



Lake Winnipeg Basin Program (LWBP)

Letter of Intent 2021/2022 (maximum 2 pages)

SECTION	REQUIRED INFORMATION																																								
Project Title	Name of Project																																								
Project Lead	Name of Project Lead / Project Manager: Organization: Telephone: Email:																																								
Project Partners	List of Project Partners.																																								
Project Duration	Enter expected <u>start date</u> and <u>completion date</u> . Projects must end before March 31, 2022.																																								
Project Location	Describe location of the project by watershed, county, municipality, legal land location, etc. (Must be located in the Canadian portion of the Lake Winnipeg Basin). <u>NOTE:</u> Applicants are encouraged to provide information demonstrating that the project location(s) is a source of nutrient loading to the Lake Winnipeg Basin.																																								
Relationship to LWBP Priorities	<input type="radio"/> Nutrient reduction <input type="radio"/> Collaborative governance <input type="radio"/> Indigenous engagement Identify which LWBP priorities (listed above) the proposed project supports and how. Please refer to the Applicant Guide for further details regarding program priorities. (Identify all that apply)																																								
Project Description	Provide a clear and concise description of the project including objectives, key elements, implementation, expected outcomes and results.																																								
Project Evaluation	How will the project's success be measured/evaluated? Indicate the method(s) and indicators(s) that will be used to evaluate the effectiveness of the project.																																								
Project Budget	<p>The LWBP aims to provide 1/3 of the total project costs, however, in some cases up to 2/3 may be provided. The total federal contribution must not exceed 2/3 of the total project value. Please add additional budget lines as needed.</p> <p>1. Funding sources: (Fiscal Year: April 1 – March 31)</p> <table border="1"> <thead> <tr> <th>Revenue Source</th> <th>Cash or In-Kind</th> <th>Requested or Confirmed</th> <th>Amount (\$) Apr 2021 - Mar 2022</th> </tr> </thead> <tbody> <tr> <td>Lake Winnipeg Basin Program</td> <td>Cash</td> <td>Requested</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Revenue</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Revenue Source	Cash or In-Kind	Requested or Confirmed	Amount (\$) Apr 2021 - Mar 2022	Lake Winnipeg Basin Program	Cash	Requested																														Total Revenue			
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	<u>2. Expenses: (Fiscal Year: April 1 – March 31)</u>		
	Expenses	Cash (\$) Apr 2021 - Mar 2022	In-Kind (\$) Apr 2021 - Mar 2022
	Total Expenses		
Other Information	Additional relevant information (e.g. photos, web links, etc.) may be provided, as space permits.		

Lake Winnipeg Basin Program (LWBP)

Letter of Intent 2021/2022

NOTE: ECCC applies the following criteria to determine if Letters of Intent are eligible:

- The submitted Letter of Intent must not exceed the 2 page maximum;
 - instructional information can be deleted in order to stay within the 2 page maximum;
- The project contributes to at least one of the three LWBP priorities;
- The requested level of funding is between 1/3 and 2/3 of the total project value:
 - The LWBP will not fund 100% of project expenses;
 - When other federal programs are providing financial support for the project, the total federal contribution does not exceed 2/3 of the total project value;
- The start and end date are clearly stated:
 - Funding is available between April 1, 2021 and March 31, 2022;
 - LWBP funding must be applied to project activities completed by March 31, 2022;
- The project takes place in the Lake Winnipeg Basin in Canada;
- The submission is from an eligible applicant.

A Letter of Intent will be considered ineligible if not all of the above criteria are met.

LAKE WINNIPEG BASIN PROGRAM

APPLICANT GUIDE 2021-2022



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Canada

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Lake Winnipeg Basin Program

The Government of Canada is taking action to improve the ecological health of Lake Winnipeg and its basin. 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 runoff.

