

# Adaptation in Action Program: ClimateWest Call for Proposals

## 1. Background

Amidst diverse landscapes, communities, climate impacts and adaptation needs, the Prairie provinces face unique challenges and opportunities in adapting to a changing climate. Launched in 2021, ClimateWest is a non-profit organization that provides free climate services to advance climate resilience in Alberta, Saskatchewan, and Manitoba.

ClimateWest aims to support a diversity of adaptation approaches and perspectives while implementing its Vision and Mandate:

### **Vision**

Communities, businesses, non-profits, and governments across Alberta, Saskatchewan, and Manitoba are equipped to thrive in the face of a changing climate due to decisions informed by the best science, expertise, and training that is tailored to meet their needs.

### **Mandate**

To deliver credible, valuable, and timely climate information, data, tools, and training tailored to meet the demand for climate services across Alberta, Saskatchewan, and Manitoba in support of adaptation to climate change.

ClimateWest has supported [several regional adaptation resources](#) and initiatives. Examples of recent projects include [A Snapshot of the Changing Prairie Climate](#), the [Uncertainty Primer](#) and the [Costs of Climate Change on the Prairies](#). Also, ClimateWest provides access to capacity-building materials such as [training resources and videos](#) specific to Alberta, Saskatchewan, and Manitoba and recently held its inaugural Forum on the [Benefits of Early Adaptation Action](#).

ClimateWest is expanding on these achievements and seeking to support new initiatives from others across the Prairie provinces through the Adaptation in Action Program. The first step in this process is the Call for Proposals as outlined by this guideline.

The goal of this Call for Proposals is to:

- Advance climate adaptation and preparedness by supporting development of tools, products, or services for a sustainable future in Alberta, Saskatchewan, and Manitoba;
- Continue to build a broad network of adaptation actors;
- Develop and increase awareness of regional adaptation needs; and
- Build on existing regional adaptation work.

## **2. Overview of Funding**

### **(a) Funding**

This Call for Proposals, beginning **December 5, 2023, and closing February 20, 2023**, is intended to identify projects that will advance ClimateWest's Vision and Mandate.

ClimateWest has a total of \$300,000 in funding available to support approved projects. Up to \$50,000 may be awarded per project proposal. Funding will be awarded based on the rated criteria and feasibility of proposals received (see Section 3) There is no matching funding required by proponents, however projects developed in partnership and projects leveraging other funding sources and/or in-kind contributions are preferred. Support for this Call for Proposals is made possible through ClimateWest's partner governments: Canada, Alberta, Saskatchewan, and Manitoba.

### **(b) Project Objectives**

ClimateWest aims to support impactful projects in Alberta, Saskatchewan, and Manitoba that achieve objectives such as:

- Building understanding about the range of plausible future climate conditions and how these may impact communities, businesses, governments, and/or organizations;
- Bridging Indigenous and Western scientific knowledges to better advance climate adaptation and resilience;
- Identifying and assessing climate risks and vulnerabilities that result in learnings that can apply across the region; and
- Developing information or communications materials that enables adaptation action and investment.

### **(c) Eligibility**

Applicants can be:

- Indigenous communities and organizations;
- Non-profit organizations;
- Municipalities;
- Research centres;
- Businesses;
- Other organizations; or
- Partnerships assembled for the project.

Individuals are eligible to apply, however partnerships are preferred.

The following are ineligible:

- For-profit initiatives;
- Political campaign activities; and
- Capital projects.

Further details on eligible and ineligible costs are outlined in the [online application form](#).

### 3. Evaluation Criteria

The following sets out the categories, weightings, and descriptions of the rated criteria of the Call for Proposals.

