

**NWT Cumulative Impact Monitoring Program
CAPACITY BUILDING and MONITORING PROJECTS 2009-2010**

CALL FOR PROPOSALS

Proposal Submission Guidelines

1. Background

It is anticipated that in 2009-2010, Indian and Northern Affairs Canada (INAC) will again provide funding to support environmental monitoring and community capacity-building through the NWT Cumulative Impact Monitoring Program (CIMP). The NWT CIMP funding program supports community-driven monitoring programs which track the biophysical, social, and cultural cumulative impacts of land and water uses and deposits of waste in the Northwest Territories. The program is aimed at addressing community or regional specific questions in addition to contributing information towards developing territory wide baseline conditions for relevant VCs (Valued Components).

The program encourages an interdisciplinary approach to environmental monitoring through building partnerships. Such an approach may provide a knowledge base upon which to assess cumulative environmental impacts and support environmental management frameworks. The program is guided by INAC, in partnership with a joint Aboriginal, territorial, and federal government Working Group (the NWT CIMP and Audit WG).

Some of the key objectives of the NWT CIMP are:

- To identify baseline information and monitor uses of land and water, and deposits of waste;
- Implement and promote the use of data collection, analyzing, and reporting protocols for collection and reporting of VC information (in progress);
- To identify and fill information gaps pertaining to monitoring of cumulative impacts in the NWT;
- To contribute additional data and report on environmental trends;
- To build capacity, particularly within NWT communities and regional organizations, to effectively participate in projects that contribute to environmental monitoring activities;
- To establish and support science and traditional knowledge monitoring programs;
- To communicate the results of monitoring programs to relevant communities; and
- To collaborate with other territorial, federal and international monitoring initiatives.

Monitoring should pertain to “Valued Components” (VCs). In plain language, the term “VC” refers to “elements of the environment that people think are important.” The Working Group has identified the following priority VCs:

- Caribou
- Land Mammals
- Birds (land and marine)
- Moose
- Marine Life
- Water and Sediment Quality

- Water Quantity
- Snow, Ground Ice, Permafrost
- Fish Quality
- Climate and Climate Change
- Air Quality
- Fish Habitat, Population, Harvest
- Vegetation
- Human Health and Community Wellness

The NWT CIMP and Audit WG have developed a “document” entitled “*A Preliminary State of Knowledge of Valued Components for the NWT CIMP and Audit (2007)*“. This provides key definitions used in the NWT CIMP, identifies VCs, summarizes current monitoring activities, recommends priority monitoring needs (including baseline studies), and provides additional references. This document is available through the NWT CIMP website at www.nwtcimp.ca.

The NWT CIMP WG, in collaboration with other government departments and industry, are developing draft data collection, analyzing, and reporting protocols for several of the biophysical VCs, including:

- Water Quantity
- Snow, Ground Ice, Permafrost
- Climate and Climate Change
- Water and Sediment Quality
- Vegetation

The use of standardized data collecting, analysing, and reporting protocols will provide information that can be used to provide a better understanding of any changes/trends that may have occurred to the VC. NWT CIMP is requesting that the applicable protocols be used for projects that address the VC’s mentioned above. Protocols will be available upon their completion from CIMP Coordinators.

2. Eligible Recipients

The following types of recipients will be eligible for funding:

- Aboriginal organizations and communities within settled and unsettled claim areas of the NWT
- Federal and Territorial Government departments and agencies
- Academia

Projects that demonstrate a collaborative approach will receive preferred consideration.

3. Eligible Projects

Projects **must** occur in the NWT and support one of the two categories listed below:

Monitoring and Research

- Data collection (scientific or traditional knowledge) in support of monitoring priority VCs or indicators of VCs; *
- Developing or improving monitoring techniques;
- Collection of relevant baseline data;*
- Analysis of data;*
- Developing and implementing community-based scientific monitoring;
- Developing and implementing traditional knowledge-based monitoring;
- Sharing of knowledge between traditional knowledge holders and scientists;
- Assessing cumulative environmental impacts; or

* utilization of CIMP protocols if available

Capacity Building and Training

- Coordination of community involvement in monitoring / data collection;
- Scientific or traditional knowledge hands-on training, student mentoring, apprenticeship, internship, or ride-along programs that enhance community involvement in monitoring;
- Reporting and communication of project results to communities; or
- Acquisition or development of equipment to be used by communities for environmental monitoring.

Preference will be given to proposals with the potential to build capacity to support community-based monitoring. The approach to recording and reporting monitoring information must also be made explicit in the proposal. Scientific data should be provided in digital form to CIMP. Reporting templates will be provided with protocol information packages when available.

4. Funding Information

The total amount of funding available for 2009/10 projects that support the above objectives and enhance the current scientific and traditional knowledge base used for monitoring priority VCs is unknown at this time. However, there will be a maximum of \$20,000.00 [TWENTY THOUSAND DOLLARS] for each project. Receipt of funding in 2009/10 does not guarantee funding in future years.

The money will be made available based on the **merit** of the individual proposals, namely the project's support of monitoring or community capacity building activities that are applicable to CIMP objectives. If possible, successful projects will be shared among the regions of the NWT.