In order to address freshwater issues in the basin, Environment and Climate Change Canada's (ECCC) Lake Winnipeg Basin Program (LWBP) will take action to reduce excessive nutrients – such as phosphorus – from entering the lake, will enhance collaboration throughout the basin and support the 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 that address at least one of the three program priorities:

- **Nutrient Reduction:** Support targeted stakeholder delivered projects in the Lake Winnipeg Basin, in key geographic areas, that demonstrate an effective means to reduce phosphorus loading and increase public knowledge and engagement.
- **Collaborative Governance:** Encourage and strengthen collaborative efforts to reduce nutrients throughout the Lake Winnipeg Basin.
- **Indigenous Engagement:** Enhance opportunities, capacity and the engagement of Indigenous governments, organizations and communities on Lake Winnipeg Basin nutrient issues.

1. Eligible Projects

The Lake Winnipeg Basin Program's application-based process will fund targeted outcome-focused projects, implemented by domestic partners within the Canadian portion of the Lake Winnipeg Basin, that address at least one of the following three program priorities:

- 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:

- Implementation of beneficial management practices (BMPs), 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 of innovative tools, 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;
- Scientific research to identify improved nutrient management practices and/or the effectiveness of BMPs in sub-watersheds;
- Training, outreach and/or education to support the implementation of nutrient reducing actions.

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 a Lake Winnipeg sub-basin known to be a significant source of nutrient loading to Lake Winnipeg (eg. Red River Basin, Winnipeg River Basin);
- Targeting 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 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 for projects that:

- Develop tools, approaches and activities that strengthen collaboration;
- Facilitate knowledge sharing and collaborative efforts among multiple organizations to support the development and implementation of strategies and activities that advance nutrient reducing actions in the Lake Winnipeg Basin;
- Increase capacity to engage effectively in water quality management activities, assess results and progress, as well as undertake activities related to networking, sharing of information and outreach;
- Support or enable multi-stakeholder processes that develop or implement consultative decision making, adaptive management frameworks, or similar, related to sustainable development of priority ecosystems.

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 may provide funding for projects that:

- 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 such as 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

- Domestic not-for-profit organizations such as professional associations, non-governmental organizations and groups, charitable and volunteer organizations;
- Domestic Indigenous governments, organizations, boards, commissions, communities, associations and authorities;
- Domestic research, academic, and educational institutions;
- Canadian individuals;
- Domestic for-profit organizations such as small businesses with less than 500 employees, companies, corporations, industry associations, and agricultural organizations;
- Local organizations such as community associations and groups, seniors' and youth groups, and service clubs;
- Municipal governments, local governments and Provincial and Territorial Crown Corporations;
- Regional conservation districts and/or watershed authorities.

4. Eligible Costs

- Human Resource costs, including salaries and benefits;
- Management and professional service costs such as accounting, monitoring, communications, official language translation, audit and legal fees;
- Hospitality, travel and venues/conference expenses that are attributed directly to carrying out the project (*in accordance with the Treasury Board Secretariat's Directives on Travel, Hospitality, Conference and Event Expenditures*);
- Materials and supplies;

- Printing, production and distribution costs;
- Equipment and capital assets purchase (less than \$10,000) or rental;
- Vehicle rental and operation costs;
- Contractors required to perform activities related to the project;
- Costs associated with land securement (e.g. leases, easements, covenants or servitudes)
- A reasonable share (15% or less) of overhead and/or administrative costs directly attributed to project delivery; and
- Any GST/HST that is not reimbursable by Canada Revenue Agency and any PST not reimbursable by the Provincial Government.

The following costs are ineligible:

- Expenditures related to lobbyist fees
- Equipment and capital assets purchase or rental for for-profit recipients
- Costs associated with land securement for for-profit recipients

Please note these are not complete lists. If you are unsure about any of the examples listed above, please contact us for clarification.

5. Funding Details

- Funding is available between April 1, 2021 and March 31, 2022;
- The LWBP will **not** fund 100% of project expenses (please note matching requirements below); and
- 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 Project Budget.

7. Performance Indicators

Applicants will be asked to identify the performance indicators that apply to their project and provide the expected goal for each. At least one performance indicator must be identified to be eligible for funding.

