



**2BILLION
TREES**

CALL FOR PROPOSALS

TREE PLANTING 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 Trees \(2BT\) 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 tree planting proposals. If you are interested in capacity building projects, another guide-book is available on the Program’s website.

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.

A successful proposal will result in the Government of Canada entering into a cost-shared agreement with an applicant to support tree planting.

Applicants for all tree planting funding streams should demonstrate proven capacity to:

- manage tree planting projects successfully,
- plant the right tree in the right place,
- support the 2BT Program’s goal of planting diverse tree species,
- monitor tree survival and report on project outcomes, and
- demonstrate compliance with applicable COVID-19 health and safety protocols.

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

2. TREE PLANTING STREAMS

Tree planting projects supported by the 2BT Program fall into three streams:

- Mass Planting Stream
- Small-Scale Planting Stream
- Urban/Suburban Stream

2.1 MASS PLANTING STREAM

The Mass Planting Stream represents the bulk of planting in 2022 and beyond, with projects focused on planting larger volumes of seedlings in predominantly rural and remote locations. Projects submitted under this stream:

- must plant a **minimum of 500,000 seedlings/trees per year**. Projects can include Long-Term Planting Work (for more information on Long-Term Planting Work, see sections 4 and 10).
- allow for planting to occur across multiple sites, as long as the total number of trees planted per year is equal to or greater than 500,000.
- can include forest or tree restoration portions of work involving riparian zones, habitat restoration and other ecosystem improvement projects.
- cannot be located in urban and suburban areas. Note that there is an Urban/Suburban Stream for projects in these areas.



2.1.1 LONG-TERM PLANTING WORK

The 2BT Program seeks to support established planting and umbrella organizations in their long-range planning by providing access to funding for planting projects where organizations can demonstrate proven experience and the capacity to plant large numbers of trees even if the specific sites are not yet known. This will include supporting plantings where an organization is increasing the number of trees that it has historically planted where it can demonstrate a well thought-out and reasonable growth plan. The growth plan should address how the organization will increase key elements such as fundraising, management (including financial oversight), labour and future site identification. Projects submitted under the Mass Planting Stream have the opportunity to apply for funding for tree planting on sites where the locations and planting details are known (known as “Planting Sites”), as well as projects where the eventual locations are only known at the seed zone or regional level. Details about “Long-Term Planting Work” can be found in section 10. Please note that proposals will not be accepted for Long-Term Planting Work only; each proposal must include some confirmed Planting Sites.

The 2BT Program is seeking supplementary information about your organization’s plans to provide context and scope for the proposed Long-Term Planting Work locations. Details on the geographic regions where you have already been planting and your reasonable expectations to continue planting trees into the future will be used in the evaluation. Describing elements like the process of identifying land, how you are carrying out site evaluations and preparations, your relationships with nurseries, the tree species mixes that you foresee using, and planting partners/internal planting capacity will be very important for assessing the likelihood of future success

Your project plan for Long-Term Planting Work should include proposed timelines for securing seedling orders, and how and when you would be identifying and securing sites. In addition to the 2BT Program committing to support Long-Term Planting Work, the initial agreement will provide up to 100% funding for seedling expenditures (up to a limit of 50% of the project cost). To clarify, over the course of the agreement, proponents may be required to make payments for seedlings, which can be reimbursed at up to 100%. Contributions from NRCan would then be balanced with lower reimbursements in other areas over the life of the project to meet the 50% limit for NRCan funding for the total project costs.

As a mechanism to ensure compliance of the Long-Term Planting Work while the Agreement is in force, you must provide, on an ongoing basis, evidence of approval for each site with regard to choosing the right tree and right place to plant. Failure to provide such evidence will constitute a default under the Agreement.