<b>Table 2: Evaluation Criteria Scoring</b>	
<b>Evaluation Criteria</b>	<b>Weighting (Points)</b>
Suitability of Proposed Deliverables	30
Regional Scope	15
Inclusivity and Accessibility	15
Experience and Qualifications	20
Value-for-Money	15
Proposal Completeness and Quality	5
<b>Total</b>	<b>100</b>

#### **(a) Suitability of Proposed Deliverable(s) (30 points)**

Applicants should clearly identify the project’s purpose and intended audience(s). Proposals should explain:

- How the climate adaptation project will contribute to ClimateWest’s Vision and/or Mandate (see section 1. Background);
- The adaptation, or resilience gap being filled;
- Any longer-term adaptation outcomes or objectives; and
- If relevant, existing similar-type projects and explain how the project is different, unique, or adds value.

See [Appendix A](#) for examples of eligible and ineligible projects.

Applicants must also provide a clear and thorough workplan that will identify project timelines and explain how the success of the project will be evaluated. Key milestones, deliverables, and

percent of the total project budget associated with each significant deliverable in the project should be included using the schedule in section 5 of the [online application form](#).

**(b) Regional Scope (15 points)**

Proposed projects should advance climate adaptation in the three provinces of Alberta, Saskatchewan, and Manitoba. If the project is focused on a smaller region or within one province, proposals should outline how the methods, conclusions, lessons learned, wise practices, and/or other outcomes will apply to or could be made relevant for the broader region.

**(c) Inclusivity and Accessibility (15 points)**

Proposals should explain how the project or product(s) will be made accessible, understandable, usable, and relevant for their intended audience. Projects developed in collaboration or partnership are preferred, but not required, and should clearly outline the level or type of engagement with the relevant audience(s). Ideally, projects should engage the intended audience(s) and end-user(s) in key decisions and outcomes.

**(d) Experience and Qualifications (20 points)**

Proposals should provide the following for each of the team members/project partners:

- Role within the project, including a description of their knowledge, skills, and experience relevant to the deliverables of the project; and
- References and/or experience providing information on previous projects of a similar nature conducted by the individual or team.

**(e) Value-for-Money (15 points)**

Proposals should outline the requested amount and how it will be applied to various project deliverables. If applicable, cost-sharing and in-kind contributions should be outlined. If the confirmation of the financial or in-kind contribution is pending at the time of submitting the application, an explanation can be provided in the application form or in a letter of support. If appropriate, proposals should also identify if the project leverages previous adaptation work. A detailed budget should be provided as outlined in the application form.

**(f) Proposal Completeness and Quality (5 points)**

Proposals should address all evaluation criteria and will be assessed on the following criteria:

- completeness;

- organization; and
- clarity.

### **(g) Project Duration**

The project must be able to be completed within two years (i.e. on or before March 31, 2026). Proposals should outline project milestones and timelines.

### **(h) Contribution Agreement**

Once a proposed project is approved, the applicant will enter into a contribution agreement with ClimateWest that outlines the funding disbursements, obligations of the parties, and relevant conditions related to the contribution.

### **(i) Reporting Requirements**

Subject to the contribution agreement, progress and financial reporting will be required at the halfway point of the project. A final report must be submitted outlining how the project objectives were achieved and how funds were used. Any final products should be provided to ClimateWest, ideally for sharing on the ClimateWest website. See Section (m) below.

### **(j) Intellectual Property and Sharing**

ClimateWest has a flexible intellectual property policy depending on applicant needs. Key learnings and/or final products (where appropriate) will be made public on the ClimateWest website to enable others to benefit from the work. Please feel free to reach out with any questions or for a copy of the policy.

## **4. How to Apply**

### **(a) Application Form and Required Documents**

Applicants must use the [online application form](#) available on the ClimateWest website and complete all the required fields.

In addition to the Application Form, the following attachments are required:

- Attachment: Letter(s) of support from each funding source (other than ClimateWest) that is making in-kind or financial contributions to the project (see Section (o) Requirements for Letters of Support), as described in the budget.
- Attachment: Other Relevant Information – attach other documents supporting your application.

Applicants may submit multiple proposals to this call but must submit a separate application for each proposal.

