



**2BILLION
TREES**

CALL FOR PROPOSALS

2BT CAPACITY BUILDING APPLICANT GUIDE



Natural Resources
Canada

Ressources naturelles
Canada

Canada 

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1. PURPOSE OF THE CALL FOR PROPOSALS (CFP)

In 2019, the Government of Canada committed to planting an additional two billion new trees over the next 10 years as part of a broader approach to nature-based climate solutions with the goal of achieving significant carbon sequestration. [The Two Billion Tree \(2BT\) Program](#), a financial assistance program of the Government of Canada, is accepting proposals for two activity areas—new tree planting projects and capacity building. The intent is to have projects across Canada with activities beginning after April 2022.

This guide is only for capacity building proposals. If you are interested in tree planting projects, another guide-book is available on the program website.

Capacity building is focused on activities that build and transfer knowledge, expertise and experience related to planting and managing trees and forests.

Like all funding under the 2BT Program, no funding will be provided for tree planting and any related activities that are legally required following commercial activity or as a condition for impact assessment approval.

The focus of activities under any proposal for Capacity Building should primarily be related to:

- capacity building to encourage and facilitate involvement in planning and undertaking tree planting, including knowledge building and transfer, training and outreach;
- capacity building related to management, protection and monitoring of trees and forests, including knowledge building and transfer, training and outreach; and
- planting and management of trees and forests as part of capacity building.

Please note that submitting a proposal does not guarantee that Natural Resources Canada (NRCan) will enter into a funding agreement with applicants.

2. MANDATORY REQUIREMENTS – CAPACITY BUILDING

2.1 ELIGIBLE RECIPIENTS

You can apply to the [2022 Capacity Building Stream](#) if you are:

- a municipal or local government or one of their agencies, or a regional municipal organization;
- a not-for-profit organization (legally incorporated and registered in Canada), such as a charitable organization, volunteer organization, community, professional, industry or other association, land conservation organization, or non-government organization; or
- an Indigenous organization¹ (for-profit and not-for-profit) or community.

2.2 ELIGIBLE ACTIVITIES AND COSTS

Eligible activities include:

- Capacity building to encourage and facilitate involvement in planning and undertaking tree planting, including knowledge building and transfer, training and outreach;
- Capacity building related to management, protection and monitoring of trees and forests, including institutional capacity, knowledge building and transfer, training and outreach; and
- Planting and management of trees and forests as part of capacity building.

Eligible activities would not cover any such costs where the planting, management and monitoring is legally required following commercial activity or as a condition for impact assessment approval.

¹ Indigenous nations entities (as self-defined and representing nation-based collectives—could be linked by cultural or linguistic background, geographical area or historical treaty lines), nation member communities or member organizations on behalf of nation entities, Section 35 rights-bearing Métis entities, national and regional Indigenous organizations, self-governing Indigenous governments, Indigenous-owned or -operated businesses, other Indigenous organizations.



Eligible expenditures are those directly related to implementing the proposed project. Eligible expenditures for program funding would include:

- Salaries and benefits, and employee recruitment and training;
- Professional, technical, and capacity building services;
- Community and landowner engagement;
- Translation, production, printing, publication and distribution, and media services;
- Contractors, such as for tree planting and silviculture;
- Materials and supplies, such as seeds and trees for planting;
- Transportation;
- Facilities;
- Machinery and equipment;
- Travel expenses, including accommodation and venue expenses;
- Honoraria and ceremonial costs where Indigenous recipients or Indigenous partners are involved; and
- Overhead expenditures, provided that they are directly related and essential to the conduct of the project, up to 15% of eligible expenditures.

Projects submitted under this stream:

- will be limited to two years and may not exceed \$150,000 of grant funding per year.
- will not have a minimum tree planting requirement, nor will they be required to plant trees at all. Some activities funded under this stream may pertain to other parts of the supply chain, such as tools to assist with strategic planning for urban or community forests, training on planting techniques, or health/monitoring of tree survivability.
- will need to demonstrate that the funded activities will support efforts and reduce barriers to full participation in the 2BT Program.