2.2 SMALL-SCALE PLANTING STREAM

The 2BT Program recognizes that not all types of organizations will be able to meet the planting threshold for the Mass Planting Stream. To enable participation in the program, the Small-Scale Planting Stream will provide a limited funding envelope to support projects planting between 50,000 and 500,000 trees in rural and remote locations. Projects submitted under this stream:

- must plant a **minimum of 50,000 trees per year**.
- allow for planting to occur across multiple sites, as long as the total number of trees planted per year is equal to or greater than 50,000.
- can include forest or tree restoration portions of work involving riparian zones, habitat restoration and other ecosystem improvement projects.
- cannot be located in urban and suburban areas. Note that there is an Urban/Suburban Stream for projects in these areas.
- must have clearly defined planting sites.

2.3 URBAN/SUBURBAN STREAM

The Urban/Suburban Stream will support projects in and around population centres. The 2BT Program expects to support a broad range of projects through this stream, including urban planting, riparian zone work involving tree planting within population centres and greenbelts, planting in parks and conservation areas in and around population centres, and other tree planting projects focused on supporting ecosystem improvements and resident needs. Projects funded through the Urban/Suburban Stream would provide many human well-being and environmental co-benefits beyond planting trees and sequestering carbon (such as providing cleaner air and water, decreasing urban heat island effects, creating/improving green space for community use). Projects submitted under this stream:

- must plant a **minimum of 10,000 trees per year**. We encourage collaborative project proposals in order to meet this threshold, as needed.
- allow for planting to occur across multiple sites, as long as the total number of trees planted per year is equal to or greater than 10,000.
- must be located in and around urban areas, population centres or communities.
- must have clearly defined planting sites (for diffuse plantings, the municipality or neighbourhood is sufficient).

2.4 ELIGIBLE RECIPIENTS

Applicants can apply to the **2021 CFP** process if they have the ability to plant trees as early as the 2022 planting season **and** are:

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

Please note that individuals can receive funding only if they are participating in a project with an eligible recipient being funded by the 2BT Program. The Program will not fund projects with individuals directly.

2.5 ELIGIBLE ACTIVITIES AND COSTS

Eligible activities would consist of activities directly related to tree planting, managing trees and forests, and monitoring the health and growth of planted trees. 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. As part of eligible tree planting projects, applicants can include capacity building activities to encourage and facilitate involvement in planting and managing trees and forests, and expanding their ability to participate in forestry activities in support of the 2BT Program.

Eligible projects should:

- contribute to incremental planting and associated management of trees and forests.
- contribute clear benefits in terms of net carbon sequestration and greenhouse gas (GHG) emission reductions in the period up to 2050, and seek to minimize GHG emissions in the early years (for example, by selecting planting sites where no or minimal vegetation removal is required).
- seek to achieve human well-being and environmental co-benefits.

¹ 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.



- contribute to planting that is ecologically suitable or otherwise appropriate for its location, given site conditions (this includes not planting on sites that naturally would be non-forest ecosystems, such as natural grasslands or wetlands).
- result in permanent additions to forests, improve existing forests, or allow for permanent protection of forests.

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;
- Purchase or lease of land for nurseries to grow seedlings;
- 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.

2.6 COST SHARING

Cost-sharing² information is required as part of this Call for Proposals. The maximum NRCan contribution for eligible project costs is 50% of eligible expenditures. For Indigenous-led projects, the 2BT Program will consider up to 75% of eligible costs for tree planting projects.

In addition, the Program allows for additional supports from other federal and provincial programs (stacking) up to 100% of total project costs, and we will consider further flexibilities as required, including costs for capacity building activities.

² In this document, the terms *cost-shared* and *cost-sharing* refer not to official cost-sharing agreements, but to situations where the Government of Canada will fund a portion of a project through a contribution agreement and the recipient will be required to also provide a portion of the funding.

