

# Community Environment Action Grant

## Application Handbook

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### Overview

The Community Environment Action Grant helps Albertans to work together as stewards to take action on climate change. Albertans are already committed to environmental stewardship through initiatives that showcase our water and land literacy. This grant program provides an opportunity to broaden our climate literacy, meaning that we think, plan, and act with climate change in mind to help reduce greenhouse gas emissions.

Once you have reviewed the grant outcomes and project eligibility requirements provided on [alberta.ca/here](http://alberta.ca/here), this handbook will help guide your application.

### Eligibility

Eligible applicants must be non-governmental organizations incorporated and in good standing under the *Alberta Societies Act* or *Companies Act*, Part 9, or under the *Canada Not-for-profit Corporations Act* and registered in Alberta under the federal *Business Corporations Act*. Examples of eligible applicants include non-governmental organizations such as teacher- resource, Indigenous, and school-based organizations, as well as stewardship, youth and other community organizations interested in providing climate literacy.

### How to Apply

**Step 1:** Fill out the [application form](#). Applications that do not use this form will not be accepted.

**Step 2:** Submit your application as a PDF document by email only to [CEAction@gov.ab.ca](mailto:CEAction@gov.ab.ca)

### Application Requirements

- Signed cover letter including grant amount requested, project dates, and contact information
- Signed Declaration of Applicant
- Organization details
- Project proposal including:
  - Grant request
  - Project team
  - Timeline with milestones
  - Project design, delivery and outcomes
  - Evaluation plan
  - Communications and visual identity plan

Your application must be no more than 12 pages in length, including appendices and excluding cover documents.

Applicants are encouraged to partner with other organizations to maximize project impact and to leverage all potential resourcing options, whether monetary or in-kind contributions of goods and services. Working in partnership (especially at the community scale) as well as co-funding will strengthen an application.

### Project Design Requirements

The grant program will fund non-governmental organizations to support climate action by Albertans, through design and delivery of evidence-based climate education projects across the province.

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Refer to [Appendix A - Evaluation Criteria](#), which provides required outcomes that must be demonstrated in a project application. Outcomes are categorized by:

- Environmental benefits
- Social benefits
- Strength of application

While the focus on reducing greenhouse gas emissions is the foundational environmental outcome for all funded projects, social outcomes must also be demonstrated. For social benefits, funded projects must align with the globally recognized environmental education framework known as the Climate Literacy Continuum<sup>1</sup>, in this case applied to climate change. Success measures are to include (but are not limited to) as many as are illustrated in **Figure 1** that are relevant and meaningful to the applicant's proposed project

design. This involves engaging a diverse range of Albertans utilizing the continuum to:

- Boost awareness and understanding about core climate change concepts, based on credible science.
- Enhance skills and applied knowledge about practices, tools, products and/or services that reduce greenhouse gas emissions, helping to facilitate attitude change.
- Achieve individual and community behaviour changes by taking personal or collective action toward reducing or avoiding greenhouse gas emissions.

Funded projects must also offer social benefits such as creating or supporting community and partnership-building opportunities that utilize new or existing collaborative models of communities and individuals working and making decisions together.