3. CALL FOR PROPOSALS PROCESS

3.1 2021 CFP CAPACITY BUILDING ASSESSMENT CRITERIA

All proposals will be screened for eligibility through an initial assessment based on the criteria detailed below. No additions to the submission will be accepted after the close of the call. Items that are presented in a vague or unclear manner could result in lower scoring (e.g., “nearly a decade of experience” could be interpreted as “over 5 years” of experience instead of “9 years”).

When reviewing the proposal, NRCan will seek to gain a better understanding of how your proposal addresses the elements outlined in the table below:

2022 Capacity Building Assessment Criteria	
Assessment Questions	Relevant Sections of the Form
Do the expected project outcomes align with the 2BT Program priorities as they relate to capacity building?	Project Information
Are the project activities achievable within the time frames of the project?	Project Information, Planting Sites, Project Tasks, Project Budget, Project Risks
Is there a detailed budget for the project?	Project Budget, Funding Sources
Do the expected benefits of the proposed project meet the Program’s objectives and are the expected benefits realistic?	Project Information
Does the applicant have the capacity to deliver the project? (e.g., financial leveraging, partnerships, resources)	Project Information, Project Collaborators, Project Budget, Funding Sources
Is there a demonstrated need to support this project as a capacity building project that will enable continued participation in the 2BT Program?	Project Information

4. INFORMATION FOR COMPLETING THE APPLICATION FORM

It is the responsibility of the applicant to complete all sections of our form as accurately and completely as possible. The main sections of the form are as follows:

1. Applicant and contact information
2. Project Information
3. Project Collaborators
4. Project Tasks
5. Organizational Capacity
6. Project Budget
7. Funding Sources
8. Diversity and Inclusion
9. Sign-off
10. Appendix A. Tree Planting Activities

A description of each section is included below to assist you in completing your proposal. The numbered segments within each section correspond to the numbering in the application form. It is recommended that you save your work often while preparing your application for submission to the 2BT Program.



1. APPLICANT AND CONTACT INFORMATION

- 1.01 Legal Name of Applicant Organization:** The legal name is the official name of the organization, business or government used at the time of establishment, registration or incorporation. This may be different from the organization's operating name (e.g., Legal Name 123456 Northern Ltd., operating publicly as ABC Moving Services).
- 1.02 Primary Project Contact:** Enter the name of the person who will be the main contact for your proposal with the 2BT Program. Should your proposal be successful, this person will be the main point of contact outlined in the agreement between your organization and NRCan. Please include the title, email address and phone number of the primary contact.
- 1.03 Organization Mailing Address:** Please provide a full mailing address, including the postal code.
- 1.04 Authorized Signatory:** Enter the name of the person who has the authority to sign binding agreements on behalf of the applicant. Please include the title, email address and phone number of the authorized signatory.
- 1.05 Applicant Organization Type:** This information is important for determining whether the applicant is an eligible recipient.
- **Municipal or Local Government:** Includes local forms of government with elected authorities (e.g., mayor and councillors).
 - **Indigenous Government, Organization or Business:** Indigenous nations entities (as self-defined and representing nation-based collectives—could be linked by cultural or linguistic background, geographical area or historical treaty lines), nation member communities or member organizations on behalf of nation entities, Section 35 rights-bearing Métis entities, national and regional Indigenous organizations, self-governing Indigenous governments, Indigenous-owned or -operated businesses, other Indigenous organizations.
 - **Non-Profit:** Includes organizations such as tree planting charities, community associations and organizations, and industry or sector associations.
 - **Educational or Research Institution:** Includes organizations such as schools/school boards, universities, community colleges, CEGEPs.
 - **Conservation Authority:** Charitable or non-profit river valley or watershed management agencies, created by provincial legislation or regulations, that deliver services and programs to protect and manage impacts on water and other natural resources, in partnership with all levels of government, landowners and many other organizations.
 - **Other:** If you do not fit into any of the above categories.
- 1.06 Organization Description:** Please provide a description of your organization or business, including its mandate and vision as it relates to the 2BT Program.
- 1.07 Organization Size:** Please indicate the size range within which your organization falls in terms of the number of people employed by your organization. For part-time employees, please provide a count based on Full Time Equivalent (FTE) positions. For example, if you have 10 part-time employees who regularly work half of the time that a full-time employee works, the part-time employees would count as 5 full-time employees (10 part-time employees x 0.5 = 5 FTEs). For seasonal employees, please consider the average for the year, using the same method just outlined.
- 1.08 Proposal Funding Stream:** Capacity Building Grants.
- 1.09 Consent to Share:** Please indicate if you give your consent for NRCan to share the non-confidential portions of your project proposal with other levels of government (federal, provincial, territorial or municipal) in the event that there is an opportunity for your organization to seek other sources of funding for the proposed project.