3. CALL FOR PROPOSALS PROCESS

3.1 2BT TREE PLANTING PROJECTS 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 vague or unclear could result in reduced 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:

2BT Tree Planting Streams Assessment Criteria	
Assessment Questions	Relevant sections of the form
Do the expected project outcomes align with the 2BT Program priorities as outlined on the Program’s websites?	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 the applicant able to clearly communicate and demonstrate their ability to monitor the health and survivability of trees in the short, medium and long term?	Project Information
For Long-Term Planting Work, does the applicant have a reasonable plan to increase capacity over time?	Long-Term Planting Work
For Long-Term Planting Work, does the applicant have a reasonable action plan to demonstrate their capacity in securing sites and seedlings?	Long-Term Planting Work
For Long-Term Planting Work, has the applicant built in appropriate contingency plans to manage delays, capacity issues and landowner permissions?	Long-Term Planting Work



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:

1. Applicant and contact information
2. Project Information
3. Project Collaborators
4. Planting Sites
5. Project Tasks
6. Project Risks
7. Project Budget
8. NRCan Costs
9. Funding Sources
10. Long-Term Planting Work – Supplemental Information
11. Diversity and Inclusion
12. Sign-off

A description of each section is included below to assist in completing the application form. 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 form 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 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 project 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 authority to sign binding agreements on behalf of the applicant. Please include their title, email address, and phone number.
- 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 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.
 - **For-Profit:** Includes registered businesses such as incorporated companies, partnerships, corporations or co-operatives.

- **Non-Profit:** Includes registered 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. Individual landowners are not eligible.
- 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:** Select the appropriate stream for your project.
- **Mass Planting Stream:** For applicants planting more than 500,000 trees per year in rural and remote areas across Canada. Note that planting can occur across multiple sites, as long as the total number of trees planted per year is equal to or greater than 500,000.
 - **Small-Scale Project Stream:** For applicants not able to meet the threshold for the Mass Planting Stream, a limited funding envelope is available for smaller-scale projects. Other than the number of trees planted, the requirements are the same as for the Mass Planting Stream, with a minimum tree planting threshold of 50,000 trees per year. Note that planting can occur across multiple sites, as long as the total number of trees planted per year is equal to or greater than 50,000.
 - **Urban/Suburban Stream:** For applicants planting trees in and around urban areas and population centres. Note that the minimum planting requirement is 10,000 trees per year. Note also that planting can occur across multiple sites, as long as the total number of trees planted per year is equal to or greater than 10,000.
- 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, “Planting a Greenbelt around City ABC.” 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.—e.g., “Wetland restoration in southern Ontario” or “Tree planting a burn scar in the B.C. Interior.” This description will be shared publicly if your proposal is successful.



- 2.03 Project Start Date:** The date 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:** This is the date when all project activities supported by 2BT Program funding are expected to be completed (cannot be later than March 31, 2031). All work directly supported by the 2BT Program must be completed by March 31, 2031. However, the Program acknowledges that long-term monitoring of planted trees may extend beyond the end of the 2BT Program, which is March 31, 2031. Long-term monitoring and maintenance beyond this date are not eligible for reimbursement under the 2BT Program, but can be included in the long-term monitoring section.
- 2.05 Proposed Total Number of Trees to Be Planted:** This table will automatically display the sum total of the trees entered into the Planting Sites Information Table (section 4.01), as well as the sum total of the trees entered into the Long-Term Planting Work Information Table (section 10.01). For information on Planting Sites, see section 4. For information on Long-Term Planting Work, see section 10.
- 2.06 Proposed Total Number of Hectares to Be Planted:** This table will automatically display the sum of the proposed number of hectares to be planted entered into the Planting Sites Information Table (section 4.01), as well as the sum of the proposed number of hectares entered into the Long-Term Planting Work Information Table (section 10.01). For information on Planting Sites, see section 4. For information on Long-Term Planting Work, see section 10.
- 2.07 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 to this question 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 and Indigenous traditional territories, 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/>
- 2.08 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.
- 2.09 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.
- 2.10 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 regeneration of forests after recent losses of forest cover—for example, due to wild-fires or severe insect infestations.
- 2.11 Project Description:** Describe the project and indicate how it fits within the objectives of the 2BT Program. Please provide brief answers on the type of growing environment planned, the species to be used and their appropriateness for the local area and how they will support forest diversity and resilience. Be as concise as possible with your responses; however, do not leave out important information in order to be brief. If you need additional space, you may elect to include a Word file. Please entitle it **2021 CFP – PR – Organization Name – Project Description**, and include it along with your completed application form and other documentation.