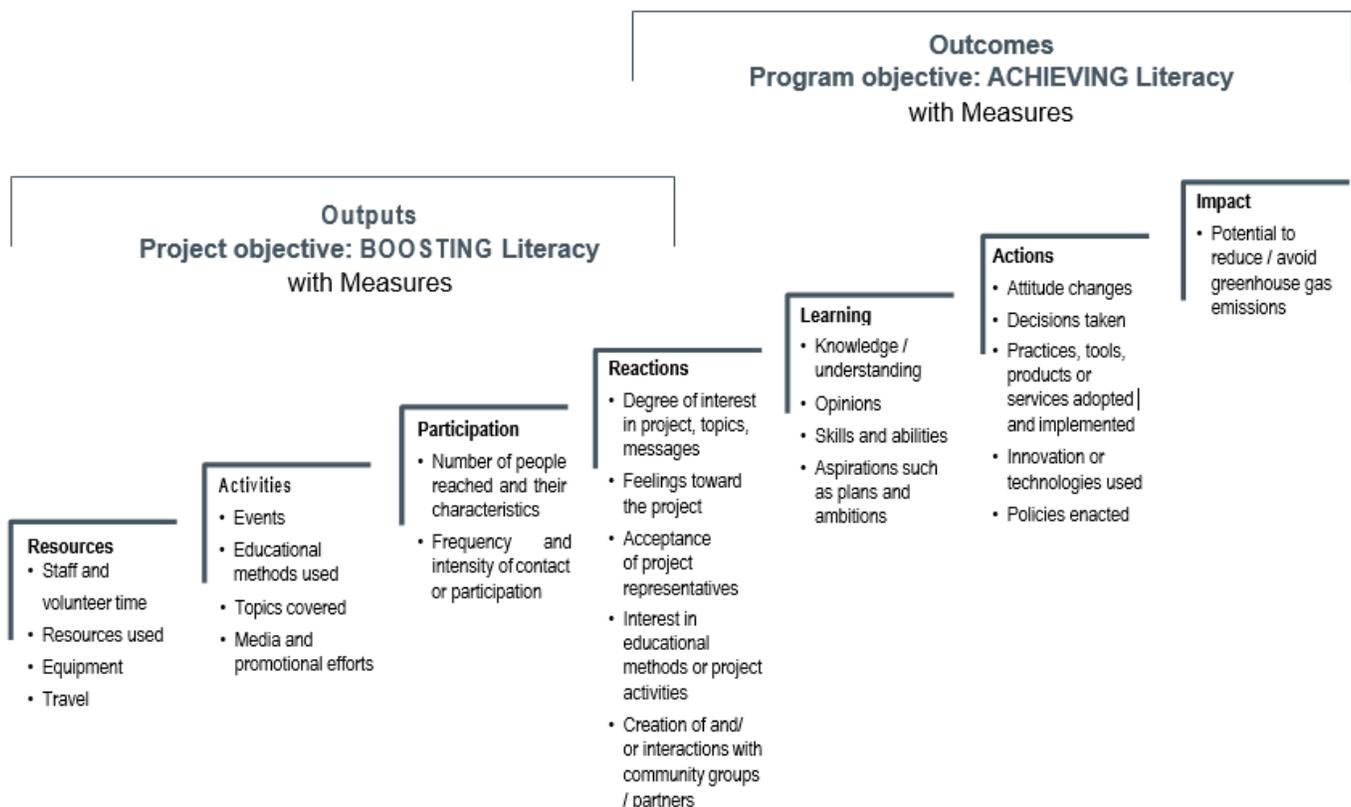


Figure 1 Climate Literacy Continuum – Outputs and Outcomes with Measures<sup>2</sup>

## Evaluation of Applications

Each Community Environment Action Grant program application will be evaluated based on the following three categories of criteria. ([Appendix A](#) provides details and weightings for each category).

### 1. Environmental Benefits

- The project supports Alberta's Climate Leadership Plan outcomes by promoting potential avoidance/reduction of greenhouse gas emissions in Alberta.

### 2. Social Benefits

- The project promotes climate stewardship by affirming and implementing the Climate Literacy Continuum.
- The project positively impacts communities by providing opportunities for a diversity of Albertans to be informed and personally engaged in addressing climate change.
- The project offers sustainability by creating and supporting community and partnership building opportunities.

### 3. Strength of Application

- The application describes the readiness and accountability of the project, such as team resources, funding leverage, a communications plan, evaluation plan, visual identity plan, and/or milestone schedule.

## Funding and Expense Eligibility

- Applications for the grant program will be accepted until **November 18, 2018 at 11:59 p.m. MDT**.
- A total of \$2 million is available under the grant program, with grant amounts ranging from \$25,000 to \$150,000 per applicant.
- A grant may cover up to 100 per cent of approved project-specific costs.
- Projects must take place between **March 1, 2019 and March 31, 2020**. Only single-year grants are available.
- Applicants will be contacted regarding the status of their application.

### Eligible expenses

- Project design and project delivery
- Demonstration/pilot site material and supply/materials costs (excluding equipment purchase)
- Venue costs
- General supplies and/or materials development including communication and distribution
- Translation services
- Field expenses
- Travel and accommodation
- Vehicle rental/operation
- Project-specific salary or wage costs
- Contract and professional service (e.g., accounting, audit, general liability insurance costs that are directly attributed to carrying out the project, monitoring, legal or other professional fees)

### Ineligible expenses

- Projects outside of Alberta
- Activities that are required by law or are mandated by any level of government
- Any cost not tied directly to project design and delivery, and not related to the climate literacy continuum and its attributes
- Lobbying, advocacy or fundraising activities (or activities that can be perceived as such)
- Incentives or rebates
- Equipment purchase and capital costs
- Others as may be deemed ineligible at time of application

## Grant Agreement

Each successful applicant (the recipient) will enter into a grant agreement with the Government of Alberta that specifies deliverables and project requirements.

