



Environment and
Climate Change Canada

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Lake Winnipeg Basin Program

Applicant Guide 2018/2019

Lake Winnipeg Basin Program

Lake Winnipeg is experiencing large and frequent algal blooms due to high nutrient levels from multiple transboundary sources, including agriculture, industry, municipal wastewater and surface run-off. The Government of Canada is committed to improving the ecological health of Lake Winnipeg and its basin. Through the Lake Winnipeg Basin Program, Environment and Climate Change Canada (ECCC) continues to conduct and support research, as well as provide financial support aimed at reducing nutrients, enhancing collaboration and supporting enhanced engagement of Indigenous Peoples on freshwater issues in Lake Winnipeg and its basin.

As part of ECCC's Freshwater Action Plan, the Lake Winnipeg Basin Program (LWBP) will take action to reduce nutrient loading to the lake, enhance collaboration throughout the basin and support enhanced engagement of Indigenous peoples on freshwater issues.

Funding is available through the Lake Winnipeg Basin Program's application-based funding program for targeted, outcome-focused actions, in the following three key freshwater priority areas:

- **Nutrient Reduction:** Supporting targeted stakeholder delivered projects in the Lake Winnipeg Basin, in key geographic areas, that demonstrate an effective means in reducing phosphorus loading and increase public knowledge and engagement.
- **Collaborative Governance:** Encouraging and strengthening collaborative efforts to protect freshwater throughout the Lake Winnipeg Basin.
- **Indigenous Engagement:** Enhancing opportunities, capacity and the engagement of Indigenous governments, organizations and communities on Lake Winnipeg Basin water quality issues.

Please contact Lake Winnipeg Basin Program staff if you have any questions.

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1. Eligible Projects

An application based process will be applied to fund targeted outcome-focused projects, implemented by Canadian based entities within the Lake Winnipeg Basin in Canada, addressing at least one of the following three key freshwater priority issues:

- Nutrient Reduction
- Collaborative Governance
- Indigenous Engagement

Nutrient Reduction

The Lake Winnipeg Basin Program will provide financial support for targeted, stakeholder delivered projects in the Lake Winnipeg Basin that demonstrate an effective means in reducing phosphorus loading and increasing public knowledge and engagement.

ECCC may provide funding to support the following types of projects:

- Scientific research to identify improved nutrient management practices, effectiveness of BMPs in sub-watersheds
- Implementation of BMPs, best known to reduce phosphorus loading in targeted geographic areas, as well as monitoring and collecting data to evaluate their effectiveness
- Implementation and evaluation of phosphorus recovery technologies in urban and/or rural settings
- Development or use of existing models/technologies to predict the changes in nutrient loads based on land use changes, landscape characteristics and different scenarios of BMP adoption
- Development of innovative technologies, techniques and demonstration projects to reduce phosphorus
- Community-Based Monitoring programs to supplement existing water quality monitoring data
- Identifying and applying Traditional Knowledge to address water quality issues within the Lake Winnipeg Basin
- Training, outreach and/or education to support the implementation of actions regarding nutrient reduction

While project submissions will be considered for funding for activities located anywhere within the Canadian portion of the Lake Winnipeg Basin, **priority will be given** to projects:

- Located within a priority watershed or Lake Winnipeg sub-basin known to be a significant source of nutrient loading to Lake Winnipeg (eg. Red River Basin, Winnipeg River Basin);
 - Targeted at nutrient hot spots that have been identified through watershed plans or other planning tools (eg. decision support tools or scientific modelling);
 - Implemented in areas directly contributing runoff to surface water bodies;
- and / or
- That implement the following nutrient and surface water reduction Beneficial Management Practices (BMPs) such as:
 - Water retention structures (eg. ponds, edge of field)
 - Wetland restoration
 - Management of vegetated buffers
 - Intercepting and treating runoff from livestock confinement areas
 - Relocating livestock confinement areas away from surface water bodies

Collaborative Governance

The Lake Winnipeg Basin Program will provide financial support for projects that enhance collaborative efforts and increase capacity building to protect freshwater quality throughout the Lake Winnipeg Basin.

ECCC may provide funding to support the following types of projects:

- Development of tools, approaches and activities that strengthen collaboration
- Facilitate knowledge transfer and sharing of best practices among watershed organizations, non-government organizations (NGO), etc.
- Capacity building for regional organizations to improve effectiveness and enhance their ability to address water quality issues within the Lake Winnipeg Basin.