- 1.10** **Exceptions to Consent to Share:** If you answered “Yes with exceptions” to 1.09 Consent to Share, please explain any exceptions regarding your consent for the 2BT Program to share the information in your application form.

2. PROJECT INFORMATION

- 2.01** **Project Title:** Provide a short, clear and concise name describing your proposed project. You can include some details on the nature of your project. For example, “Building Capacity in City/Town.” This project title will be shared publicly.
- 2.02** **Project Summary:** Provide a brief description of your project that will be used by the Program to contextualize your project and to quickly understand what you intend to do. This description will be shared publicly if your proposal is successful.
- 2.03** **Project Start Date:** The date when the first activity of the proposed project is expected to get under way. This date must be no earlier than April 1, 2022. You can include costs incurred prior to April 1, 2022, as part of your financial or in-kind contributions towards the project. However the 2BT Program will not reimburse costs incurred prior to April 1, 2022, and reimbursement is contingent on negotiating and signing a contribution agreement with NRCan.
- 2.04** **Project End Date:** The date when all project activities supported by 2BT Program funding are expected to be completed (cannot be later than March 31, 2024).
- 2.05** **Indigenous Lands:** Please indicate if your proposed project takes place within or adjacent to Indigenous lands or traditional territory, including lands governed by a modern treaty. Your project may give rise to a duty to consult that must be addressed before proceeding. If your answer is no, but a duty to consult subsequently arises, your project may be delayed, modified or halted until the duty to consult is addressed. For additional information on the duty to consult, please go to the following websites:
- **Aboriginal and Treaty Rights Information System (ATRIS):** https://sidait-atris.aadnc-aandc.gc.ca/atris_online/home-accueil.aspx
 - **Consultation and Information Service of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC):** <https://www.rcaanc-cirnac.gc.ca/eng/1100100014686/1609421785838#sec2>
 - **Native Land Digital’s Territory Map:** <https://native-land.ca/>
- 2.06** **Tree Planting:** Please indicate whether your proposed project will include tree planting. Tree planting is not a required activity for a Grant project. However, if your proposed project will include tree planting, please fill out Appendix A.
- 2.07** **Project Description:** Describe your project and the key activities that will contribute to one or more of the following:
- Capacity building to encourage and facilitate involvement in planning and undertaking tree planting, including knowledge building and transfer, training and outreach;
 - Capacity building related to management, protection and monitoring of trees and forests, including knowledge building and transfer, training and outreach; and
 - Planting and management of trees and forests as part of capacity building.
- 2.08** **Project Goals:** Please provide details on how your project fits within the objectives of the 2BT Program. These objectives include:
- Reducing GHG emissions in Canada through planting two billion incremental trees.
 - Achieving environmental co-benefits through tree planting.
 - Achieving human well-being co-benefits through tree planting.

Please visit the program website for more details.



