



Natural Resources
Canada

Ressources naturelles
Canada

Application Form

Early Intervention Strategy for Spruce Budworm
Phase III – Small Scale Research Program
Canadian Forest Service

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the Minister of Natural Resources, 2023

Canada 

Ce document est aussi disponible en français.

APPLICATION REQUIREMENTS AND TIMELINE

Applicants must submit the following **required** documents:

- Application Form – Document 1 of 3 (Word document)
- Application Form – Budget Overview – Document 2 of 3 (Excel document)
- Application Form – Attestation for Affiliations to Countries/Persons under economic sanctions – Document 3 of 3 (PDF)
- Proof of Incorporation or Registration, if applicable (see Section 2.4 of the Applicant Guide)
- Proof of secured funding of the proponent's share of total project costs

Incomplete applications will not be considered for funding.

Applicants must submit a complete application package via email or hard copy via courier or registered mail. Only proposals for which all application sections have been completed will be considered.

The application must include attestations that a duly authorized officer of the applicant organization has signed and dated. If the attestation pages are not included, the application will be considered incomplete and will receive no further consideration. The attestation pages are included in this Application Form.

The SBW EIS Phase III schedule under this Call for Proposals is as follows:

- *Initiation of the call for proposals:* January 16, 2023
- *Submission deadline:* February 10, 2023 (23:59 Eastern Daylight Time)
- *Assessment of proposals:* February/March 2023
- *Funding decisions, letters of conditional approval and letters of regret:* Spring 2023
- *Negotiation and signature of contribution agreements:* Spring 2023
- *Project completion:* No later than March 31, 2026

The above schedule is subject to change. Any changes will be communicated to applicants via the [NRCan website](#).

NOTES

1. Natural Resources Canada (NRCan) strongly recommends that applicants familiarize themselves with the Early Intervention Strategy for Spruce Budworm – Canadian Forest Service Contribution Agreement Program Application Guide before completing this Application Form.
2. Unless otherwise specified, the “proposed project,” the “application,” or the “proposal” in this template refers to the proposed project submitted in response to the request from NRCan for a project proposal to the Early Intervention Strategy for Spruce Budworm Phase III Small Scale Research (SSR) program.
3. Completion and submission of this project proposal to NRCan does not imply that the proposed project will be approved for funding by the SSR program.
4. The completed project proposal must be submitted by e-mail, courier, or registered mail by **23:59 Eastern Daylight Time, February 10, 2023. Submissions sent after that time will not be accepted.** It is the applicant’s responsibility to retain proof of the time the complete proposal package was sent to NRCan. This may be required in the event NRCan does not receive the complete proposal package by the deadline for reasons that are beyond the control of the sender.

PROJECT SUMMARY

Project Title: _____

Planned Start Date: _____

Planned End Date: _____

Total Project Costs (\$ CAD): _____

Funding Request from the Program (\$ CAD): _____

GENERAL INFORMATION

Please note that the applicant's name, project partners' names, project title, non-confidential overview, and amount awarded will be disclosed publicly if the proposal is selected for funding by the Initiative.

Legal Entity and Operating Name:

Insert the legal entity name of the organization and the operating name, if different.

Organization Address:

Insert the civic number, street, city, province and postal code.

Organization Size:

Insert the number of employees your organization currently employs.

Organization Type: _____

Organization Overview:

Describe the organization's mandate and mission statement, governance structure, core activities, and year established.

Response:

Applicants must provide a copy of the articles of incorporation or registration to confirm that the organization is validly incorporated or registered. This is not required for universities and colleges.

Primary Project Lead

The primary project lead is the person who will be the main contact for the proposed project.

Contact Name:

Contact Title:

Insert the title of the contact person listed above.

Email Address:

Insert the contact's email address.

Preferred Language of Communication:

Written: English ___ French: ___

Spoken: English ___ French: ___

Telephone Number:

Insert the contact's telephone number.

Secondary Project Lead

A secondary project lead should be named, should the primary lead leave the project team.

Contact Name:

Insert the name of the secondary project lead.

Contact Title:

Insert the title of the contact person listed above.

Email Address:

Insert the contact's email address.

Preferred Language of Communication:

Written: English ___ French: ___

Spoken: English ___ French: ___

Telephone Number:

Insert the contact's telephone number.

Authorized Signatory

This is the individual(s) who is authorized to sign on behalf of the Legal Entity to enter into Agreements to legally bind that organization.

Name of authority:

Insert the name of authority who is authorized to sign on behalf of the Legal Entity

Title of named authority:

Insert the title of the named authority listed above.

Email Address:

Insert the contact's email address.

Preferred Language of Communication:

Written: English ___ French: ___

Spoken: English ___ French: ___

Telephone Number:

Insert the contact's telephone number.