Indigenous Engagement

The Lake Winnipeg Basin Program will provide financial support for projects that increase Indigenous participation in decision making processes and actions regarding nutrient reduction activities to restore and protect Lake Winnipeg.

ECCC will provide funding to support the following types of projects:

- Enhance engagement and provide capacity building opportunities for Indigenous governments, organizations and communities affected by Lake Winnipeg water quality
- Increase Indigenous representation on boards, committees and organizations to foster relationship building and identify opportunities for collaboration on Lake Winnipeg Basin nutrient management issues
- Facilitate opportunities for Indigenous and non-Indigenous leaders and organizations to build relationships, carry out initial and necessary groundwork, as well as work collaboratively on identifying common priorities and partnerships related to water quality in the Lake Winnipeg Basin.

2. Projects NOT eligible for funding:

- Projects that are focused solely on water quantity issues;
- Projects designed only to beautify an area;
- The purchase or construction of municipal infrastructure (e.g. buildings, roads, and bridges);
- The purchase of land;
- Activities required by law and/or mandated by a level of government;
- Capital or operating costs of municipal infrastructure projects (e.g. sewers, sewage treatment plants, storm water ponds);
- Projects implemented and completed before a contribution agreement was signed; and
- Projects implemented outside of Canada.

Please note this is not a complete list. If you are unsure about any of the examples listed above or the eligibility of your project, please contact us for clarification.

3. Eligible Applicants

- Not-for-profit organizations (e.g. non-governmental organizations and groups, service clubs, co-operatives, community, charitable and volunteer organizations);
- Indigenous communities, governments and organizations;
- Research, academic, and educational institutions;
- Individuals;
- For-profit organizations (e.g. small businesses, industry associations, and agricultural associations);
- Local organizations (e.g. community and volunteer associations, organizations and groups, senior's and youth groups);
- Municipal governments, local governments and Provincial and Territorial Crown Corporations;
- Regional conservation districts and authorities.

4. Eligible Costs

- Salaries and benefits;
- Travel and field costs (*based on the National Joint Council Travel Directive: www.njc-cnm.gc.ca*)
- Materials and supplies
- Contractors
- Printing, production and distribution costs
- A reasonable share of overhead and/or administration costs and rent that is directly attributed to project delivery;
- Costs associated with land securement (e.g. leases, easements, covenants or servitudes)
- Equipment purchase, lease or rental costs;
- Vehicle rental and operator costs
- Management and professional service expenditures (e.g. accounting, monitoring, translation, training, audit, liability insurance costs that are attributed directly to carrying out the project, legal fees and other professional fees); and
- Sales tax that is not reimbursable by the Canada Revenue Agency or Provincial Government.

5. Funding Details

- Funding is available between April 1, 2018 and March 31, 2022
- Projects can be single or multi-year in nature
- The LWBP will **not** fund 100% of project expenses (please note matching requirements below).
- The maximum amount available for any one project is \$600,000.
- Projects that are not accepted in one funding round can be re-submitted in a future round.
- Lake Winnipeg Basin Program funding can only be applied to activities completed by March 31, 2022.

6. Matching Requirements

The LWBP aims to provide one-third of the total project costs, however, in some cases up to two-thirds of total project costs may be funded through the LWBP. Emphasis will be placed on leveraging other funding sources and collaborative partnerships. In cases where other federal programs are providing financial support for the project, the total federal contribution must **not exceed two thirds** of the total cost of the project.

Potential sources of matching funds (cash and in-kind) and how collaborations are to be undertaken (e.g. contributions by the applicant, landowners or others involved in the project, use of equipment, expertise etc.) must be clearly outlined and described in the Proposal Cashflow (Appendix C).

7. Application Process

The Lake Winnipeg Basin Program implements a two stage application process:

- Stage 1: Letter of Intent
- Stage 2: Project Proposal Submission

Stage 1: Letter of Intent: Applicants are asked, using the provided template (Appendix A), to submit a Letter of Intent (maximum 2 pages). Letters of Intent will be reviewed by ECCC staff against the following eligibility criteria:

- The project contributes to at least one of the 3 key freshwater priority issues (outlined under Eligible Projects);
- The requested level of funding is between 1/3 and 2/3 of the total project value;
- The start date and end date are clearly stated (must end before March 31, 2022);
- The project takes place in the Lake Winnipeg Basin in Canada;
- The submission is from an eligible applicant.