- 2.09 Impact of Financial Support:** Describe how support from the 2 Billion Trees Program will contribute to your project goals and your proposed activities. Describe how this funding will support your organization/ community in increasing the likelihood that you will bring forward future projects under the program.
- 2.10 Benefits to Your Local Community(ies) or Organization(s) and Other Partner Organizations:** Please outline the benefits (social, environmental, economic, other) to your community or organization, including any additional partners for this project. Describe how this project will help promote future tree planting. Please include benefits like “capacity development along the tree planting supply chain,” “braiding of Indigenous Knowledge with tree planting activities,” “creating space and learning opportunities for Indigenous youth,” skills training and capacity in green jobs, etc.
- 2.11 Benefits to Canada or Canadians:** Describe the benefits to Canadians resulting from your project. This section should include social, environmental and other benefits that would accrue to Canadians broadly as a result of undertaking this project. This could include things like cleaner air and water, reduced greenhouse gas emissions, increased forest cover, etc.

3. PROJECT COLLABORATORS

- 3.01 Project Collaborators List:** Collaborators are not required in order for your proposal to be eligible. However, if applicable, please provide details about the organizations with which you are collaborating to deliver elements of your project. Please complete the table by providing the name of the organization, its role and whether an agreement has, or will be, put in place to manage the contractual relationship. If you require additional space, please email donotreply2btforms-nepasrepondreformulaires2ga@nrcan-rncan.gc.ca to receive a copy of an Excel sheet for listing your project collaborators.

If your organization is expecting to collaborate with individuals, whether as partners (individuals providing financial support) or as supporters (individuals volunteering their time or expertise), please aggregate all contributions from individuals. For example, if your organization has received (or will receive) financial donations from individuals, you would enter “Private Donor(s)” as the Legal Name of the Collaborator. Similarly, if your organization is working with multiple volunteers to support the work for the project, you would enter “Volunteer(s)” as the Legal Name of the Collaborator.

- **Legal Name of the Collaborator:** Refers to the legal name of the organization, business or government at the time when it was established, registered or incorporated.
- **Organization Type of the Collaborator:** A drop-down list of choices is provided:
 - **Municipal or Local Government:** Includes local forms of government with elected authorities (e.g., mayor and councillors).
 - **Indigenous Government, Organization or Business:** Indigenous nations entities (as self-defined entities representing nation-based collectives—could be linked by cultural or linguistic background, geographical area or historical treaty lines), nation member communities or member organizations on behalf of nation entities, Section 35 rights-bearing Métis entities, national and regional Indigenous organizations, self-governing Indigenous governments, Indigenous-owned or -operated businesses, other Indigenous organizations.
 - **Federal Government:** Includes other government departments or their agencies.
 - **For-Profit:** Includes businesses such as incorporated companies, corporations or co-operatives.
 - **Non-Profit:** Includes organizations such as tree planting charities, community associations and organizations, and industry or sector associations.
 - **Educational or Research Institution:** Includes organizations such as schools/school boards, universities, community colleges, CEGEPs.
 - **Conservation Authority:** Charitable or non-profit river valley or watershed management agencies, created by provincial legislation or regulations, that deliver services and programs to protect and manage impacts on water and other natural resources, in partnership with all levels of government, landowners and many other organizations.

- o **Private Donor(s)**: Individuals who donate funds to support your project should be aggregated under one entry in the table.
- o **Volunteer(s)**: Individuals providing in-kind support for your project should be aggregated under one entry in the table.
- o **Other**: If you do not fit into the above categories.
- Is the collaborator a Partner, Supporter or Both? A drop-down list of choices is provided:
 - o **Partner**: A partner refers to collaborators providing financial support towards your project.
 - o **Supporter**: A supporter refers to collaborators providing in-kind support (but not direct financial support) towards your project.
 - o **Both**: This refers to collaborators providing both financial and in-kind support towards your projects.
- **Collaborator Role**: Describe the role each collaborator has in delivering your project.
- **Length of Collaboration**: Refers to the length of time that the applicant has been collaborating with said company delivering other projects.

4. PROJECT TASKS

In the following section, please break down your project activities into high-level tasks that are expected to be completed as part of the project. Please limit the number of tasks to no more than 10 (most project proposals have 4 to 6 tasks). For each task, please provide a short description of the task, including any contractors or subcontractors involved. The description of each task should begin with “Under this Task, the Proponent will:”. Finally, please provide the overall outputs for this task. This table will be used to create the contribution agreement between you and NRCAN if your final proposal is approved.

