only the real salary rates are authorized as Eligible Expenditures plus employee benefits – max 20 percent of Project labour costs.*

PERCENTAGE OF CASH AND IN-KIND CONTRIBUTIONS TO PROJECT COSTS*

SOURCE OF CONTRIBUTIONS	TOTAL PERCENTAGE (%)	CASH (%)	CASH (\$)	IN-KIND (%)	IN-KIND (\$)	TOTAL (\$)
Canada (The Program)	40	40	250,000	N/A	N/A	250,000
The Proponent	50	40	100,000	10	25,000	125,000
Collaborator A	5	0	0	5	12,500	12,500
Collaborator B	5	5	12,500	0	0	12,500
TOTAL	100%	85%	\$362,500	15%	\$37,500	\$ 400,000

* The amounts in this table are examples.

COMPLIANCE STATEMENTS

The Proponent must provide their statements (below) that they agree:

- to comply with the Official Languages Act;
- to comply with the Conflict of Interest and Post-employment Code for Public Office Holders; and
- to confirm that no member of the House of Commons or Senate will be admitted to any share or part of this proposed activity or to any benefit arising therefrom

LIST OF PROPOSAL ATTACHMENTS

- Project Implementation Plan Table
- Letters of Collaboration A, B, etc.
- Proponent’s Organization Financial Statement Report
- Form to be Completed for Quebec Projects
- Project team resumes (Protected once completed)

AUTHORIZATIONS

 <<Name>>
 Senior officer of the Proponent’s organization
 <<Position>>,
 <<Organization>>

 Date

 <<Name>>
 Proponent’s Project Manager
 <<Position>>,
 <<Organization>>

 Date

PROPOSAL ATTACHMENT: DETAILED PROJECT IMPLEMENTATION PLAN TABLE (sample)

No.	Task & work breakdown	Duration (Days)	Organization Name	Team Member Name	Days Effort/ Person	Daily Rate	Key Outputs	Start Date	End Date	Eligible Expenditures Requested from Program	Total Project Cost
1.	Initiation Phase	58			80			Jan 3-2019			\$100,000
1.1	Project kick-off meeting	1	Proponent Subcontractor	F. White T. Green	2 1						\$1,900
1.2	Task A	7	Collaborator A Subcontractor	J. Brown T. Green	3 1						\$2,275
1.3	Users' needs	4	Subcontractor	T. Green	10						\$10,000
1.4	Examine existing standards	4	Subcontractor	T. Green	10				Jan 31 2019	\$5,000	\$1,400
1.5	Initiation Phase Reporting Complete						Interim Report 2018-2019		Mar 31 2019	\$	
2.	Pre-Commercial Phase	80			33			Apr 1, 2019			\$150,000
2.1	Task B	10	Collaborator B	T. Blanc	5						\$3,000
2.2	Task C	10	Collaborator B	T. Blanc	10						\$6,000
2.3	Task D								June 20, 2019	\$14,000	
									Total	\$250,000	\$400,000
										A. Total Eligible Expenditures requested from Program	B. Total Project Cost

Detailed Project Implementation Plan Table Definitions

- **No.** – identifies a number for each task and sub-task and milestones.
- **Task and work breakdown** – name each task and sub-task and milestone. Sub-tasks are limited to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days. Use the previous Summary Task Description & Output Table to provide a more detailed description of key tasks.
- **Duration (Days)** – is the total length of time in working days that the activity will take.
- **Organization Name** – indicates the name of the organization (Proponent, Collaborator, and Subcontractor) responsible for the task.
- **Team Members Name** – identifies the actual personnel assigned to carry out the described task. Note: Natural Resources Canada and staff cannot provide in-kind Contributions, or act as Collaborators in a Project proposed under this Invitation for Projects.
- **Days Effort/Person** – indicates the level of work effort in days for each team member.
- **Daily Rate:** is the individuals' daily rate. This includes employee benefits up to a maximum of 20 percent of labour cost. An explanation on how the daily rate was calculated must be provided by the Proponent. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level must be used.
- **Key Outputs** – indicates all the outputs to be delivered at the milestone. Use the second Task Description & Output Table to describe key outputs in more words.
- **Start Date** – indicates the date at which the first activity begins.
- **Delivery Date** – indicates the date for delivery of the final task of a particular milestone.
- **Eligible Expenditures Requested from Program** - Payment requested from Program indicates GeoConnection's share of Eligible Expenditures for that milestone.
- **Total Project Costs** means the Contribution received from GeoConnections and all other verifiable Cash or In-kind Contributions either received or contributed by the Proponent and directly attributable to the Project.

