



**GOVERNMENT OF CANADA  
PROGRAM FOR INTERNATIONAL POLAR YEAR  
TRAINING, COMMUNICATIONS AND OUTREACH  
CALL FOR PROPOSALS**

***BACKGROUND***

International Polar Year (IPY) 2007 - 2008 is an international program of science and research in both the Arctic and Antarctic over a 24-month period. With participants from over 63 countries, IPY is a unique opportunity to advance knowledge and information on the polar regions, develop science capacity and increase awareness of issues facing the polar regions and the people of the Arctic.

The Government of Canada has made an investment of \$150 million in new funding over six years to support Canada's participation in IPY through science and research projects focussed on two priority themes: climate change impacts and adaptation and the health and well-being of Northern communities, as well as logistics, data management, training, capacity-building, communications and outreach initiatives. The science Call for Proposals resulted in forty-four projects being approved, these projects are currently underway across the North.

**The Government of Canada Program for IPY is now issuing a Call for Proposals inviting interested Canadian organizations to submit proposals for funding for *training, communications and outreach* projects in conjunction with International Polar Year. This is the primary Call for Proposals for training, communications and outreach under the Government of Canada Program for IPY. A total of \$5 million in funding is available. Projects may seek up to three years of funding and the total value of individual awards may be up to \$600,000. **This Call for Proposals is closing on January 15, 2008.****

A smaller, subsequent Call will be issued for new projects in Fall 2008. The focus of this second Call may be narrower and will allow a maximum of two years of funding.

IPY presents an opportunity to leave a positive lasting legacy for Northerners, Aboriginal communities and all Canadians. Aboriginal and Northern peoples have a vital role to play in IPY. While this open Call for Proposals is being issued nation-wide, Northern-

based organizations are particularly encouraged to submit proposals. The Government of Canada Program for IPY promotes cross-sectoral partnership and collaboration in all aspects of its program.

Two multi-stakeholder workshops were conducted bringing together individuals and organizations to discuss potential IPY training, communications and outreach activities in Canada: the first was organized by the Canadian IPY Secretariat and held in Edmonton in September 2005; and the second was sponsored by the Canadian Polar Commission in Ottawa in March 2006. The reports from these workshops have provided important input for this Call for Proposals and may provide applicants with ideas for potential project ideas. Copies of these reports are available at [www.ipy-api.gc.ca](http://www.ipy-api.gc.ca). Further input on this Call for Proposals has been provided by members of Canada's National Committee for IPY, Northern Aboriginal organizations and members of northern regional focus groups.

## **OBJECTIVES**

The Government of Canada Program for IPY is seeking proposals that will help to achieve the following objectives:

- **Raise awareness** about the Canadian Arctic, its peoples, and northern issues, particularly among Canadians and the international community;
- **Create dialogue and build connections** between and within Northern and Southern regions of Canada, as well as between Canada and other countries, to foster greater understanding of the importance of the polar regions;
- **Promote IPY** and polar science and research and communicate the progress and broad, collective results of IPY science and research on climate change impacts and adaptation, and/or health and well-being of northern communities;
- **Engage children and youth**, particularly Northern youth, in polar science and research;
- **Provide experience and training** for Northerners, particularly Aboriginal Northerners, in the skills, techniques and knowledge needed to carry out northern-based research and monitoring during and beyond IPY; and.
- Document and share **Traditional Knowledge** as it relates to northern environmental change.

## **TYPES OF PROJECTS**

The Government of Canada Program for IPY is seeking proposals for innovative and creative training, communications and outreach initiatives. Some examples of potential projects may include, but are not restricted to, the following:

- preparation and distribution of information products (e.g., publications, educational materials and resources, exhibitions, web content, visual

- aids/artwork, short videos, articles, etc.);
- activities and events (e.g., internet events, webcasts, TV or radio programs, science/Arctic-related contests, IPY events, cultural exchanges, etc.);
- learning activities (e.g., workshops, research experience, seminars, training sessions, science demonstrations, presentations, specialized instruction, educational podcasts, etc.), especially initiatives designed to augment science and research capacity in the North; and
- documenting Traditional Knowledge.

**Note** that communicating the progress and results of a single IPY research project by project team members does not fall within the scope of this Call for Proposals. Communicating a project's progress and results is the responsibility of the research project's principle investigator and has been budgeted for within that project.

## ***TARGET AUDIENCES***

Through the selection of projects under this Call for Proposals, the Government of Canada Program for IPY is aiming to reach a broad range of audiences, including the general public in the North, across Canada and international audiences, as well as more specific targeted audiences. A few examples include: Aboriginal Northerners, children and youth, and schools and the education community.

## ***ELIGIBILITY***

*Who is eligible to apply?*

Canadian individuals and organizations, including:

- regional and community groups (Aboriginal communities or organizations, community associations and institutions),
- education/research institutions;
- government departments and agencies (federal, provincial, territorial, regional, municipal, Aboriginal);
- private sector; and
- not-for-profit, non-governmental organizations.

## ***GUIDELINES AND ETHICS***

All project team members must be willing to adhere to any applicable ethical guidelines; traditional and community protocols; and national, territorial, provincial and Aboriginal government regulations and policies, including licensing, as appropriate, as well as reporting requirements set out by the IPY Federal Program Office.

## **CRITERIA FOR REVIEW AND EVALUATION OF PROPOSALS**

Proposals submitted in response to this Call for Proposals must address the following criteria and their elements as described below. Projects will be reviewed and assessed against these criteria. It is recognized that not all elements will apply to every project proposal, as some are specific to training, communications, outreach or Traditional Knowledge projects, or to activities carried out in particular geographic regions.

### **1. Scope of the project**

- Does the proposed project address one or more of the objectives identified in this Call for Proposals?
- Are the goals of the project clear, measurable, meaningful in terms of IPY, and manageable?
- Will the project result in immediate and/or longer term benefits or legacy?
- Is the proposed project creative and innovative?
- Is the intended audience identified and appropriate?
- What is the contribution of this project to IPY?

### **2. Strength of the Team**

- Is the team appropriate for the project proposed (i.e. includes members with appropriate knowledge and skills)?
- Do the Project Leader and team members have the necessary background and experience in producing quality work in a timely manner?
- Does the team include contributing Northern members?

### **3. Project Design and Delivery**

- Are the project steps clear and appropriate to meet the goals of the project?
- Does the project make appropriate use of Traditional Knowledge, where applicable?
- Are the proposed products appropriate for the identified audience?
- Are plans in place to distribute products and deliverables to relevant audiences, as well as Northern communities and organizations?
- Does the project address language and cultural considerations?
- Are plans for obtaining any required intellectual property rights and/or handling privacy issues addressed, if necessary (e.g. photo releases)?
- Does the project build upon existing resources, combine activities and/or avoid duplication?
- Does the proposed project include plans to evaluate and report on the effectiveness of the activity/products?
- For training activities, will participants gain some formal accreditation or certification as a result of the project?

### **4. Budget and Project Management**

- Is the budget clearly detailed?

- Is the cost of the proposal appropriate, and is it cost-effective?
- Are sufficient funds identified for specific activities including, for example, community involvement, distribution, translation, and consultation?
- Does the Project Leader have the capacity to meet the project reporting and financial requirements?
- Is there evidence of contributions to this project from partners, including financial resources, expertise or in-kind contributions?
- Is the project feasible within the proposed time frame with the people involved and the resources requested?

## **5. Partnership and Consultation**

- Does the project include effective plans (including progress achieved so far) for consultation with, and involvement of Northern communities and organizations?
- Does the project demonstrate that the current strengths and capacities of the Northern communities have been considered in consultation with appropriate organizations and groups and will be utilized and developed as part of the proposed project?
- Does the team involve cross-sectoral partnerships or collaborations, for example, between Northern and/or Aboriginal organizations, communities, federal departments/agencies, academia, other governments and countries, non-government organizations, and/or the private sector?
- Have letters of support been provided by identified partners and Northern communities or organizations that have been consulted?

## ***GEOGRAPHIC FOCUS***

Proposed activities and products must have a geographic focus on the polar regions, with a particular emphasis on, or relevance to, the Canadian Arctic.

For the purposes of this Call for Proposals, the Canadian Arctic is defined as inclusive of the three territories (Yukon, Northwest Territories, Nunavut) and the northern areas of seven provinces (British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, and Newfoundland and Labrador). (See Annex A for map)

## ***LETTERS OF SUPPORT***

Letters of support and endorsement for the proposed project should be submitted from the following: team members, supporting communities or organizations and/or collaborators/partners.

Proposals **do not** require endorsement of the proposed activity by the IPY International Joint Committee. However, the applicant may indicate if the proposed activity is part of

an internationally-endorsed IPY project by providing the project number. For more information on internationally-endorsed IPY projects, please check [www.ipy.org](http://www.ipy.org).

## ***PROPOSAL REVIEW***

Eligible proposals will be reviewed and evaluated based on how closely they meet the objectives of the program and the criteria for review and evaluation. *Multidisciplinary review panels* will review and rate the proposals, and make recommendations for funding. Northerners and experts in communications, training/education, Traditional Knowledge and the social and natural sciences will be invited to take part in the review process. Proposed projects that anticipate activity to be carried out within the North or which are deemed to have potential direct impact on Northerners, will be reviewed by an appropriate *Northern regional review team*. *External peer review* of proposals may also be undertaken.

The review process will get under way in January 2008. Considering the recommendations from the review panels, Northern regional reviews and any external peer reviews, the Assistant Deputy Minister Committee on IPY will make final decisions regarding the projects. Notification to successful applicants will be in Spring 2008.

## ***FUNDING AWARDS***

This is the primary Call for Proposals on training, communications and outreach under the Government of Canada Program for IPY. Through the selection of projects under this Call for Proposals, the Government of Canada Program for IPY is seeking to support both large- and smaller-scale activities and initiatives. There is no lower limit on the value of awards. The value of any single award may not exceed \$600,000 over the duration of the funding. The total funding available for this Call for Proposals is \$5 million.

A smaller, subsequent open Call for Proposals for new projects will be issued in Fall 2008. The second Call for Proposals will have total funding of up to a maximum of \$2 million. The focus of the second Call will be narrower in scope and the timeframe may be shorter with a maximum of only one or two years of funding.

Partnership and collaborations, particularly those with funding from other sources, are encouraged. Total federal government assistance to a project applying under this Call for Proposals may be limited to a maximum percentage of total project cost.

Funds will be paid on an annual basis (April 1 – March 31) to the affiliated organization, with the Project Leader having the responsibility for managing the funds. Project funds will be transferred through contribution agreements between the Department of Indian Affairs and Northern Development and the Project Leader. For projects with team

members employed by a federal department or agency, funds to cover eligible expenses of federal team members will be transferred directly. Unused funds in any fiscal year must be returned to the Department of Indian Affairs and Northern Development and may not be carried over into the following year. Projects will be required to report twice a year on progress and funding.

### ***TIMEFRAME***

Proposed activities must take place between April 1, 2008 and March 31, 2011. Proposed projects may span up to a maximum of three years, or occur within any single fiscal year within the overall timeframe.

### ***INTELLECTUAL PROPERTY***

The purpose of this Call for Proposals is to assist in the development of projects and initiatives to meet the training, communications and outreach objectives of the Government of Canada Program for IPY. Projects must include clear distribution plans to share the products broadly with Canadians, as appropriate. Intellectual property or the ownership over the rights to the products and information produced under this Call for Proposals will remain with the funding recipient. The Government of Canada Program for IPY will reference projects in some of its publications, products and on its website and may seek to further use and distribute products developed under this Call for Proposals with prior approval of the Project Leader.

### ***ACKNOWLEDGMENT***

Project Leaders and team members must acknowledge funding assistance from the Government of Canada Program for IPY in all their public project materials, publications, websites, presentations and activities. This includes the use of Government of Canada identifiers and logos to indicate the project was completed with support from the Government of Canada Program for IPY.

### ***REPORTING***

Applicants will be required to submit to the IPY Federal Program Office a *mid-year progress report* and an *end-of-year annual report* and *financial report*, as well as a *final report at the end of project funding*.

The mid-year progress report and the end-of-year annual report will need to identify progress towards project goals, outputs and accomplishments. The end-of-year annual report will also need to include copies of all products and deliverables for the year. In

the case of ongoing projects, the annual report must outline in detail any proposed changes to the project and/or budget for the upcoming year. For multi-year projects, future installments will be contingent on the demonstration of satisfactory progress, including achievement of milestones and clear progress towards project goals. If the project and/or budget is deemed to have changed significantly from the projections at the time of the initial project approval, continued funding may be conditional on additional review.

An audited statement of revenue and expenditure will be required on all projects completed in accordance with generally accepted auditing principles. The only exceptions include applicants seeking less than \$30,000 and applicants from universities, incorporated school boards or another level of government. These applicants will be required to provide a statement of revenue and expenditure.

Applicants will also be required to submit to the IPY Program Office a final report within three months of the end of funding. The project final report must be accompanied by copies of all products and deliverables.

### ***APPLICATION DEADLINE***

Applications must be submitted and received at the IPY Federal Program Office at the Department of Indian Affairs and Northern Development by the end of the day on **Tuesday, January 15, 2008**.

Please submit your proposal using the forms provided and according to the Instructions for Applying. These instructions provide additional information to assist applicants in preparing their proposals, including a list of eligible expenses.

For more information on the Government of Canada Program for IPY, please visit [www.ipy-api.gc.ca](http://www.ipy-api.gc.ca)

If you have any questions or require assistance with your submission, please do not hesitate to contact one of the following:

- **IPY Federal Program Office:**
  - phone: (819) 994-1803
  - fax: (819) 934-0584
  - email: [api-ipy@ainc-inac.gc.ca](mailto:api-ipy@ainc-inac.gc.ca)
  
- **INAC Toll-Free Numbers:**
  - toll-free 1-800-567-9604
  - toll-free 1-866-553-0554 (TTY line for the hearing impaired)

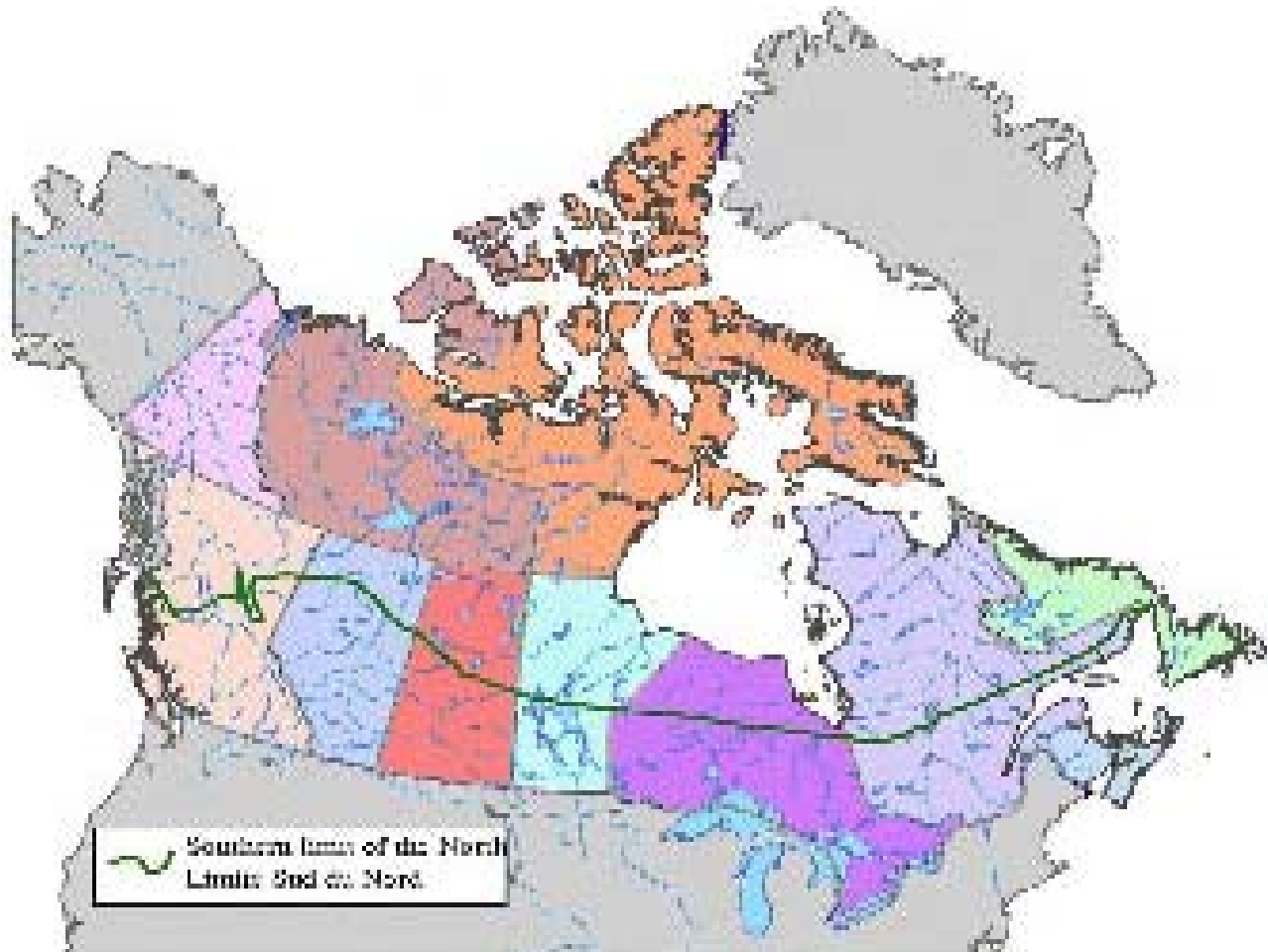
- **Northern Coordination Offices** have been established to provide regional points of contact for IPY:
  - **Nunavut** – located at the Nunavut Research Institute
    - phone: (867) 979-7290
    - fax: (867) 979-7109
    - email: [jshirley@nac.nu.ca](mailto:jshirley@nac.nu.ca)
  - **Yukon** – located at the Council of Yukon First Nations
    - phone: (867) 393-9237
    - fax: (867) 668-6577
    - email: [bvandijken@cyfn.net](mailto:bvandijken@cyfn.net)
  - **Nunavik** – located at the Nunavik Research Centre
    - phone: (819) 964-2951
    - fax: (819) 964-2230
    - email: [b\\_ford@makivik.org](mailto:b_ford@makivik.org)
  - **Northwest Territories** – located at the Aurora Research Institute
    - phone: (867) 777-3298, ext 30
    - fax: (867) 777-4264
    - email: [amero@auroracollege.nt.ca](mailto:amero@auroracollege.nt.ca).

Further information on IPY can also be obtained from the Canadian IPY Secretariat website [www.ipycanada.ca](http://www.ipycanada.ca) and the international program website at [www.ipy.org](http://www.ipy.org)

***Thank you for your interest in International Polar Year.***

Annex A

Geographic Focus



Southern Limit of Discontinuous Permafrost