4.01 Project Tasks Table:

- **Task**: Provide a descriptive title for the task. The suggested task breakdown includes:
 - o Project Planning and Management
 - o Site Preparations
 - o Planting Activities
 - o Monitoring and Maintenance
- **Dates**: Provide your best estimate regarding the month/year when you expect to start and complete each task.
- **Description**: Provide a short description of the work to be completed, including any collaborators involved. Please use the format as described above (“Under this Task, the Proponent will:”).
- **Outputs**: Provide the overall outputs that you are hoping to achieve through the activities and work.



5. ORGANIZATIONAL CAPACITY

In this section, please describe the anticipated challenges associated with successfully completing this project. These include your internal controls, and your organization's capacity and experience in managing similar tree planting projects. Additionally, provide a risk analysis of the tasks listed in the "Project Tasks" section, and planned measures to mitigate (reduce) risk. Do not try to downplay or minimize risks. The purpose here is to assess your organization's ability to identify, plan for and manage risks. Comprehensive descriptions of potential risks demonstrate that you can draw on experience and that the project has been given thorough consideration.

- 5.01 Readiness:** Describe your organization's experience and readiness to successfully implement your proposed tree planting project/initiative. This section should also include your organization's general ability to manage projects, including project management and delivery experience, teams/contracted resources management, and reporting for activities that are proposed under this project. Finally, please include your plans to implement COVID-19 protocols in accordance with the health and safety regulations in the province(s) or territory(ies) where trees would be planted.
- 5.02 Prior Work:** Please describe any work that has been completed in preparation for this project (e.g., work plan, or business case, available seedlings and identified land, feasibility studies).
- 5.03 Project Risks and Mitigation Table:** Provide details on each task listed in section 5.0 that will assist in assessing your understanding of risks and the appropriateness of your mitigation strategies.
- Task: Provide the same task name as in each task in the section 5.0 table.
 - Risk: Identify the risk(s) associated with the task. Where multiple risks exist for a task, number the risks and use the same numbering for the impact and mitigation columns pertaining to each risk.
 - Impact: Describe the potential outcome of the risk if it were to occur.
 - Mitigation: Describe how you will reduce the likelihood of a risk occurring and how you would minimize its impact if it did occur.

6. PROJECT BUDGET

The project budget should include all costs directly related to the proposed project. The project budget will be assessed for its reasonableness in comparison to similar projects. Should the project be approved for funding, all project costs must be incurred within the timeframe specified in the Agreement.

Please provide a breakout of your costs only by the identified program cost areas. If an expenditure is not listed, it may not be eligible—please check with the Program.

- 6.01 Project Budget Table:** The breakout of funding sources needs to be provided by:

- Amount to be sought from NRCan
- Financial Contribution from Applicant
- In-kind Contribution from Applicant
- Financial Contribution from Project Partner(s)
- In-kind Contribution from Project Supporter(s)

Where there are less-than-arm's-length arrangements, such as contracting work to a subsidiary or affiliated company, you must declare these arrangements and provide supplementary information to demonstrate that the value is competitive and appropriate for the work being performed.

- 6.02 Project Budget Totals Table:** The total project value will be automatically calculated based on entries in the Project Budget Table (6.01). Information for Completing the Application Form

7. FUNDING SOURCES

The following section presents total project costs. Please insert amounts and the names of contributors as appropriate. Submit letters of support from organizations/individuals collaborating on this project to substantiate your funding source information. The Partners and Supporters listed here should match those in question 3.01. If you have more contributors than can be listed here, please email donotreply2btforms-nepasrepondreformulaires2ga@nrcan-rncan.gc.ca to receive an Excel sheet for providing additional information. If you are including an Excel sheet, in the final “Other funding partner/supporter” row of the Project Funding Sources Table of the application form, please include the total amount of cash and in-kind contributions from the Excel sheet. This table will be included in the grant agreement if your final proposal is approved.

The budget table will automatically calculate the sums using AutoSum.

7.01 Funding Sources Table: In the first column of the table, identify all sources that are expected to contribute financially to the proposed project. It is not necessary that these financial contributions be committed at this time, but commitments will be required before the contribution agreement is signed.