This stage allows staff to identify projects that may be better suited for other ECCC funding programs. Please note that proponents with similar LOI submissions may be asked to collaborate on a single project proposal submission.

Stage 2: Project Proposal Submission: Once a Letter of Intent is deemed eligible, applicants will be invited to submit a project proposal. Project proposal submissions must be developed using the templates provided. In order for a submission to be considered for funding it must include a completed proposal (maximum 6 pages) (Appendix B) and cashflow (Appendix C). Incomplete submissions will not be reviewed.

8. Selection Process

Each project proposal submission will go through a three stage review process: 1) Administrative review by program staff to confirm eligibility; 2) technical review by subject-matter experts to confirm scientific and technical feasibility; and 3) regional review to ensure that environmental and departmental priorities are considered in the project approval process, with a final approval made by ECCC.

Eligible project proposals will be assessed against, but not limited to, the following criteria:

Results:

- Project addresses at least one of the three key freshwater priority issues for the LWBP;
- There is good value for dollars invested;

Uptake and Engagement:

- Strong collaboration between project partners;
- Enhanced Indigenous participation and collaboration;
- Opportunities for technology and/or knowledge transfer to other parts of the Lake Winnipeg Basin and across watersheds;
- Potential for co-benefits of project implementation;

Achievability / Likelihood of Success:

- Clarity and scope of objectives;
- Technical feasibility;
- Ability to demonstrate direct and measurable environmental benefits (e.g. expected phosphorus reduction);
- Evaluation and performance measures (clearly stated, measurable and attainable);
- Quality and completeness of funding proposal;
- Likelihood of activities/benefits continuing after funding ends;

Contributions from Other Sources:

- Other key funding contributors have been confirmed; and
- Amount of leveraged funding.

9. Notification and Reporting Requirements

Once departmental approval has been confirmed, applicants (both successful and unsuccessful) will be notified in writing. If your project proposal submission is approved, you will be contacted to negotiate a Contribution Agreement, which outlines the terms and conditions of funding. **Please note that funding is conditional on the successful negotiation of a Contribution Agreement between the applicant and ECCC.**

It is important to note that project activities for which you wish to receive LWBP funding cannot begin until the Contribution Agreement is signed. We work towards completing this process within 40 working days. Please note that this 40 working day standard for the development of a contribution agreement is a shared responsibility and largely depends on the submission of all required documentation to ECCC in a diligent and timely fashion.

Each Contribution Agreement must include written confirmation of all funding sources, a summary of project design, delivery, progress evaluations and anticipated results, as well a budget forecast. All of these components must be accurately completed before the agreement can be signed.

All approved recipients are required to submit reports to ECCC throughout the duration of the project as outlined in the Contribution Agreement. Payments are based on reporting, meaning that payments cannot be made until a report has been submitted, reviewed and deemed satisfactory. Reports are submitted to and reviewed by an ECCC project officer.

Once a recipient's project has finished a final report is required. The final report should include a project evaluation, financial and in-kind contribution records and, if applicable, a financial audit. The final payment will not be provided (minimum 10% holdback) until a final report has been submitted, reviewed and approved by ECCC.

If you are interested in funding through the Lake Winnipeg Basin Program, please submit a Letter of Intent no later February 21, 2018.

Applicants may submit the Letter of Intent
via email: ec.lacwinnipeginfo-lakewinnipeginfo.ec@canada.ca

or via mail to:
Lake Winnipeg Basin Program
Environment and Climate Change Canada
Suite 150, 123 Main Street
Winnipeg, Manitoba R3C 4W2
(Must be postmarked on or before the submission deadline)

Project Description	Provide a description of the project including outcomes and results, objectives, key elements, implementation and promotional activities.
Project Evaluation	Indicate the method(s) and indicators(s) that will be used to evaluate the effectiveness of the project. How will the project's success be measured/evaluated?
Project Budget	<p>1. Funding sources: Enter all sources of project funding (federal and other), indicating whether the contributions are <u>cash or in-kind</u>, and whether the funding is <u>requested or confirmed</u>.</p> <p>Clearly identify <u>total funding</u> requested from the LWBP (maximum amount available for any one project is \$600,000). <u>For multi-year projects</u>, indicate the amount of LWBP funding requested by <u>fiscal year</u>. The LWBP aims to provide one-third of the total project costs, however, in some cases up to two-thirds may be provided.</p> <p>2. Expenses: Enter estimated total project budget costs <i>for each fiscal year</i> (April 1-March 31). NOTE: If available, provide budgetary breakdown according to cost items (e.g. salaries, materials and supplies, contractors, travel, etc.)</p>
Other Information	Additional relevant information (e.g. photos, web links, etc.) may be provided, as space permits.