Please visit the Program's website for more details.

2.12 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 that sequester carbon.
- Achieving environmental co-benefits through tree planting.
- Achieving human well-being co-benefits through tree planting.

Please visit the Program’s website for more details.

2.13 Benefits to Stakeholders: Describe the benefits to stakeholders, including collaborators, supporters and other volunteers who may be impacted by the project. This should include social, environmental and other benefits that would be realized by stakeholders as a result of project activities. It could include things such as employment opportunities, training and skills development, or increased diversity and inclusion in related forestry activities.

2.14 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. Please include the number of jobs that you expect to support as part of this project.

2.15 Environmental Benefits: Describe the environmental benefits of your project. Please provide details on how your project supports habitat restoration for species-at-risk and other species of interest (if applicable), and how your project contributes to forest resilience to climate change.

2.16 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.

2.17 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.

2.18 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 any expected 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.).

2.19 Current Project Status: List 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). Work completed prior to April 1, 2022 will not be eligible for reimbursement by the 2BT Program. However, it is important to provide details on activities already completed so that the Program can assess your readiness to complete the project.

2.20 Greenhouse Gas Considerations: Describe how your proposed project will seek to maximize greenhouse gas (GHG) emission reductions or carbon sequestration. Some examples of activities that affect GHG benefits include:

- Selecting planting sites where no or minimal vegetation removal is required, thereby avoiding emissions associated with the decay or burning of the removed vegetation (increased benefits).
- Purchasing seedlings from local nurseries, thereby reducing transportation emissions (increased benefits).
- Intensive site preparation activities, such as salvage harvesting after an insect infestation, trenching, or vegetation removal, all of which can cause substantial emissions early in the project (decreased benefits).



- 2.21 Estimated Total GHG Reduction by 2050:** Please provide the estimated **total** net reduction of GHGs resulting from your project, in metric tons of carbon dioxide equivalent (CO₂e) by 2050. Note that the GHG effects of tree planting include effects on biomass and soil carbon, and that GHG benefits change each year (there is not a constant benefit each year). Also note that site preparation activities can have a large impact on the total net reductions. A GHG calculator is available from NRCAN to assist with this estimate, if required. Please email donotreply2btforms-nepasrepondreformulaires2ga@nrcan-rncan.gc.ca to receive a downloadable file of the calculator.

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 of choices.
 - **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.
 - **Private Donor(s):** Individuals who donate funds to support your project should be aggregated under one entry in the table.
 - **Volunteer(s):** Individuals providing in-kind support for your project should be aggregated under one entry in the table.
 - **Other:** If you do not fit into any of 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 of each collaborator in delivering your project.
- **Is there a confirmed commitment to the project - letter of support?** A yes/no drop-down list of choices is provided.
- **For arrangements that have not been secured, please indicate the current status and plans to secure arrangements.** Please provide succinct details on the status of your relationship, with sufficient information for the Program to understand the relationship between the collaborator and the applicant.
- **Length of Collaboration:** Refers to the length of time that the applicant has been collaborating with said company delivering other projects.

4. PLANTING SITES

WHAT IS THE DIFFERENCE BETWEEN PLANTING SITES AND LONG TERM PLANTING WORK?

As discussed above, for the Mass Planting Stream, your proposal must include Planting Sites, and can also include Long-Term Planting Work. Note that Long-Term Planting Work is not eligible under the Small-Scale Project Stream or the Urban/Suburban Stream.

