

Adaptation in Action Program: ClimateWest Call for Proposals

Application Form

This Application Form is for funding consideration under the Adaptation in Action Program. All fields must be completed.

Project Title	
Primary contact full name	
Job title, organization/affiliation	
Phone number	
Email address	
Mailing address	

1. Project Summary (100 – 250 words)

Describe the objective(s), intended audience(s) of the project and the intended outcome(s) of the project, including the total amount requested.

2. Suitability of Proposed Deliverables (750 words)

Describe in detail the project's purpose and explain how the climate adaptation project will contribute to ClimateWest's Vision and Mandate. Explain the adaptation or resilience gap being filled. If appropriate, identify similar-type projects and explain how your project is different, unique, or adds value.

3. Regional Scope (500 words)

Describe how your proposed project will 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, describe how the methods, conclusions, lessons learned, wise practices, and/or other outcomes will apply to or could be made relevant for the broader region.

4. Inclusivity and Accessibility (500 words)

Explain how the project or product will or could be made accessible, understandable, usable, and relevant for the intended audience(s). Describe the project's collaboration/partnership and level or type of engagement with the relevant audience(s).

5. Work Plan & Deliverables

Provide a clear and thorough workplan that will identify project timelines and explain how the success of the project will be evaluated.

Outline key milestones, deliverables, and percent of the total project budget associated with each significant deliverable in the project using the schedule below.

Description/Milestone	Deliverable	Date	% of total budget

6. Project Team – Experience and Qualifications

Provide the following detail for each team member/project partner:

- Full name
- Title, Organization
- 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 in previous relevant projects.
- Any other relevant information.

7. Budget

Include a detailed project budget using the template provided. The budget should be included as an attachment with your application.

The project start date and end date must be clearly indicated in the template. The budget must include the amounts (cash and/or in-kind) and name the other sources of funding.

Eligible Expenditures

Eligible expenditures must be directly related to the proposed project and can include expenditures within the following categories:

- Salaries and benefits – to be applied only for staff on the project’s payroll; any staff applicable through a contract should be listed under the ‘Professional, scientific, and contracted services’ cost category.
- Honoraria and ceremonial costs where Indigenous recipients or Indigenous partners of recipients are involved.
- Professional, scientific, and contracted services - Includes: staff remunerated through a contract, design and printing services; processing, analysis and management of data; computer support services; audio visual services; interpretation, teleconference and webinar services; and other services associated with the delivery of the project.
- Travel, including meals and accommodation.
- Communication materials, publishing, and promotions.
- Facility rental, license fees (e.g., access to datasets, IT applications), materials, supplies, and equipment – Includes: laptop and desktop computers approved on a case-by-case basis; computer software; and library and bibliographic expenses.

Non-eligible Expenditures

Costs that cannot be covered with ClimateWest’s funding include:

- Capital items
- Hospitality (e.g., provision of food and beverages at meetings)
- Profit-making initiatives.
- Financing charges, loan interest payments.

8. Pre-submission checklist

Completed Application Form

Attachment: Letter(s) of support from each funding source (other than ClimateWest) that is making an in-kind or financial contribution to the project, as described in the budget.

Attachment: Project Budget

Attachment: Other Relevant Information that supports the application.

9. Submitting your application

Complete all fields in this application form and submit it, along with the required attachments, to admin@climatewest.ca.