- Grant agreements will incorporate a grant reporting and payment schedule specific to the recipient and funded project to define details such as milestones, reporting timelines, and payment amounts and dates.
- The recipient will be provided their grant funds based on meeting the agreed program outcomes.

## Reporting Requirements

Recipients are required to submit interim and final reports (as the case may be) aligned directly with the project output, outcome and measurement requirements set out in the grant agreement.

An interim and final report template will be provided to recipients with sections including, but not limited to, the following:

- Project and grant summary
- Project outputs and outcomes with measures and milestones
  - Environmental benefits
    - Potential to reduce or avoid greenhouse gas emissions in Alberta
  - Social benefits
    - Climate literacy
    - Community impact
    - Project sustainability
- Expenditures (supporting documents may be requested and should be readily available)
- Evaluation plan status
- Communications and visual identity actions
- Additional information (as appropriate)

If a grant is approved in whole or in part, the applicant agrees to enter into an agreement with the Government of Alberta to:

- Meet all requirements as outlined in this handbook.
- To recognize the contribution of the Community Environment Action Grant program funding.
- To use the grant for only the purpose for which it was approved.

Grant recipients acknowledge that grant disbursement is conditional upon meeting the terms set out in the grant agreement including the Payment and Reporting Schedule appended to it.

## More Information

Questions about the grant program and the application process can be directed to:

### **Alberta Climate Change Office**

**Phone:** 780-638-4177

**Email:** CEAction@gov.ab.ca

To call toll-free from anywhere in Alberta, please dial 310-0000.

***Disclaimer: The Community Environment Action grant program and all associated forms, guidelines and processes are subject to review and can change.***

## Appendix A - Evaluation Criteria

Considerations	Outcomes	Weight (%)
<b>1. Environmental Benefits</b>		
<p>Greenhouse Gas Emissions Reductions</p> <ul style="list-style-type: none"> <li>Supports this Climate Leadership Plan outcome</li> </ul>	Does the application demonstrate how the project provides the potential to reduce or avoid greenhouse gas emissions in Alberta?	15
<b>2. Social Benefits</b>		
<p>Climate Literacy</p> <ul style="list-style-type: none"> <li>Affirms and implements the climate literacy continuum including outputs and outcomes (from resources through to impact, as illustrated in Figure 1)</li> </ul>	<p>Does the application demonstrate how the project will promote climate stewardship by:</p> <ul style="list-style-type: none"> <li>Describing in detail how the project methodologies and content support climate literacy outcomes?</li> <li>Articulating how the project design is intended to advance participants along the continuum toward achieving literacy outcomes?</li> </ul>	40
<p>Community Impact</p> <ul style="list-style-type: none"> <li>Enables access to education by providing opportunities for a range of Albertans to be informed and personally engaged in addressing climate change</li> </ul>	<p>Does the application describe how the project recognizes Alberta's diversity by:</p> <ul style="list-style-type: none"> <li>Identifying the project's target audiences, locations and demonstrates how the project reflects the province's regional and cultural diversity. Examples of target audiences include: <ul style="list-style-type: none"> <li>Youth, seniors, students, other community groups</li> <li>Indigenous communities</li> <li>One or more community, town or region (rural or urban)</li> <li>Albertans across the entire province</li> </ul> </li> </ul>	15
<p>Project Sustainability</p> <ul style="list-style-type: none"> <li>Creates and supports community and partnership building opportunities</li> </ul>	<p>Does the application describe how the project will utilize and leverage:</p> <ul style="list-style-type: none"> <li>New or existing collaborative models of collaboration?</li> <li>Community-specific content, knowledge and/or perspectives?</li> </ul>	15

### 3. Strength of Application

Readiness and Accountability	Does the application: <ul style="list-style-type: none"><li>• Describe relevant, qualified team resources and their roles in leading and implementing the project?</li><li>• Identify amounts, if any, of leveraged funding from other sources?</li><li>• Demonstrate how the outputs and outcomes of the project will be evaluated for impact/success including data collection and measures?</li><li>• Include a clear milestone and deliverable schedule?</li><li>• Include a commitment to adhere to the Government of Alberta visual identify policy</li><li>• Outline a plan for communicating project success and outcomes publicly through a variety of sources?</li></ul>	15
<b>Total Weight: 100%</b>		

1 As cited in Environmental Education Framework: Building Environmental Literacy in Alberta. Alberta Environment and Parks, January 2016.

2 Adapted from Up the Hierarchy. Journal of Extension, 13(2):7. C. Bennett, 1975, supplemented by numerous publications by the same author.