



**Commission for Environmental Cooperation (CEC)**  
393 St-Jacques West, Suite 200  
Montreal, Quebec, Canada H2Y 1N9  
Tel: (514) 350-4347  
Fax: (514) 350-4314  
E-mail: [napeca@cec.org](mailto:napeca@cec.org) Web site: [www.cec.org](http://www.cec.org)

## **2015 CALL FOR PROPOSALS**

### **“Sustainable communities and urban initiatives”**

The Commission for Environmental Cooperation (CEC) is requesting projects/ activities to fund under the North American Partnership for Environmental Community Action (NAPECA) for review during 2015. Proposals are due 26 August 2015; projects will start in January 2016.

#### **What is NAPECA?**

In 2009, the CEC Council set forth an ambitious agenda to change the policy direction for the CEC. It recognized that addressing environmental problems across North America can only be accomplished by partnering and engaging extensively with stakeholders and the public in all three countries and by promoting a sense of shared responsibility and stewardship for the environment. The Parties intend to encourage innovation and flexibility and promote model environmental initiatives that will help build long-term partnerships to improve environmental conditions at the community, indigenous, local and regional levels. With this in mind, Council directed the CEC to establish a grant program, the North American Partnership for Environmental Community Action (NAPECA), to build partnerships at the community level that focus on Sustainable communities and urban initiatives.

NAPECA grant selection criteria have been established to ensure that these projects deliver tangible results.

#### **NAPECA grant selection criteria**

The NAPECA grant process is designed to support projects that:

1. Focus on **“Sustainable communities and urban initiatives”**;
2. Achieve positive results for the environment at the community level within the timeframe of NAPECA support;
3. Include a sound implementation plan;
4. Achieve goals and measurable objectives, and clear and tangible results;
5. Measure progress;
6. Include a clear timeline for implementation of the activities, including a target end-date for NAPECA support;

7. Create formal or informal partnerships or linkages at the state, local or indigenous community level, within the North American region; and
8. Identify beneficiaries if the project is intended to build capacity.
9. Are presented on time and through the established process.

Project types can include, but are not limited to, building capacity, pilot projects, transfer of innovative technologies, conducting outreach or education, sharing best practices, training environmental leaders, reducing risks to the environment, and many other types of non-regulatory efforts.

Examples of recent NAPECA projects can be found at <[www.cec.org/napeca](http://www.cec.org/napeca)>

### **Who should apply?**

The NAPECA program seeks to support efforts at the grassroots level. The objective is to empower and build the capacity of local peoples and organizations to improve their health and environmental quality.

Eligible applicants include nonprofit and nongovernmental organizations (NGOs), environmental groups, community-based associations, academic institutions, Tribal nations, and indigenous peoples and communities. Grantees must be located in Canada, Mexico or the United States.

NAPECA will not support businesses, private individuals, municipal, provincial/state, territorial and federal governments. However, proposals from qualified organizations partnering with the private sector or local government are eligible. Additionally, NAPECA will not support potential applicants who are currently receiving or applying for funding from Environment Canada for their proposed projects.

The CEC cannot accept applications from an applicant, who is, or whose immediate family<sup>1</sup> member(s) is/are:

- An official of a NAAEC Party (i.e., the Government of Canada, the Government of the United States of America, or the Government of the United Mexican States), who served in that position within the past year;
- An official of the CEC Secretariat;
- A present or past member (within the past year) of the CEC Joint Public Advisory Committee (JPAC); or
- A member of the domestic advisory committees.

The following projects and activities are not eligible for funding:

- Activities for which the local, state/provincial or federal government is responsible (e.g., construction of roads, bridges, sewage treatment plants);

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<sup>1</sup> "Immediate family" includes spouses, parents, siblings and children.

- Purchase of motor vehicles, property, land;
- Renovations;
- Pursuing legal action;
- Projects dedicated exclusively to planning;
- Projects meant only to beautify an area;
- Lobbying or advocacy;
- Annual or regular organizational events/campaigns;
- Expenses to attend general conferences; and
- Projects implemented outside the territory of the three NAAEC member countries.

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Council set forth strategic priorities and cross-cutting themes for 2015–2020. The strategic priorities include climate change mitigation and adaptation, green growth and sustainable communities and ecosystems. Cross-cutting themes include learning from and assisting vulnerable groups and local indigenous communities, enhancing the alignment of environmental regulatory standard, enforcement and compliance, and enhancing information sharing, transparency, capacity building and communications. For this NAPECA grant cycle, Council has agreed that the focus of the NAPECA proposals for 2015–2016 is “Sustainable Communities/Urban Initiatives.

The total available budget per cycle will be distributed equally amongst the three countries.

Projects will be funded over one or two years. While there is no specific cap on the amount of funding that can be requested in a project proposal, applicants should realize that the total monies available to the NAPECA program are limited. In each of the two granting cycles conducted thus far (2011–2013 and 2013–2015), 19 and 18 projects, respectively, were funded and the average amount awarded in each cycle was approximately US\$70,000, although between projects, there was considerable variation above and below that figure. Multi-year grants may be considered, but funding is contingent on the positive assessment of quarterly financial and progress reports on outcomes, as well as on the availability of NAPECA funds.

To see examples of recent NAPECA projects go to <[www.cec.org/napeca](http://www.cec.org/napeca)>.