Other Key Contacts

If applicable, please provide the contact information of your organization's specialist who might assist you with managing a Contribution Agreement (e.g., finance staff who will help you submit an invoice, contract specialist who will help you understand the terms of the agreement, etc.).

Contact Name:

Insert the name of the individual.

Contact Title:

Insert the title of the named individual listed above.

Email Address:

Insert the contact's email address.

Preferred Language of Communication:

Written: English ___ French: ___

Spoken: English ___ French: ___

Telephone Number:
Insert the contact's telephone number.

Contact Name:
Insert the name of the individual.

Contact Title:
Insert the title of the named individual listed above.

Email Address:
Insert the contact's email address.

Preferred Language of Communication:
Written: English ___ French: ___
Spoken: English ___ French: ___

Telephone Number:
Insert the contact's telephone number.

Has your organization applied for NRCan funding in the past?

Yes ___ No ___

If yes, was your organization successful in its application for funding?

Yes ___ No ___

If yes, please provide the funding details (funding program, amount, project start and end date).

Response:

Without funding from NRCan, would your organization still proceed with this project? Please describe, in detail, how funding from NRCan would support the proposed project activities.

Yes ___ No ___

Response:

Project Location and Reach

Are your proposed project activities national?

Yes ___ No ___

If no, please select the province(s) or territory(ies) where project activities will take place:

___ Alberta

___ British Columbia

___ Saskatchewan

___ Manitoba

___ Ontario

___ Quebec

___ New Brunswick

___ Nova Scotia

___ Prince Edward Island

___ Newfoundland and Labrador

___ Northwest Territories

___ Yukon

___ Nunavut

Please specify the region, sub-region, municipal or rural area:

Response:

Outstanding Legal Actions

Is there any legal action currently underway against the applicant, parent companies or any partner, including any potential related financial loss?

Yes ___ No ___

If "yes," please provide details.

Response:

PROJECT SELECTION CRITERIA

IMPORTANT: You must ensure that your project application meets all the mandatory requirements in order to be considered for funding. In addition, you must include all proof or support documentation requested in the Applicant Guide and/or in this Application Form.

Mandatory Criteria

Please refer to Section 5.2 of the Applicant Guide for more details.

Eligible Projects

___ You are confirming that your project meets the Eligibility Requirements as outlined in Sections 2.4 Eligible Recipients, 2.5 Eligible Projects, and 2.8 Stacking Assistance of the Application Guide.

This will be validated by program staff based on the information provided in this application.

Project Completion Timelines

___ You are confirming that the project will be completed no later than March 31, 2026.

This will be validated by program staff based on the information provided in this Application Form

Merit Criteria

Please refer to Section 5.3 of the Applicant Guide for more details.

Alignment with the overall scientific direction of the SBW EIS Phase III

Describe the project's objective, key deliverable(s), measures of success, and why the project is needed. Applications should include clear and achievable objectives (e.g., "S-M-A-R-T": specific, measurable, attainable, relevant, and time-bound). The objectives should be described in terms of quantifiable goals to be achieved.

Describe how the project will support the EIS SSR's objective of improving knowledge and tools to address current and future SBW outbreak development and spread.

Describe how the project will support one or more of the research priorities:

- SBW biology and ecology;
- SBW dispersal and migration;
- Detection of SBW and SBW damage;
- SBW management under EIS; and
- Ecological impacts.

Describe how the project will:

- target an important need or gap in SBW knowledge
- will improve knowledge on EIS management, SBW outbreak development and spread, and the impact of SBW outbreaks on forest ecosystems

Provide any relevant information that supports the rationale for the project, describe how the project is new and innovative, and demonstrate how the project may build on, but does not exactly duplicate, existing or previous activities.

Preference may be given to projects with the closest alignment with the objective and that are deemed to have the highest potential to advance SBW knowledge and the EIS. It is recommended that applicants support their project idea with relevant research or analysis. Include an explanation describing any knowledge and science gap(s) and how the project addresses it/them.

Response:

Stakeholder Relevance and Knowledge Transfer

Describe the stakeholder relevance of this project, including key target audience(s), their role/engagement in the project (if applicable), and how they will benefit from the project activities.

Describe how knowledge transfer/technology transfer activities will take place during the course of the project. Describe how the project will share/publish data and how work will be disseminated/communicated. The project should help increase the awareness of the EIS and SBW among Canadians and academia.

Response:

Scientific or technological value of the proposals

List the key activities in a logical sequence, including timelines and/or duration of each, and descriptions where needed. Activities are the steps that will be taken to implement the project, including brief descriptions of the scientific methodology. Activities should be specific, measurable, realistic, and relevant to the project objectives.

The project must provide a project timeline with phases (milestones) and must be completed no later than March 31, 2026.

Provide a project budget, broken down by year, tasks, and expenses.

This criterion will be evaluated based on how well the activities are described, if all key activities have been identified and if the timeline is realistic.

Priority will be given to projects that demonstrate that:

- Project activities are specific, measurable, realistic, and relevant to the project objectives.
- The proposed activities can be realistically achieved based on the proposed schedule (completed no later than March 31, 2026)
- The proposed activities can be realistically achieved based on the proposed budget.
- The project's deliverables and possible impacts are clearly defined.
- The proposal has identified appropriate measures of success/performance.
- The project is well-designed, and the applicant has provided a thorough work plan.

Activity: _____
Milestone: _____
Details: _____
Initiation Date: _____
Completion Date: _____

Activity: _____
Milestone: _____
Details: _____
Initiation Date: _____
Completion Date: _____

Activity: _____
Milestone: _____
Details: _____
Initiation Date: _____
Completion Date: _____

Activity: _____
Milestone: _____
Details: _____
Initiation Date: _____
Completion Date: _____

Activity: _____
Milestone: _____
Details: _____
Initiation Date: _____
Completion Date: _____

Add rows as necessary

Management capability to successfully undertake the project

Describe how your organization has:

- the scientific capability, experience, and qualifications to successfully undertake the project
- the ability and experience in developing, implementing, monitoring, and managing projects within a specified timeframe and budget.

Identify the Project Manager and other key members of the project team and state their specific expertise and experience related to the work involved. It is important that the roles of project team members (including representatives of key collaborators) are clearly described in the proposal.

Demonstrate that your organization has the capacity to manage the project by providing relevant examples (max 3) from other projects and their achievements completed within the past four years.

Within each project example, provided information must include:

- the name of the client organization
- a brief description of the scope of project
- a summary of the methodologies and approaches employed
- the dates and duration of the project
- the dollar value of the project

Describe in detail your organization's capacity to measure project impact and provide project reporting documentation.

Past experience delivering projects with funding support from NRCan may be taken into consideration as part of the assessment.

Response:

Name of Team Member (Organization): *Insert Project Manager.*

Role in the Project: _____

Professional Designations: _____

Expertise and Experience: _____

Name of Team Member (Organization): *Insert additional team member.*

Role in the Project: _____

Professional Designations: _____

Expertise and Experience: _____

Name of Team Member (Organization): *Insert additional team member.*

Role in the Project: _____

Professional Designations: _____

Expertise and Experience: _____

Add rows as necessary

Risks and Risk Mitigation

Describe all potential risks to the project and/or circumstances that may cause delays or otherwise negatively affect the successful delivery of the project objectives. List mitigation strategies for addressing the risks identified, should they occur. Failure to list any potential risks results in a LOW ranking for this merit criteria, as no project is without a certain level of risk.

This criterion will be evaluated based on how well the applicant describes the project risks (i.e., defining and explaining all key risks) and on the relevance and appropriateness of proposed risk mitigation strategies.

Risk

Description of risk:

Impact

Impact of the risk on project activities:

Impact Likelihood

Likelihood definitions:

Low—unlikely to occur; Medium—moderately likely to occur; High—very likely to occur.

Mitigation Measures

Description of mitigation measures:

Risk

Description of risk:

Impact

Impact of the risk on project activities:

Impact Likelihood

Likelihood definitions:

Low—unlikely to occur; Medium—moderately likely to occur; High—very likely to occur.

Mitigation Measures

Description of mitigation measures:

Risk

Description of risk:

Impact

Impact of the risk on project activities:

Impact Likelihood

Likelihood definitions:

Low—unlikely to occur; Medium—moderately likely to occur; High—very likely to occur.

Mitigation Measures

Description of mitigation measures:

Risk

Description of risk:

Impact

Impact of the risk on project activities:

Impact Likelihood

Likelihood definitions:

Low—unlikely to occur; Medium—moderately likely to occur; High—very likely to occur.

Mitigation Measures

Description of mitigation measures:

Add rows as necessary

Leadership and participation from Indigenous communities and organizations, and/or provides benefits to Indigenous Peoples

NRCan encourages projects with leadership and participation from Indigenous communities and organizations, and/or provides benefits to Indigenous Peoples.

Describe how the project involves their collaboration, engagement, and partnership. The proposal should clearly identify Indigenous organizations, communities, and collaborators that will be involved with the project, including their name and how they will contribute to the project objectives.

Describe how this project will benefit Indigenous Peoples.

Response:

Involvement of Partners and Collaborators

Describe how the project involves collaboration and partnership with other organizations. The proposal should clearly identify organizations and collaborators that will be involved with the project (include their name, how they will contribute to the project objectives, and their relevant experience) and how the partnership or collaboration will be leveraged to benefit the project.