Eligible Costs

- Contributions to gathering and analyzing information and/or presenting and communicating results of the work (including equipment and translation);
- Wages, salary, and/or professional fees of persons employed under project capacity who are not in receipt of a salary (CIMP funds do not cover permanent federal and territorial government salaries);

- Itemize administration costs to a maximum of 15% of total CIMP funds.
- Purchase of relevant information material, such as maps, documents, textbooks, reports, and computer hardware and software (e.g., GIS);
- Computer training costs;
- Costs to attend training seminars or workshops (including travel and accommodation but excluding wages/honoraria).

Project Timelines

- If awarded funds for 2009/10, all written and financial reports from **ANY** 2008/09 (or earlier years) projects funded by INAC are due by October 31, 2009.
- All funds awarded must be spent by March 31, 2010.
- Project summary reports are due March 31, 2010.
- Project financial statements/audits are due July 29, 2010.

5. Application and Evaluation Process

Deadlines:

- Call for Proposals Issued: **Feb 27, 2009**
- Submission Deadline: **April 8, 2009**
- Proposal Evaluation: **April 29, 2009**
- Announcement of Awards: **May 6, 2009**

Evaluators:

The proposals will be evaluated by the NWT CIMP and Audit Working Group, and recommendations will be made to INAC.

Proposals will be rated as:	excellent	80 –100 % of point value
	good	60 – 79 % of point value
	fair	40 – 59 % of point value
	poor	0 – 39 % of point value

The respective rating of a proposal will be used to determine the amount of funding awarded.

NWT CIMP Working Group Rating Criteria

Proposals **must** address environmental monitoring and/or community capacity building initiatives **and** occur in the NWT or they will **not** be considered.

NWT CIMP Working Group Proposal Rating Criteria	Value (Points)
1). Recipient eligibility (see section 2 for details)	pass/fail
2). Eligibility of project (see section 3 for details)	pass/fail
3). Completeness / Merit of Proposal (inclusion of all elements of section 6) (Maximum 100 points)	
• Description of project and deliverables	20
• Justification	20
• Community involvement/partnerships	20
• Incorporation of Traditional Knowledge	20
• Communication and reporting of results	20
4). Budget – value for money (Maximum 10 points)	10
TOTAL POINTS (/110)	110

6. Guidelines / Criteria for Evaluating Proposals

Please see attached proposal template for **REQUIRED** format. Any proposals received before the submission deadline that are not in the required format will be returned to the applicant to adjust appropriately. Any proposals received that are not in the required format by the deadline will not be evaluated by the NWT CIMP and Audit Working Group.

The proposal must address each of the following points in a maximum of 6 pages:

- *Contact information:* Applicant's name, organization, address, application date, telephone and fax numbers; and, if applicable, email address.
- *Description of program and deliverables (20 points):* Detailed Scope of Work including a description of the personnel involved and project deliverables. Applicants should be aware that funds may not be awarded in full, and therefore, proposed adjustments to the Scope of Work due to receipt of partial funding must also be described.
- *Justification (20 points):* Provide rationale for the work, and description of any other similar work completed, underway, or anticipated.
- *Community involvement/partnership (20 points):* Describe the role/involvement with communities/organizations (to maximize available resources and avoid duplications of effort and costs). Projects with plans to work with appropriate partners will receive preferred consideration. Preference will be given to proposals with potential to build capacity to support community-based monitoring.

- *Traditional Knowledge (20 points):* State how the project involves traditional knowledge. If the project does not involve traditional knowledge, state how results could be linked to traditional knowledge.
- *Communication (20 points):* The process or mechanism for communicating the results of the project to the affected communities.
- *Appropriate budget (10 points):* Suggested budget reasonable in keeping with the level of work proposed and with expected benefits. Include amount requested from the NWT CIMP and identify any funding/support received/requested through other sources. This section must also indicate if the project can be completed if only partial funding is received.

Optional: Supporting documents, such as a motion or letters of endorsement by memberships/organizations (not included in 6 page maximum).

7. Administration and Reporting Requirements

Funding to successful applicants will be administered and managed by NWT CIMP Coordinators via Comprehensive Funding Arrangements with INAC.

All funding awarded through this call for proposals must be spent by March 31, 2010.

Successful applicants will also be required to provide the following in formats and timeframes agreed to in the signed Comprehensive Funding Arrangement with INAC:

- Summary of the project results and any additional deliverables – March 31, 2010
- Accounting of the funds awarded – July 29, 2010

Please see attached report template for **REQUIRED** format of the written report. Any reports received that is not in the required format, will be returned to the applicant to adjust appropriately.

8. NWT CIMP Contact

All proposals must be received by April 8, 2009 for consideration.

Proposals may be sent by email, fax or regular mail to the address below.

Christa Domchek
NWT CIMP Coordinator
INAC Environment & Conservation
10th Floor Bellanca Building
P.O. Box 1500
Yellowknife, NT X1A 2R3
Phone: (867) 669-2594
Fax: (867) 669-2701
Email: christa.domchek@inac-ainc.gc.ca

Claire Marchildon
NWT CIMP Coordinator
INAC Environment & Conservation
10th Floor Bellanca Building
P.O. Box 1500
Yellowknife, NT X1A 2R3
Phone: (867) 669-2586
Fax: (867) 669-2701
Email: claire.marchildon@inac-ainc.gc.ca