Long-Term Planting Work is meant to support successful applicants in completing activities to ensure mass planting over the next decade. The Program is asking you to estimate, based on your existing and potential ramp-up capacity, what you can achieve over the next several years, including potential sites, number of trees, planting activities, etc.

As a result, the Long-Term Planting Work portion of your proposal (to be identified in Section 10) represents work that you would like to do in the future, and for which you would need to order new seedlings in advance. This portion of your proposal should provide details about the number of seedlings that you intend to plant, and should provide a clear project plan showing your organizational capacity to achieve the plan's objectives, and also identifying potential risks and how you plan to mitigate those risks.

For Planting Sites identified in section 4, the Program expects you to know sites in advance and how many trees, and which species, you plan to plant. While some project inputs may not be resolved (for example, specific sites may not be confirmed), you must be able to demonstrate these inputs are available and can be secured before the Agreement is signed. For some organizations, Planting Sites may be known many years in advance, which is also perfectly reasonable from the standpoint of the 2BT Program.

Please provide site details for each contiguous planting area. Urban and suburban planting locations could be considered diffuse if a small number of trees are being planted over a large area. Where the number of sites exceeds the space available in the form, please email donotreply2btforms-nepasrepondreformulaires2ga@nr-can-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** in the form (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.

4.01 **Planting Sites Information Table**

Please include only known/confirmed planting sites in this table (Planting Sites). If an exact location is not known, please indicate a region or the nearest municipality or community to the site. You are expected to know the exact locations by the time the agreement is signed with NRCAN.



Long-Term Planting Work must be entered in Section 10: Long-Term Planting Work – Supplemental Information. Information entered in Section 4: Planting Sites will be considered to apply to regular Planting Sites and will be evaluated accordingly.

- **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.
- **Latitude and Longitude**: Please provide the latitude and longitude in decimal degrees for the location of this site using the approximate centre point of the site. To find the latitude and longitude, use Google Maps to find your site and right click on the centre point. You will then be able to click on the latitude and longitude in order to copy these to the application form. For sites in Canada, the latitude will be a positive number between 42 and 83 and the longitude should be a negative number between -53 and -141. If you have difficulty with this process, please contact the Program for assistance. Please also provide a name for the site.
- **Location Type**: A drop-down list of choices is provided: Urban, Suburban, Rural, Remote.
- **Start Date of Planting**: Please enter the year and month.
- **End Date of Planting**: Please enter 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.
- **Size of Stock to Be Planted**: A drop-down list of choices is provided: Cutting, Seedling, Potted, Large/Caliper.
- **Cost per Tree**: Approximate cost per tree planted at this location.
- **Site Preparation**: Describe the site preparation activities that you expect to undertake for the site. You can include a description of the site conditions of this location, including current cover and any soil information.

5. 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.** 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.

5.01 Project Tasks Table:

- **Task**: Provide a descriptive title for each 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.

6. PROJECT RISKS

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 risk. Comprehensive descriptions of potential risks demonstrate that you can draw on experience and that the project has been given thorough consideration.

- 6.01 Years of Tree Planting Experience:** Provide a round number that describes the number of years of tree planting experience that your organization has at the time of completing the application form. This is not a summary of the experience that each individual in your organization has, but rather must be the number of years that your organization itself has been planting trees. Note that demonstrated experience is a selection criterion.
- 6.02 Scale of Tree Planting Experience:** Provide the number of trees that your organization has successfully planted in the last three (3) years.
- 6.03 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.
- 6.04 Capacity Increase:** Provide a description of how your organization is ready to ramp up to plant more trees if you are increasing from your historical tree planting volumes. Include details on securing workers, management and financial staff appropriate for the scale of work proposed. This section should be detailed enough for the 2BT Program to be able to assess the likelihood of success for your organization in being able to expand tree planting activities.
- 6.05 Financial Management and Capacity:** Please describe the administrative and oversight controls that your organization has in place to administer this project (for example, a Board of Directors, experienced staff, auditors etc.). Please also explain the financial capacity of your organization to undertake your proposed project. This can include cash flow available to your organization, ability to incur project-related costs in advance of being reimbursed, contingency funding for unforeseen costs, and the capacity to manage projects and their related budgets.
- 6.06 Risk Mitigation Table for Tree Planting:** Provide details on each task listed in section 5 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 Table 5.01
 - 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.
- 6.07 Inputs Status Table:** Please indicate your organization's access to seedlings, land and labour. Indicate if each input has already been secured or what your plans are to secure the inputs in time to plant.
- Input: Seedlings, Land and Labour.
 - Has the input been legally secured: A drop-down list of choices is provided.
 - If not, please explain status: Please provide details on any of the inputs for your project that have not already been confirmed.