### **How are proposals evaluated?**

Review of NAPECA program grant proposals is as follows:

Applicants should submit a proposal in the format described below. The proposal will include an executive summary, as well as details that explain more fully how the project proposal meets each of the NAPECA grant selection criteria and provide a comprehensive description of the requested funding.

Proposals will be screened on the basis of merit by the NAPECA Selection Committee, which will approve or decline the grant applications.

Once an application is submitted, the Secretariat will not provide oral or written feedback on its evaluation.

**A maximum of one application per organization per country will be accepted.**

Successful candidates will be required to enter into a funding agreement with the CEC before any contribution is made to their projects. Progress reports and financial statements that demonstrate how the funding is being used to generate tangible results will be required.

### **What are the key dates for 2015 grants?**

- |  |                                |
|--|--------------------------------|
| • Proposals due                            | 26 August 2015 (5:00 p.m. EST) |
| • Selection of successful grant applicants | late October 2015              |
| • Official grants announcement             | first week of December 2015    |
| • Projects begin                           | January 2016                   |

### **What is the format for the proposals?**

A proposal **must include the following information:**

#### **Contact information**

- 1. Project lead contact information:** first name, last name, telephone, fax, e-mail.
- 2. Organization contact information:** name, address, country, e-mail, phone, fax, website, twitter, Facebook, etc.

#### **Section 1. Executive Summary** (max. two pages)

#### **3. Project title.**

#### **4. Budget requested.** (Total budget and number of months)

#### **5. Project duration.** (Timetable, including project starting date and project end date)

#### **6. Environmental priority.** Explain *how* the project and project results address the focus area: *Sustainable Communities/Urban Initiatives*. (max. 100 words)

#### **7. Geographic location** of the project. Indicate the country or countries where the project will be implemented.

#### **8. Communities benefited by the project.** List the community(ies) that will benefit directly from the project. (max. 200 words)

#### **9. Goals and Objectives.** Provide a brief explanation of the goals and objectives of the project, including the problem the project proposes to address. (max. 200 words)

#### **10. Main activities and their approximate budgets.** Briefly describe the main activities to be undertaken

during the implementation of the project. (max. 50 words per activity)

**11. Results.** Briefly describe the expected results and how will they contribute to the overall goal of improving health and environmental quality, e.g. by improving environmental conditions, environmental awareness and/or increase capacity in the community. Results must be achieved within the timeframe of NAPECA support. (max. 100 words)

**12. Partnerships.** Please provide the names of any other organizations involved in the project, including partners and/or beneficiaries, if applicable.

**13. Identify clearly the beneficiaries and target population.** (max. 50 words)

**14. Other funding sources and/or leverage opportunities** (max. 150 words)

**15. Mission of the lead organization/ institution/"group/community".** (max. 100 words)

## Section 2. Proposal Details

**Goals, Objectives and Performance Indicators.** Provide a detailed statement of the project's goals and objectives. Provide details of the performance indicators to measure the objectives. Fill in the worksheet provided.

**Work Plan.** Provide a detailed description of the specific activities to be undertaken and their associated timelines (work plan). Use the template provided.

**Budget breakdown.** Use the worksheet template to provide details of the project budget (in US\$). Break this information into the following categories:

1. Salaries and benefits
2. Equipment and supplies
3. Travel<sup>2</sup>
4. Consultant services (if applicable),
5. Overhead (not to exceed 15 percent)<sup>3</sup>
6. Other costs

**Innovation.** Describe any innovative approach to be adopted in this project. (max. 50 words)

**Replicability.** Explain how this project could be replicated in other North American communities. (max. 100 words)

**Résumé.** Please upload a résumé of the Project Leader/person responsible for project activities. (max. 200 words)

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<sup>2</sup> The CEC will not fund expenses related to travel in excess of 15 percent of the total grant amount.

<sup>3</sup> The CEC will not fund expenses related to overhead and administration (such as rent, telephone, fax, and photocopies) in excess of 15 percent of the total grant amount.

**Applicant Organization.** Please upload a certificate of non-profit status of the applicant organization.

**Declaration of acceptance of impartiality and independence.** Please print, sign and upload the Declaration of impartiality and independence.

### How to apply?

Proposals can be submitted in electronic format through the online application form available at [www.cec.org/napeca](http://www.cec.org/napeca). CEC staff is available to answer any questions that the public may have through email, telephone or skype calls.

They can also be mailed or hand delivered to the CEC Secretariat offices in Montreal, Canada, or to the CEC's Mexico Liaison office, but application online is encouraged. See complete mailing addresses below.

Commission for Environmental Cooperation 393 St-Jacques Street West, Suite 200 Montreal (Quebec) H2Y 1N9 Canada	Comisión para la Cooperación Ambiental Progreso No.3, Viveros de Coyoacán Col. del Carmen, Del. Coyoacán C.P. 04110, México D.F. México
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If for some reason you cannot apply online, please contact us immediately. Our staff will be happy to assist you to complete the application process.

For more information or assistance regarding this grant application process, please contact: Karen Schmidt, NAPECA Coordinator, at (514) 350-4347, or (52) (55) 5659-5023, or by e-mail at: [napeca@cec.org](mailto:napeca@cec.org)