The list of performance indicators for the LWBP are:

- Amount of phosphorus reduced/diverted
- Wetlands / aquatic habitat created, conserved or restored
- Stream/lake bank protected or stabilized
- Erosion control structures installed
- Surface water run-off from land retained (e.g. retention ponds, small dams, edge-of-field retention)
- Wastewater treatment pilot technology / processes implemented / improved
- Livestock restricted from surface waters
- Nutrient Management Plans developed / implemented
- Community/Landscape-based monitoring and Citizen Science Activities
- Knowledge Transfer and Sharing
- Outreach / Communications / Training
- Collaborative Opportunities (e.g. partnerships established)
- Reports / papers compiled and published

8. Application Process

The Lake Winnipeg Basin Program (LWBP) implements a two-stage application process:

- Stage 1: Letter of Intent (LOI)
- Stage 2: Project Proposal Submission

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

- The submitted Letter of Intent does not exceed 2 pages;
- The project contributes to at least one of the 3 LWBP priorities (outlined under Eligible Projects);
- The requested level of funding is between 1/3 and 2/3 of the total project value:
 - The LWBP will not fund 100% of project expenses;
 - When other federal programs are providing financial support for the project, the total federal contribution does not exceed 2/3 of the total project value;
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- The submission is from an eligible applicant.

A Letter of Intent will be considered ineligible if not all criteria are met.

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 their project proposal using the Grants and Contributions Enterprise Management System (GCEMS), ECCC’s online application system.

9. Grants and Contributions Enterprise Management System (GCEMS)

GCEMS Applicant User Guide: The GCEMS Applicant User Guide contains step-by-step instructions on how to apply for funding, including information on how to create, edit and submit project proposals.

Please contact
ec.sgesc-gcems-sgesc-gcems.ec@canada.ca
for technical assistance when using GCEMS.

The following information will be required for Lake Winnipeg Basin Program proposals:

Activation Code: Once a Letter of Intent is deemed eligible, an activation code will be sent to applicants as part of the invitation to submit a full proposal. This activation code is needed to gain access to GCEMS for a proposal submission.

Project Work Plan: In GCEMS, applicants will be asked to provide information related to project work plan activities, descriptions, results, timeframe and budget. Please enter “Other” under “Activity Category” when completing the Work Plan Template online. Please see the example below.

Work Plan Template					
Activity Category	Description	Expected Results	Start Date	End Date	% of Budget
Other	Site Assessment	Sites will be assessed to determine best location(s); site(s) will be selected	June 2021	June 2021	10%
Other	Construction – retention pond	1 acre of water will be retained	July 2021	August 2021	35%
Other	Construction - exclusion fencing	Exclusion fencing installed for 100 livestock	July 2021	August 2021	35%
Other	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	June 2021	Nov 2021	10%
Other	Consultation	Consultation with landowners	June 2021	March 2022	5%

Other	Communication - dissemination of results	Distribution of final report to stakeholders; information presented at conference / event Publication printed in both Official Languages	March 2022	March 2022	5%
TOTAL					100%

10. Selection Process

Each project proposal 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 approval in principle 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 priorities for the Lake Winnipeg Basin Program;
- 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:

- Amount of leveraged funding;
- Number of other organizations providing financial or in-kind support; and
- Other key funding contributors have been confirmed.

11. Notification and Reporting Requirements

Once departmental approval in principle has been confirmed, applicants (both successful and unsuccessful) will be notified in writing. If your project proposal submission is approved in principle, you will be contacted to negotiate a Contribution Agreement, which outlines the terms and conditions of funding. Federal MPs and/or their team may be advised about the approval in principle of a project and may be provided with information provided in this Application including applicant's name, project title, project description, project location, funding amounts and contact information.

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.

**Please contact us if you have any questions or
if you would like to be added to the email distribution list.**

via email: ec.lacwinnipeginfo-lakewinnipeginfo.ec@canada.ca

via mail:

Lake Winnipeg Basin Program
Environment and Climate Change Canada
Suite 150, 123 Main Street
Winnipeg, Manitoba R3C 4W2

Dana Hay

Senior Program Officer, Lake Winnipeg Basin Program
Environment and Climate Change Canada
204-914-9166
Dana.hay@canada.ca

www.canada.ca/lake-winnipeg-protection