Other Definitions

Agreement means a written agreement or documentation constituting an agreement between the Government of Canada and Proponent setting out the obligations or understandings of both.

Cash Contribution means expenses for the direct costs of activities that are directly related to achieving the objectives for which the Program Contribution would be awarded. It means the form of dollar amount for which a cash is exchanged and that is essential to the Project and that would be used by the Project Proponent to fund its Project activities.

Program Contribution means a transfer payment subject to performance conditions specified in a Contribution Agreement. A Contribution is to be accounted for and is subject to audit.

Eligible Expenditures means expenditures Incurred by the Proponent, as set out in Eligible Expenditures Table, within the Eligible Expenditure period. However, Eligible Expenditures Incurred by the Proponent before an Agreement is signed by both Parties could be limited to period between the date of the signature of the Agreement by Canada, (and up to 60 days prior to that date) of the Contribution.

Eligible Expenditures Period means the period starting when the Agreement is signed (and up to 60 days prior to that date) to June 20, 2019.

Fiscal Year means the period beginning on April 1st of any year and ending on March 31st in the next year.

Incurred means, in relation to an Eligible Expenditure, that goods have been received by, and/or services have been rendered to, the Proponent.

Incurred and Paid means, in relation to an Eligible Expenditure, which the Proponent has paid for the said Eligible Expenditure.

In-kind Contribution means a cash-equivalent Contribution in the form of dollar amount for which no cash is exchanged but that is essential to the Project and that would have to be purchased by the Project Proponent on the open market, or through negotiation with the provider, if it were not provided by the Project Proponent.

Program means a group of related activities that are designed and managed to meet a specific public need and are often treated as a budgetary unit.

Project means the Project described in the Proposal.

Proposal means a written Proposal signed by the Proponent letterhead.

Proponent means an individual or entity that either has been authorized to receive a transfer payment.

Proponent audit means an independent assessment to provide assurance on a Proponent's compliance with a funding Agreement. The scope of a Proponent audit may address any or all financial and non-financial aspects of the funding Agreement.

Subcontractors means external services to the Proponent organization to be acquired. These services shall be set out in the Proposal. The amount eligible from a Subcontractor or a consultant shall be the actual contract amount.

PROPOSAL ATTACHMENT: FORM TO BE COMPLETED FOR QUEBEC PROJECTS

An Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30.

Under sections 3.11 and 3.12 of An Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30 (hereinafter referred to as Act) certain entities, as defined the Act, such as municipal bodies, school bodies or public agencies, must obtain authorization, as indicated by the Act, before signing any Agreement with the Government of Canada, its departments or agencies, or a federal public agency.

Consequently, any entity that is subject to the Act is responsible for obtaining such authorization before signing any Agreement with the Government of Canada. The form must be completed and included with Proposals from Quebec. If you answer “yes” to one of the three questions, you must, on behalf of your organization, take the necessary measures to obtain the proper authorization from the Government of Quebec before obtaining funding from the Government of Canada.

If you answer “no” to all three questions on the form, your organization is not subject to the provisions of Chapter M-30 and the Proposal evaluation process can move forward.

QUEBEC PROJECTS FORM

An Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30.

Bill M-30 pertains to any Project Proponents that receive funding from the government of Quebec. This form must be completed by the person representing the organization. It must be used for funding Proposals pertaining to the Government of Canada’s programs and initiatives. Please review the relevant provisions of the Act, complete and sign this form, and return it to the Project Authority.

Project Title:

Legal Name of Entity (Organization):

Program:

1. Under section 3.11, is the Proponent (proposed payee) a municipal body or school body (defined below) within the meaning of 3.6.2 of the Act? Yes ___ No ___
2. Under section 3.12, is the Proponent (proposed payee) a public agency within the meaning of section 3.6.2 of the Act? Yes ___ No ___
3. If an Agreement is signed between Proponent and the Government of Canada, will the Agreement affect a government agency, municipal body, school body or public agency within the meaning of the Act? Yes ___ No ___

If you answered “No” to all three questions, please sign this form and attach it to your Proposal along with any relevant supporting documents.

If you answered “Yes” to any question, you must do the following:

- Contact (as soon as possible) the Project Authority in charge of your Project for advice on how to proceed.
- Obtain and provide a copy of the authorization from the Quebec government or the Minister of Canadian Intergovernmental Affairs (as the case may be) to the GeoConnections Project Authority before signing the Contribution Agreement.

I, Name and Title of representative, certify that I have read and understood all the information above, and that the information I have supplied is accurate.

Signature of representative: Date: