

MOBILIZING ALBERTA

Climate Action Grant Guidelines & Criteria

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Mobilizing Alberta Climate Action Grant Guidelines & Criteria

Funding overview

With support from the Government of Canada, the University of Calgary is offering grants amounting up to \$20,000 to support projects that increase climate awareness and action in southern Albertan communities. We are especially focused on supporting projects that are led by or collaborate with Indigenous communities and youth, as well as projects that engage audiences that are interested in or concerned about climate change and who need support and resources to take climate action.

Grant recipients will be selected by a grant review committee.

These guidelines are intended to provide program parameters and assist applicants in ensuring their project will be a good fit for a grant. In addition to the guidelines, it is highly recommended that interested parties review the [FAQs](#) and contact our team to discuss your project. You can reach a grant team advisor at mobilizing@ucalgary.ca

Climate Action Grant amounts & project duration

- The maximum grant amount per project is \$20,000.
- Project end date is a maximum of 12 months after the start date. Projects are anticipated to start sometime between June and September 2024. Project start dates may differ based upon each project's unique circumstances. Successful applicants will receive a Notice of Award letter that specifies their project start date. Your project may begin on that date even if you do not have a finalized/signed grant agreement. However, please note you will not receive your funding until after the grant agreement is signed by all parties. Once your grant agreement has been signed by all parties, it will take approximately 1-2 months to receive your funding.

Key audiences

The following key audiences have been identified as priority groups to support and/or collaborate with in climate awareness and action in southern Alberta. Projects that are led by, work with, or engage one or more of the following key audiences will be prioritized for funding:

- Indigenous communities;
- Youth (K-12 and 18-29 years old); and
- Audiences that are interested in and concerned about climate change and need support and resources to take climate action.

Please note that projects are not required to focus on one of these audiences to apply.

Eligibility

Eligible project teams

All projects must have a team that includes:

- At least one community organization that is incorporated or registered with the relevant corporate registry body or the Canada Revenue Agency;
- At least one University of Calgary faculty member; and
- Post-secondary undergraduate and/or graduate students. Preference will be given to projects that include a UCalgary student(s); however, it is not required that the post-secondary student(s) attend(s) UCalgary.

Please note:

- It is not required to have the post-secondary student(s) recruited prior to applying for the Climate Action Grant program. However, the experiential learning component of the project must be clearly defined.
- UCalgary adjunct faculty members may apply.
- Postdoctoral scholars are not eligible to act as UCalgary faculty partner; however, they can collaborate on a project provided they partner with an eligible community organization, UCalgary faculty member and post-secondary student(s).

Support for developing project team partnerships

The UCalgary Knowledge Engagement team builds and maintains meaningful partnerships for research between UCalgary and community organizations. If you are seeking a project partner, please contact Knowledge.Engagement@ucalgary.ca. Knowledge Engagement can offer supports in:

- Knowledge mobilization planning: identifying and strategizing activities to engage community partners in collaborative efforts;
- Partnership matchmaking: finding potential partners in community or within UCalgary; and
- Principles of good partnership: capacity-building on co-creation, shared leadership and reciprocity in research partnerships.

Eligible community organizations

Eligible community organizations include:

- Non-profit non-governmental groups and organizations (e.g., community-based organizations);
- Indigenous communities and organizations. Environment and Climate Change Canada defines Indigenous organizations as:
 - National, provincial and territorial Indigenous organizations,
 - Tribal councils, and
 - Indigenous communities; and
- Universities and academic organizations.

The following entities can collaborate on a project provided they partner with an eligible community organization, UCalgary faculty member and post-secondary student(s):

- Municipalities;
- the Government of Alberta and provincial agencies; and
- for-profit and private-sector entities.

Please note: Political parties are not eligible to apply.

Insurance requirements

Projects focused on research require the community organization to carry \$5 million in general liability insurance, including blanket contractual liability or as approved by [UCalgary Risk Management](#).

Projects that do not include a formal research project require the community organization partner to carry \$1 million in general liability insurance, including blanket contractual liability or as approved by UCalgary Risk Management.

Please note that decisions by UCalgary Risk Management are final and may impact eligibility of a project or delay timelines.

Eligible projects

All projects must increase climate-change awareness and action in southern Alberta.

Projects must be based in and/or engage one or more communities in southern Alberta.

Climate Action Grants can be used to support new or ongoing projects. Ongoing projects must identify how they will incorporate new ideas, approaches, frameworks, methods, and/or plans to improve, expand or scale up the project.

Storytelling

Projects must implement at least one knowledge sharing/storytelling initiative. The different types of knowledge sharing/storytelling initiatives your project team can implement include, but are not limited to:

- Social media
- Videos
- Campaign
- Blog posts
- E-newsletter story or stories
- Hosting an event or meeting to commemorate and educate people about your project
- Podcasts
- Art
- Presentations (e.g., conferences, events, classroom presentations, etc.)
- Reports
- Research articles

Experiential learning

Post-secondary students are a critical component of the Climate Action Grant projects. All Climate Action Grant projects must include at least one [post-secondary student engaging in experiential learning](#). Experiential learning (EL) is learning by doing that bridges knowledge and experience through critical reflection. Please note: projects that provide EL experience(s) engaging multiple post-secondary students are preferred.

EL activities are intentionally designed and assessed. As such, they empower learners to enhance individual and collaborative skills such as complex problem-solving, professional practice skills and teamwork. Reflecting critically on these activities helps individuals develop critical thinking to challenge and advance their perspectives. EL opportunities support post-secondary students in discovering their sense of purpose, improving their civic consciousness and employability, and preparing them for leadership roles in their communities and organizations and to thrive in an increasingly complex world.

UCalgary defines five different types of EL opportunities:

Type of EL Opportunity	Description & Examples
Co-curricular	<p>University-organized experiences outside the curriculum.</p> <p>Examples include internships, volunteer experiences, competitions, personal-development programs, accelerators, competitions, hackathons, immersive personal-development programs, paraprofessional placements/on-campus employment, supported volunteer experiences and more.</p>
Curriculum-integrated	<p>Activities are integrated into curriculum and empower learners to practise and enhance their disciplinary learning and skill development.</p> <p>Examples include field schools, labs, creative performances, project-based learning, studios, case studies, international/cross-cultural learning, laboratories, pitch competitions, simulations and studios, and more.</p>
Community-engaged	<p>Activities designed in partnership with community organizations to address a community-identified need.</p> <p>Examples include course-based research, individual research projects and studentships, research assistantships, Knowledge Keeper-guided learning, land-based education, and more.</p>
Work-integrated learning (WIL)	<p>Activities that happen in a workplace or practice setting, incorporating academic study. Some opportunities are paid, some are not. WIL provides students with career-related experience, enhances their confidence and allows them to explore potential career paths. For employers and partners, working with students offers an opportunity to leverage future talent.</p> <p>Examples include co-ops, internships, consulting projects, professional, clinical practice, field experience, professional student consulting and practicums.</p>
Research-based	<p>Activities that contribute to a research project.</p> <p>Examples include course-based research, individual research projects (like PURE) and studentships, research assistantships, and more.</p>

For more information on EL and/or how you could build EL into your project, contact the grant advisory team at mobilizing@ucalgary.ca or visit: <https://www.ucalgary.ca/experiential-learning/about/types>

Research projects

Internal approvals are not required for UCalgary faculty members to apply for a Climate Action Grant unless your department requires it. For any questions related to requirements for research ethics and compliance, please contact University of Calgary Research Services: <https://research.ucalgary.ca/conduct-research/ethics-compliance>

Indigenous research or knowledge-sharing

For projects conducting Indigenous research or knowledge-sharing with Indigenous communities, it is recommended that you contact the [Indigenous Research Support Team \(IRST\)](#) for guidance and support at irst@ucalgary.ca. IRST can provide the following supports:

- Provide guidance and wise practices for Indigenous research, community engagement and Indigenous data sovereignty;
- Support the development of research grants and ethics applications;
- Advise on working with Indigenous communities and engagement/cultural protocols; and
- Provide support and guidance related to honoraria and research design.

Please ensure your project follows the ethics, guidelines and protocols of the Indigenous Investigator and/or community partner(s) as well as the University of Calgary's ethics policies including [OCAP®](#) (Ownership, Control, Access and Possession). These four principles assert that First Nations have control over data-collection processes in their communities, and that they own and control how that information can be used and are considered the standard for how to conduct research with First Nations people and communities. OCAP® is the most recognizable Indigenous community data-governance framework. Researchers and research teams should consider which frameworks would be most appropriate for use in their research. For more information on the different Indigenous community data governance frameworks, please visit IRST's resource page: <https://research.ucalgary.ca/engage-research/indigenous-research-support-team/irst-resources/indigenous-data-sovereignty>

Project budget and costs

For this round of funding, at least 80% of the grant amount must be allocated to the community organization.

Eligible project costs

- Salaries and wages for post-secondary students and staff members;
- Management and professional services (e.g., project finance administrator, project co-ordinator);
- Contractors (e.g., communications consultant, artist, videographer);

- Travel, as approved by the university, to be in alignment with the mileage, accommodation and meal rates in the National Joint Council Travel Directive: <https://www.njc-cnm.gc.ca/directive/d10/en>;
- Materials and supplies (e.g., event, outreach or project supplies);
- Equipment rentals (e.g., garden equipment, microphone/video equipment, research equipment);
- Communication and printing, production and distribution;
- Vehicle rental and operation;
- Indigenous honoraria, speaker fees and gifts; and
- Venue rental, catering and conference registration

Ineligible project costs

- Purchasing land or leasing land;
- Purchasing equipment;
- Overhead costs (e.g., rent, insurance, utilities etc.; and
- Faculty or postdoctoral scholar salaries or wages.

How do I apply?

1.) Familiarize yourself with the important documents.

- **Climate Action Grant guidelines** — understand project eligibility requirements.
- **Feasibility template** (includes your work plan, budget and resources/contributions info) — all submissions **must** include a completed copy.
- **Application form.**
- **Grant Application Assessment Rubric.**

2.) Reach out to us.

Book a meeting with a grant advisor at mobilizing@ucalgary.ca to discuss your project idea, eligibility requirements and any additional questions.

3.) Choose your application format.

There are a few different options for how you can submit your project application:

- complete the project application and feasibility template (including your work plan, budget and resources/contributions);
- create a video of your responses to the application questions and upload it to YouTube as an unlisted video and email us the link to your video;
- submit an audio recording via email of your responses to the application questions; or

- we are open to additional creative methods.

Note for creative submissions:

If you would like to submit your project proposal in a creative way and would like to inquire about the best way to submit it, or you would like to submit a video or audio recordings, please contact us for recommendations on best practices.

4.) Submit to mobilizing@ucalgary.ca

Please note: if you are submitting a video, audio file or using an alternative creative method, a completed template for your work plan, budget and additional contributions is still required. Please submit it together in your email.

All final submissions are to be submitted to mobilizing@ucalgary.ca. Please send the file along with the completed feasibility template (including your work plan, budget and resources/contributions) for your application.

Grant program timeline

1. Grant application: Nov. 9, 2023 – Feb. 9, 2024

The grant application will open on Thursday, Nov. 9, 2023.

Applications must be submitted by Friday, Feb. 9, 2024, by 5 p.m. MT.

2. Grant application review and decision-making: February 2024 - March 2024

A grant review committee will review eligible applications and decide which projects to fund.

3. Grant results: End of March 2024

All applicants will be notified of the results of the grant-review process.

4. Grant agreement distribution: April – May 2024

Successful applicants will receive their grant agreements by end of May 2024, pending agreement negotiations and unique project circumstances.

5. Funding: June – July 2024

Successful applicants will receive the funding by the end of July 2023, pending unique project circumstances.

6. Project Starts: June – September 2024

Projects are anticipated to start sometime between June and September 2024. Project start dates may differ based upon each project's unique circumstances. Successful applicants will receive a Notice of Award letter that specifies their project start date. Your project may begin on that date even if you do not have a finalized/signed grant agreement. However, please note you will not receive your funding until after the grant agreement is signed by all parties. Once your grant agreement has been signed by all parties, it will take approximately 1-2 months to receive your funding.

Reporting requirements

Grant recipients are required to have a midpoint check-in meeting with a grant advisor and submit 1) a final impact assessment and 2) a final financial report.

Grant Application Assessment [Rubric](#)