7. PROJECT BUDGET

The project budget should include all costs directly related to the proposed project for Planting Sites only. Long-Term Planting Work will be entered in section 10 at the end of the application form. 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 time frame specified in the Agreement.

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

7.01 Project Budget Table for Planting Sites: The source of funds needs to be broken out by:

- Amount to Be Sought from NRCan as Reimbursement
- 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.

7.02 Budget Totals for Planting Sites: The total project value will be automatically calculated based on entries in the Project Budget Table (7.01).

In-kind support is any type of assistance reported by its fair market value. Please note that in-kind support is limited to 25% of the total project costs.

NRCan support is limited to 50% support for most applicants. For Indigenous-led projects, the 2BT Program will consider up to 75% of eligible costs for tree planting projects.

In addition, the Program allows for additional supports from other federal and provincial programs (stacking) up to 100% of total project costs, and we will consider further flexibilities as required, including costs for capacity building activities.

The budget table will automatically calculate the sums using AutoSum.

8. NRCAN COSTS

The following section presents the eligible expenditure categories for which 2BT funding will be used. Please include the amounts per category for each year that you are applying for funding. Costs entered in this table must be directly related to the implementation and conduct of your project under the 2BT Program.

NRCan Expenditures Table for Planting Sites: The following sample table can be used as a guide to completing your application form. Please only include funding that you are seeking from NRCan in the table. The total amounts in the last row will be automatically calculated.

<u>Eligible Expenditures Category</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>	<u>2030-2031</u>
<u>Salaries and Benefits</u>	\$10,000	\$10,000	\$15,000						
<u>Management, Professional, Technical, Capacity Building and Research Services</u>									
<u>Community and Landowner Engagement and Consultation</u>									
<u>Translation, Production, Printing, Publication and Distribution, and Media Services</u>									
<u>Contractors, such as for Tree Planting and Silviculture</u>	\$25,000	\$30,000	\$50,000						
<u>Materials and Supplies</u>	\$10,000	\$10,000							
<u>Transportation</u>									
<u>Facilities</u>									
<u>Machinery and Equipment</u>									



<u>Eligible Expenditures Category</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>	<u>2030-2031</u>
<u>Purchase or Lease of Land for nurseries to grow tree seedlings</u>									
<u>Travel and Accommodations</u>									
<u>Honoraria and ceremonial costs where Indigenous recipients or Indigenous partners of recipients are involved</u>									
<u>Overhead (up to 15%)</u>									
<u>Total</u>	\$45,000	\$50,000	\$65,000						

9. 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-rn-can.gc.ca to receive an Excel sheet to include with your application form. If you are including an Excel sheet, in the final “Other funding partner/supporter” row of the Project Funding Sources Table, please include the total cash and in-kind contributions from the Excel sheet. This table will be included in the contribution agreement if your final proposal is approved.

The budget table will automatically calculate the sums using AutoSum.

9.01 Project 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.
 - o Government funding: Indicate the specific program name and amount of any other federal, terri-

torial or municipal funding being requested for the project.

- o 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).