Lake Winnipeg Basin Program

Project Proposal

(not to exceed 6 pages)

Contact Information

Name of Organization, Government, Community, Business or Association (Please provide the legal name):

Contact Name:

Phone Number:

Email:

Address:

City/Town:

Province:

Postal Code:

Website Address:

Briefly describe your mandate, including relevant experience:

Have you received funding from ECCC in the past: Yes No

If yes, please provide the name of the project, when the funding was received and the name of the funding program:

Project Summary

Project Title:

Project Partners:

Proposed Project Start and End Date:

Project Location or Geographic Scope:

Please provide a summary description of your project: (approximately 200 words) *Successful recipients may have their summary made available to the public.*

The Lake Winnipeg Basin Program will use a targeted application-based process to fund outcome focused actions in the following three key areas: (please check off those that apply to your project)

- Nutrient Reduction
- Collaborative Governance
- Indigenous Engagement

Please refer to the Applicant Guide for further details regarding program targets and priorities.

Project Description

Provide a description of the project including outcomes and results, objectives, key elements, implementation, promotional activities and Official Languages opportunities.

Project Work Plan

The following are examples to assist you in completing the work plan

Project Activity	Activity Description and Result (performance measures)	Timeframe	Estimated % of Total Project Budget
Site Assessment	Sites will be assessed to determine best location(s); site(s) will be selected	March 2018 - May 2018	10%
Construction – retention pond	1 acre of water will be retained	June 2018 - August 2018	35%
Construction - exclusion fencing	Exclusion fencing installed for 100 livestock	May 2018 - September 2018	35%
Evaluation - water quality sampling	Pre and post project water quality samples will be taken, in consultation with technical advisors from the province; 5 samples taken 4 times throughout the year	March 2018 - March 2019	10%
Communication - consultation	Consultation with landowners (3 meetings)	March 2018 - May 2018	5%
Communication - dissemination of results	Distribution of final report to stakeholders; information presented at conference / event Publication printed in both Official Languages	March, 2019	5%
TOTAL			100%

Evaluation Indicators

Check all those that apply and provide the expected goal for each. Updated results will be requested as part of your final report.

	Amount of phosphorus reduced / diverted		kg / year
	Wetlands / aquatic habitat created, conserved or restored		# of hectares
	Stream/lake bank protected or stabilized		# of metres
	Erosion control structures installed		# of structures
	Surface water run-off from land retained (e.g. retention ponds, small dams, edge-of-field retention)		# of cubic metres of water retained/stored
	Wastewater treatment pilot technology / processes implemented / improved		# of treatment facilities
	Livestock restricted from surface waters		# of livestock
	Nutrient Management Plans developed / implemented		# of plans
	Community/Landscape-based monitoring and Citizen Science Activities		# of participants
			# of evaluation or monitoring sites
			# of hectares monitored/studied
	Knowledge Transfer and Sharing		# of presentations, meetings, or knowledge sharing opportunities
	Outreach / Communications / Training		# of activities
			# of people engaged
			# of materials produced
	Collaborative Opportunities (e.g. partnerships established) Partnerships/Collaboration with (lines can be added if necessary)		# of partnerships
		1. 2. 3.	
	Reports / papers compiled and published		# of reports / papers

Evaluation Plan

What are the goals and objectives of the project? How will this project address at least one of the three key freshwater priority issues of the Lake Winnipeg Basin Program? How will you determine whether or not your project has been successful? How will success be measured/evaluated?

Outreach Plan

How will the project promote uptake to a wider community? What communities and/or networks will be targeted and how will they be reached?

Additional Information

Please provide any other relevant information not captured above

Certification

I/We certify that the information provided in the application, including all enclosures, is accurate to the best of our knowledge and that we are authorized on behalf of the organization.

Name:

Title:

Signature:

Date:

Add Row Remove Row

Use of ECCC Funding		Year 2		Year 3		Future Years		GRAND TOTAL	
Expenditure Detail	Expenditure Type	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
TOTAL									

Prepared by: _____

Date: _____