- **NRCan:** Indicate how much funding you are seeking. For eligible projects, priority may be given to applicants providing a higher leveraging ratio (i.e., where applicants are seeking a lower contribution from NRCan towards total project costs).
- **Applicant:** This represents the dollar value contribution made by you or your organization to the project. In-kind contributions that you will be providing to the project (non-monetary contribution of goods, services, equipment or time) will only be considered if you can demonstrate a cost to your organization that relates directly to the proposed project. For example, salaried employees could be considered as in-kind costs where you can demonstrate, through time sheets, that they are dedicated to project activities.
- **Other funding partner/supporter:** Use the additional funder rows to identify other funders for your project, including government departments and agencies and the private sector.
 - **Government funding:** Indicate the specific program name and the amount of any other federal, territorial or municipal funding being requested for the project.
 - **Other funding:** Indicate other non-government funding anticipated or already committed to the project, including non-profit, private sector and individual donations (aggregated as one entry)

8. DIVERSITY AND INCLUSION

Building a sustainable, inclusive, and dynamic economy helps all Canadians to prosper. Recognizing that systemic barriers remain in achieving the full participation of underrepresented, disadvantaged, or equity-seeking groups (including, but not limited to, women, Indigenous Peoples, persons with disabilities, members of visible minority/racialized groups), the information collected in this section helps the Government of Canada to identify the potential impacts of its policies, programs and services on diverse groups of people.

The information that you provide in this section is protected under the *Privacy Act*, and will not adversely affect your proposal.

Future calls for proposals will require medium and large enterprises to have workplace diversity and inclusion plans and to follow them. Future calls for proposal may take workplace diversity and inclusion plans into account when rating proposals.



9. SIGN-OFF

To be considered, you must read and understand the certifications. It is incumbent on all applicants who are unsure about the certifications to seek professional advice before agreeing to them.

9.01 Certifications: A drop-down list of choices is provided.

9.02 Authorized Signatory: Please provide the information pertaining to the person who has the authority to sign binding agreements on behalf of the applicant. Please enter the name, title and date, and a digital signature. If you are not able to digitally sign the application form, please print, sign and scan the authorization page to submit this along with the digital copy of the completed form. Reminder: Printed and scanned copies of the entire application form will not be accepted by the program.

10. APPENDIX A. TREE PLANTING ACTIVITIES

Please provide site details for each contiguous planting area. Urban and suburban planting locations could be considered diverse if a small number of trees are planted over a large area. Where the number of sites exceeds the space available in the form, please email donotreply2btforms-nepasrepondreformulaire2ga@nrcan-rncan.gc.ca to receive an Excel sheet to include with your application form. If you are including an Excel sheet, in the final row of the Planting Sites Information Table (i.e., Row 11), please include the following:

- Under “Name of Planting Site,” write “Additional Sites are in Excel Sheet”
- Under “Number of Trees to Be Planted,” enter the total number of trees from the Excel sheet
- Under “Number of Hectares to Be Planted,” enter the total number of hectares from the Excel sheet.

10.01 Planting Sites Information Table

Please provide information about the sites where planting will occur. If an exact location is not known, please indicate a region or the nearest municipality or community to the site.

- **Name of Planting Site:** This could be an internal name or as simple as “Site 1.”
- **Province or Territory:** A drop-down list of choices is provided.
- **Specific Location:** Please provide the location of the site where the trees will be planted.
- **Location Type:** A drop-down list of choices is provided: Urban, Suburban, Rural, Remote.
- **Start Date of Planting:** Please provide the year and month.
- **End Date of Planting:** Please provide the year and month.
- **Number of Trees to Be Planted:** Estimated number of trees to be planted at this site.
- **Number of Hectares to Be Planted:** Estimated number of hectares to be planted at this site.
- **Species:** Describe the tree species planned for planting at this site. Please indicate the percentages of each species type.
- **Cost per Tree:** Approximate cost per tree planted at this location.