10. LONG-TERM PLANTING WORK – SUPPLEMENTAL INFORMATION

10.01 Long-Term Planting Work Information Table: The table must include an estimate of the number of trees and their species mix that will be planted for each year for the duration of the project, including in which province and the anticipated cost per tree. If the annual number of trees anticipated can be broken down further, please provide this information broken down by the year in which they are planned to be planted.

- **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.
- **Region within Province or Territory:** Indicate the seed zone or geographic areas in which you expect to operate. For example, you could indicate Northern British Columbia, Southern Ontario, the Inter-lakes region in Manitoba, the Eastern Townships in Quebec.
- **Location Type:** A drop-down list of choices is provided: Rural, Remote
- **Year of Planting**
- **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.
- **Size of Stock to Be Planted:** A drop-down list of choices is provided: Cutting, Seedling (container or bare-root), Potted, Large/Caliper
- **Cost per Tree:** Approximate cost per tree planted at this location.

When referring to the plain language term “Cost per Tree,” the 2BT Program calculates this as the total eligible expenditures to plant the trees divided by the total number of trees planted. The program does not reimburse based on the average cost per tree, but rather on eligible expenditures incurred.

Where the number of sites exceeds the space available in the form, please email donotreply2btforms-ne-pasrepondreformulaires2ga@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.

10.02 Financial Table for Long-Term Planting Work

The budget tables are divided into planned financial contributions and anticipated financial contributions. With the exception of your requested NRCan funding, you will be expected to provide information for all contributions as either planned or anticipated.

You will be expected to provide details on how you will secure the funding that you are putting into the anticipated financial contributions sections in the following sections:

- **NRCan:** Indicate how much funding you are seeking for Long-Term Planting Work (this will be evaluated separately from your Planting Sites identified in section 4). The 2BT Program is expecting that, for the Long-Term Planting Work, you will need to enter into long-term seedling purchase agreements for a specific number of trees.
- **Applicant Financial Contributions:** This represents the dollar value contribution by your organiza-



tion to the project.

- **Applicant In-kind Contributions:** 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.
- **Partner Financial Contributions:** Please provide the total amount of funding from partners for the project, including government departments and agencies, and the private sector.
- **Supporter In-kind Contributions:** Please provide in-kind contributions from project supporters.

10.03 NRCan Expenditures Table for Long-Term Planting Work: The following sample table can be used as a guide to completing your application form. Please only include funding that you are seeking from NRCan for the Long-Term Planting Work in the table. The total amounts in the last row will be automatically calculated.

<u>Eligible Expenditures Category</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>	<u>2030-2031</u>
<u>Salaries and Benefits</u>	\$10,000	\$10,000	\$15,000						
<u>Management, Professional, Technical, Capacity Building and Research Services</u>									
<u>Community and Landowner Engagement and Consultation</u>									
<u>Translation, Production, Printing, Publication and Distribution, and Media Services</u>									
<u>Contractors, such as for Tree Planting and Silviculture</u>	\$25,000	\$30,000	\$50,000						
<u>Materials and Supplies</u>	\$10,000	\$10,000							
<u>Transportation</u>									
<u>Facilities</u>									

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<u>Eligible Expenditures Category</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>	<u>2030-2031</u>
<u>Machinery and Equipment</u>									
<u>Purchase or Lease of Land for nurseries to grow tree seedlings</u>									
<u>Travel and Accommodations</u>									
<u>Honoraria and ceremonial costs where Indigenous recipients or Indigenous partners of recipients are involved</u>									
<u>Overhead (up to 15%)</u>									
<u>Total</u>	\$45,000	\$50,000	\$65,000						

10.04 Project Totals for Long-Term Planting Work: The totals will automatically populate based on section 10.02.

10.05 Project Budget Totals for the Entire Project: Planting Sites and Long-Term Planting Work Combined: The totals will automatically populate based on sections 7.02 and 10.04.