Describe whether these partners will provide external resources to support the project, such as financial or in-kind support. A formal commitment from the applicant concerning financial or in-kind contributions must be provided to NRCan.

Indicate whether these partners are confirmed or not. Preference may be given to applicants with demonstrated partnerships, including the inclusion of letters of support with the application.

Response: Describe how the project involves collaboration and partnership with other organizations

Partner 1 Name: _____
Describe partnership as above; include a key contact

Partner 2 Name: _____
Describe partnership as above; include a key contact

Partner 3 Name: _____
Describe partnership as above; include a key contact

Add rows as necessary

APPLICATION FORM – BUDGET OVERVIEW (DOCUMENT 2 OF 3)

Please complete the Application Form – Budget Overview – Document 2 of 3 (Excel document)

Proof of secured funding of the proponent's share of total project cost should be provided as a part of the application package.

SUPPORTING DOCUMENTATION CHECKLIST

Applicants must ensure that the following documents are included with their proposal:

- Application Form and Attestations – Document 1 of 3 (Word document)
- Application Form – Budget Overview – Document 2 of 3 (Excel document)
- Proof of incorporation or registration (see Section 2.4 of the Applicant Guide)
- Proof of secured funding of the proponent's share of total project costs

Please note that incomplete applications will not be considered for funding.

APPLICANT ATTESTATION

By submitting this proposal, the project applicant attests that:

- It is an eligible recipient that proposes an eligible project.
- It is acting on behalf of all partners and collaborators and has received written permission from them to do so.
- All funding (cash and in-kind) identified by the applicant and its partners and collaborators in the proposal is expected to be available for commitment at the time of the signing of the contribution agreement by duly authorized representatives of the project applicant and its partners and collaborators.
- Any proprietary or confidential information provided as part of the submission, by any party, is provided with the approval of that party. Federal reviewers are bound by the requirements of the **Access to Information Act** and the *Privacy Act* regarding the treatment of confidential information.
- It understands and acknowledges that should the project be accepted for funding from NRCan through the Early Intervention Strategy Small Scale Research Program, no liability and no commitment or obligation exists on the part of NRCan to make a financial contribution to the project until a written contribution agreement is signed by both parties, and, furthermore, that no liability exists on the part of NRCan.
- It understands and acknowledges that NRCan officials will not entertain any request by project proponents to review or revisit NRCan's project approval decisions.
- It understands and acknowledges that NRCan reserves the right to alter or cancel the currently envisaged process at its sole discretion.
- It understands and acknowledges that no Member of the House of Commons shall be admitted to any share or part of the contribution agreements, or any resulting benefit.
- It acknowledges that NRCan may collect, use and share an applicant's documentation prepared in the administration of the Program. NRCan may use and share this information for the purposes of assessing and reviewing the eligibility of the applicant and the proposed project with other departments or agencies of the Government of Canada, Provincial and/or territorial Governments, and the Healthy Forest Partnership.

The individual signing below attests that he/she/they has the authority to sign a legally binding contribution agreement between NRCan and the project proponent.

Please sign below to confirm these attestations:

Name of Duly Authorized Officer: _____

Title of Duly Authorized Officer: _____

Signature: _____ Date: _____

ATTESTATION - SANCTIONS

By submitting this proposal, the project applicant attests that:

- My organization does not conduct business dealings in any country against which Canada has imposed economic sanctions under the *United Nations Act*, *Special Economic Measures Act* or the *Justice for Victims of Foreign Corrupt Officials (Sergei Magnitsky Law)* (See https://www.international.gc.ca/world-monde/international_relations-relations_internationales/sanctions/current-actuelles.aspx?lang=eng)
- My organization does not conduct business dealings with any persons that are listed in Canada's sanctions legislation under the *United Nations Act*, *Special Economic Measures Act* or the *Justice for Victims of Foreign Corrupt Officials (Sergei Magnitsky Law)*.
- My organization is not owned, or directly or indirectly held or controlled by a person (individual or corporate entity) that is listed in Canada's sanctions legislation under the *United Nations Act*, *Special Economic Measures Act* or the *Justice for Victims of Foreign Corrupt Officials (Sergei Magnitsky Law)*. For greater certainty, this would include shareholders or corporate entities anywhere in your corporate structure that are sanctioned under the aforementioned legislation.
- My organization acknowledges and agrees that there will be legally binding obligations in the Contribution Agreement to prohibit both any business dealings with, and to having any entity in the corporate structure owned, held or controlled by, any persons that are listed in Canada's sanctions legislation (currently or in the future) under the *United Nations Act*, *Special Economic Measures Act* or the *Justice for Victims of Foreign Corrupt Officials (Sergei Magnitsky Law)*.

Please sign below to confirm these attestations:

Name of Duly Authorized Officer: _____

Title of Duly Authorized Officer: _____

Signature: _____ Date: _____