10.02 Proposed Total Number of Trees to Be Planted: This field will be automatically filled based on your planting site information.

10.03 Proposed Total Number of Hectares to Be Planted: This field will be automatically filled based on your planting site information.

10.04 Habitat Restoration: Please indicate if your project will involve activities to restore habitats for species-at-risk or other species of interest. Please note that if your project includes habitat restoration components your proposal will be shared with Environment and Climate Change Canada.

10.05 Agricultural Planting: Please indicate if your project will include planting on agricultural lands, where the land will remain as agricultural land following planting. Please note that if your project includes agricultural planting components, your proposal will be shared with Agriculture and Agri-Food Canada.

- 10.06 Afforestation vs Reforestation:** Please indicate if your project will include afforestation, reforestation or both. Afforestation refers to the establishment of forests on lands that were previously non-forested, while reforestation refers to the regeneration of forests after recent losses of forest cover—for example, due to wildfires or severe insect infestations.
- 10.07 Monitoring:** Provide details on how the trees will be monitored for health and survival in future years, including after your project with the 2BT Program has ended. Please provide information on your management plan in the case of substantial tree mortality after planting.
- 10.08 Long-term Maintenance:** Please explain how your organization or business will ensure long-term maintenance of planted trees, in accordance with the principles of sustainable forest management. This can, and should, extend beyond the end date of your project and the end date of the 2BT Program.
- 10.09 Long-term Plan for Trees and Sites:** The 2BT Program would like to gain a better understanding of the long-term benefits attached to your proposed project. As such, please elaborate on the expected end-use of the trees being planted, the amount of time that you anticipate the trees remaining undisturbed (outside of natural events such as fire, drought, pest infestations, etc.), and whether or not there are any plans related to the sites that would merit raising with the 2BT Program as they relate to the other co-benefits to be achieved under the 2BT Program (e.g., biodiversity, human well-being, economic opportunities, etc.).



5. SUBMITTING YOUR APPLICATION FORM

Please use the following steps to submit your application form. To ensure the health and safety of our workers during the COVID-19 pandemic, we encourage submissions to be sent via email. However, should this not be possible, please contact the email address below for a mailing address.

1. Download our 2BT Capacity Building Grant Application Form and save it as a separate file.
2. Fill in the form.
3. Please make sure that your application form is not scanned since data will be extracted from the electronic version for processing by NRCan.
4. Please digitally sign the form.
5. Alternatively, you can print, sign, scan and save the Authorization page as a separate file to submit with the application form.
6. Email your 2BT Capacity Building Grant Application Form, as well as your Authorization page, to 2btrees-2garbres@nrcan-rncan.gc.ca by 14:00 Eastern Standard Time (EST) on **Thursday, February 17, 2022**.
7. In the email subject line, use the following format to assist with processing your submission: 2022 GNT – [Province/Territory] – [Organization Name].
8. Replace the information in the square brackets with the appropriate province/territory and organization name for your project (e.g., 2022 GNT – MB – ABC Trees Community Association).

6. CONFIDENTIALITY AND AUTHORIZATION

This last page of the 2BT Capacity Building Grant Application Form describes how the use and distribution of information collected through this Call for Proposals will comply with both the *Privacy Act* and the *Access to Information Act*. This section is to be completed by a representative duly authorized to make the declarations and submit the response to NRCan.

Pursuant to the *Privacy Act*, the 2BT Program will keep confidential any personal information that it may collect, and will not disclose or transmit said information without your written consent.

Pursuant to the *Access to Information Act*, the 2BT Program will protect from disclosure any information of a financial, commercial, scientific or technical nature that it collects from you, provided that you treat the said information as confidential in your own establishment. If you choose to send such information or other confidential information to the Program by email, the Program will respond by email. Similarly, if your correspondence is carried out through regular mail, the Program's response will be in like manner. However, in all cases, the Program will use email correspondence for all non-confidential matters.

7. FOR MORE INFORMATION

For any questions surrounding this Call for Proposals process, please do not hesitate to contact us by email at 2btrees-2garbres@nrcan-rncan.gc.ca.

Canada 