- 10.06 Plans to Secure Long-Term Planting Work Funding:** Please describe the processes that your organization uses to identify projects, including partners and collaborators. Describe how your project will work to secure additional funding needed to support the Long-Term Planting Work portion of your project.
- 10.07 Plans to Secure Inputs for Long-Term Planting Work:** Please provide details on recruiting landowners, relationships with nurseries, and planting organizations. This could include tasks such as securing land for future planting sites, and securing seedlings or labour. Describe any natural advantages that you may have in securing participation in your projects—e.g., a strong reputation gained from 20 years of successfully working with private landowners in the Fraser River Basin, etc.
- 10.08 Growth Plan:** Where you are looking to increase your planting activities beyond historical levels, please describe the details of your growth plan and the role that the Long-Term Planting Work portion will play in that growth. Be sure to provide details of your management structure (including what relevant changes you intend to make), and the plans and procedures that will help you successfully increase capacity to plant trees at a higher rate.
- 10.09 Seedling Plan:** NRCan has identified that securing nursery stock could prove problematic, and industry has reported that skilled and semi-skilled workers across the forestry spectrum are becoming harder to find. Even if your long-term plans are close to your business-as-usual level of activity, please ensure that you highlight your efforts to address these two issues along with other risks. Please include details of when and how many seedlings will be ordered. Please also include how you will ensure that the seedlings being grown are appropriate for the seed zones or geographic areas where you plan to plant, including details on oversight of seed selection by a Registered Professional Forester.
- 10.10 Number of Seedlings:** Please indicate the number of seedlings that you expect to order for the Long-Term Planting Work portion of your project. This should **not** include seedlings that will be ordered for the planting site information in section 4.01, but **only** seedlings that will be ordered to support the plantings sites proposed in section 10.01.
- 10.11 Cost of Seedlings:** Please indicate the cost of the seedlings that you expect to order for the Long-Term Planting Work portion of your project. This should **not** include seedlings that will be ordered for the planting site information in section 4.01, but **only** seedlings that will be ordered to support the plantings sites proposed in section 10.01.
- 10.12 Contingency Plan:** Describe how your organization will respond if the funding or inputs for the Long-Term Planting Work portion of your project fail to come through. What steps could be taken by your organization to address this? Provide details on how you can make up short term or chronic shortfalls in land for planting, access to seedlings, availability of planting staff, and funding. Please speak to how you will keep NRCan apprised of difficulties and your plans to work with others who might be more successful in these areas.

11. 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 proposals may take workplace diversity and inclusion plans into account when rating proposals.

12. 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.

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

12.02 Authorized Signatory: Please provide the information for the person who has authority to sign binding agreements on behalf of the applicant. Please include the name, title and date, and digital signature of the authorized signatory. If you are not able to digitally sign the application form, please print, sign and scan the authorization page to submit it 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.**

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 be sent via email. However, should this not be possible, please contact the email address below for a mailing address.

Download our 2BT Tree Planting Application Form and save it as a separate file.

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

6. PROJECT REPORTING REQUIREMENTS

A successful proposal resulting in a cost-shared agreement between the applicant and the Government of Canada will require the applicant to submit reports at regular intervals, including:

- Quarterly financial and activity reports;
- A final financial report demonstrating how the 2BT Program funding was used; and
- A final narrative report describing how the project activities contributed to achieving the 2BT Program objectives.

In addition to the reporting requirements detailed above, the 2BT Program will require applicants to submit a Planting Activity Form for each unique site where seedlings/trees were planted as part of the project. To receive a sample Planting Activity Form, please email donotreply2btreporting-nepasrepondrerapports2ga@nrca-nrcan.gc.ca.

Reporting requirements may be modified at any time as required by the 2BT Program.



7. CONFIDENTIALITY AND AUTHORIZATION

This last page of the 2BT Tree Planting 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 to 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 the 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 any non-confidential matters.

8. FOR MORE INFORMATION

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

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