### **(b) Requirements for Letters of Support**

All other funding sources except for that provided by ClimateWest should be documented in letters of support or emails from the supporting organizations. The letters of support must be included in the proposal and should clearly state:

- the source of the support and status (i.e., confirmed or pending. If pending, describe the timing and conditions),
- the nature of the support (e.g., grant, contract or in-kind contribution),
- the amount (\$ or value of the in-kind contribution), and
- the period over which support will be supplied.

For in-kind salary contributions, the number of hours or days contributed per person, and an average hourly or daily rate must be included.

## **5. Application Timelines**

- December 5, 2023 – Call for Proposals open to applications.
- January 9, 2024 – Deadline for questions. Questions can be submitted to [admin@climatewest.ca](mailto:admin@climatewest.ca).
- January 23, 2024 - Questions and answers will be posted on the ClimateWest website.
- February 20, 2024 at 11:59 pm Central Standard Time – Application deadline.
- April 15, 2024 – Target date for awarding projects.
- March 31, 2026 - All projects must be completed, and final report and/or deliverable(s) submitted to ClimateWest.

## Appendix A

### Example projects

Acceptable adaptation project activities and products could include videos, art, reports, briefs, guides, training manuals, webinars, workshops, meetings, courses, research, creation of new climate data or summaries of existing climate data, presentations, workbooks, podcasts, or other similar types of projects.

<b>Table 1: Example Project Descriptions</b>	
<b>Eligible Projects</b>	<b>Reasoning</b>
<p>An Indigenous-led conservation group in Saskatchewan notices that increasing wildfires and droughts affect their work. The group uses ClimateWest funds to partner with a local researcher to identify linkages between their conservation work and climate adaptation. The researcher and the conservation group co-develop a podcast to share these linkages with a broader network of Indigenous conservationists and the public.</p>	<p>The project advances climate adaptation, partnerships/collaborations are implemented to conduct the intended deliverables, and the project has regional applications in its scope.</p>
<p>Three neighbouring regional municipalities in Manitoba have been coping with extreme heat in their communities. The three regional municipalities have reviewed existing heat resilience toolkits and guides, and they have identified a need for further information tailored to rural communities with limited staff, population, and resources. ClimateWest funds are used alongside municipal funds to hire a summer-term heat resilience coordinator. The coordinator works across the municipalities to create short-term summer programming and develop longer-term policy recommendations. In the fall, the heat resilience coordinator hosts a community call with other regional municipalities to share lessons learned and best practices. The session is recorded and shared.</p>	<p>The project has a large regional scope and incorporates collaborative work among the partnering communities to conduct deliverables. The deliverables advance adaptation and resilience and are feasible for completion within the proposed timeframe.</p>

<b>Eligible Projects</b>	<b>Reasoning</b>
<p>An arts-based non-profit in Alberta is exploring how theatre and improvisation can engage the public in climate resilience work. They use ClimateWest funds to develop an educational guide for how groups can host climate theatre and improvisation workshops in their communities. The guide is shared across the region and includes case studies from the non-profit's previous work, planning guidance, and additional resources.</p>	<p>The project is innovative and inclusive of the community members with a regional intent for deliverable dissemination and integration, and to build capacity for resilience.</p>
<p>Three provincial professional associations note that a relevant climate data tool has been developed in another jurisdiction. To increase the uptake of the tool locally, the three associations partner and use ClimateWest funds to host an information session with the tool's developers. The project team develops a recorded, two-hour training session for professionals to learn about the tool and identify how to applies it in their work.</p>	<p>The project has a regional approach for educational outreach related to climate adaptation planning and knowledge.</p>
<b>Ineligible projects</b>	<b>Reasoning</b>
<p>A business applies to use ClimateWest funds to develop a community solar power project and reduce greenhouse gas emissions.</p>	<p>Projects should have a clear climate adaptation focus and should benefit the region. Capital projects and those that focus strictly on mitigation are ineligible.</p>
<p>A community group applies ClimateWest funds to support a political campaign for a local elected official.</p>	<p>Funds cannot be used to support political campaigns.</p>