



COMMISSION FOR
ENVIRONMENTAL
COOPERATION

COMISIÓN PARA
LA COOPERACIÓN
AMBIENTAL

COMMISSION
DE COOPÉRATION
ENVIRONNEMENTALE

EJ4Climate Grant Program

FAQ Section

Applicant Eligibility

1) Is my organization eligible to apply?

The applying organization must be located in Canada, Mexico or the United States **and** project implementation must take place within North America (including all territories), whether in the same country where the organization is located or in a different North American country, or whether the project is a transboundary effort in Canada and/or Mexico and/or the United States.

The following entities are eligible to apply:

- Nonprofit and nongovernmental organizations (NGOs);
- Civil society groups;
- Environmental groups;
- Community-based associations;
- Faith-based organizations;
- Tribal nations; and
- Indigenous Peoples and communities.

The following entities are not eligible to apply:

- Businesses;
- Private individuals;
- Universities, academic and public research institutions; and
- Municipal, provincial/state, territorial and federal governments.

However, a university, academic or public research institution may be involved if it teams up with community-based organizations to support the application and they serve as community partners. Proposals from qualified organizations that partner with the private sector or with local government entities are eligible.



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2) What should I do if my organization does not have legal registration?

Having 501(c), *donataria autorizada* or charity status is not mandatory. However, your organization must be formally incorporated or have a legal registration issued by the government of your country and it must own a bank account.

If your organization is not legally registered, identifying a fiscal sponsor may be necessary. You will need to name your fiscal sponsor before applying, and if your proposal is successful, you will have to enter into a fiscal sponsorship agreement. The fiscal sponsor must be a registered organization actively involved in the proposed project and eligible for the grant program, such as a legally-registered NGO.

Please [contact us](#) if you have any doubts or questions.

3) Are there any restrictions for applying?

You are not eligible to apply if:

- You reside outside of North America, or your project is implemented outside the North American region.
- You are currently under another CEC grant agreement (EJ4Climate or NAPECA).
- You are currently receiving or applying for funding from Environment and Climate Change Canada for the same project.
- An employee or officer of your organization is an immediate family member (spouse, parent, sibling or child) of:
 - An official from any of the Parties to the Agreement on Environmental Cooperation (ECA) (i.e., the Government of Canada, the Government of the United States of America, or the Government of the United Mexican States), or who served in that position within the past year;
 - An official of the CEC Secretariat or one who has served in that position within the past year;
 - A present or past member (within the past year) of the CEC Joint Public Advisory Committee (JPAC); or
 - A present or past member (within the past year) of the domestic advisory committees.

For more details, please refer to the [Call for Proposals](#).



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Project Eligibility

4) What are the duration and location requirements for my project?

Projects must have a duration of 12 to 24 months. The start and end dates indicated in your proposal must be within the range specified in the [Call for Proposals](#).

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Each organization can submit a maximum of **one proposal per country**. This means you can apply for funding for up to three projects, as long as each project is located in one of the three countries.

5) What projects and activities are not eligible for funding?

The following categories of projects and activities are not eligible for funding:

- Activities for which the local, state/provincial or federal government is responsible (e.g., construction of roads, bridges, sewage treatment plants);
- Purchase of motor vehicles, property, or land;
- Renovations;
- Pursuing legal action;
- Projects dedicated exclusively to planning;
- Projects meant only to beautify an area;
- Lobbying or advocacy;
- Annual or regular organizational events/campaigns;
- Expenses to attend general conferences; and
- Projects implemented outside the jurisdiction of the three USMCA/CUSMA Parties.

Remember that your project must be more than a paper exercise. Project activities must conclude in tangible and measurable results that will be achieved at the community level within the project timeframe.



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6) How much funding can I apply for?

You can submit proposals for up to \$175,000 Canadian dollars. There is no minimum grant amount established.

Please use the provided worksheet template (available at the bottom of this [webpage](#) and on the online application form) to detail the total budget requested and its breakdown in Canadian dollars. Make sure to include a thorough and clear budget breakdown to help the selection committee better understand your proposal and how you intend to use the grant funds. Budget breakdown in Mexican pesos or US dollars will not be accepted.

The budget may cover the following expenses:

- Salaries and benefits;
- Equipment and supplies;
- Travel (note: the CEC will not fund travel expenses that exceed 15% of the total grant amount);
- Consultant services (if applicable);
- Overhead (note: the CEC will not fund overhead and administration expenses, such as rent, telephone, fax, and photocopies, that exceed 15% of the total grant amount); and
- Other costs.

There is no limit on the amount requested for each of the categories, except for the travel and overhead limits. However, keep in mind that the selection committee will pay attention to your budget items to ensure that the resources allocated by the grant program meaningfully impact and/or remain in the community/ies involved in the project as much as possible.

Please note that having counterpart funding is not required. Proof of other financial support is optional; however, if applicable, we encourage you to detail other financial support to your project (confirmed or not) in your application form in the appropriate section.

Application Process

7) How can I apply?

Proposals must be submitted electronically through the online application portal, available at <https://www.grantinterface.ca/Process/Apply?urlkey=cec>. To submit a proposal, you need to create an



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account and complete the online form. If you are having difficulties creating an account or completing the online form, please contact us at ej4climate@cec.org.

Please note that the forms are available in English, French and Spanish, allowing you to answer the questions in your preferred language.

Include as many relevant details as possible in your proposal to ensure clarity. However, be concise and avoid repetition, as you will be limited by the number of characters allowed.

The portal allows you to create and save drafts of your proposal, enabling you to work on it and return later.

Be sure to submit your proposal on time. Please verify the deadline time in your current time zone to avoid any confusions. After submission, a confirmation email will be sent to your provided email address. If you do not receive it, please check your junk or spam folder.

Each organization can submit a maximum of **one proposal per country**. This means you can apply for funding for up to three projects, as long as each project is located in different one of the three countries.

8) Should I submit a letter of support?

A letter of support is required only if your organization is not part of the community or communities where the project activities will take place.

In this case, you should provide a letter from an authorized representative or your main point of contact within the community. This letter should explain how, as an external partner, you have been involved with the community over time and how you will contribute to or promote the long-term emancipation of the community.

While not mandatory for all applicants, letters of support are highly encouraged, as they can strengthen your proposal.

9) Can I submit my proposal after the deadline?

No, the deadline is fixed. The online portal will close immediately after the deadline, and you will not be able to submit your proposal.

Please note that the deadline is based on **Eastern Time**, so be sure to adjust for your local time zone.



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10) How are the proposals evaluated?

Grant applications are reviewed and evaluated by the Secretariat (with the support of a team of external consultants) and a Selection Committee, based on the selection criteria outlined in the [Call for Proposals](#). For the detail of the evaluation process, we invite you to consult the [Administration and Funding Guidelines](#).

11) How many proposals are selected?

We receive an average of 300 applications per funding cycle. We are able to support about 10 to 15 projects per grant cycle in total, aiming for a balanced representation among the three countries.

12) How are applicants notified of the decision?

You will receive a written notification about the decision on your proposal via the email address provided in the online application portal. Please check your email, including your junk or spam folder, around the date for “Notification of decisions” indicated in the [Call for Proposals](#).

13) Can I receive feedback on my proposal?

The Secretariat is not able to provide individual feedback on its evaluations due to the high volume of applications we receive.

However, we can share some common reasons why proposals may not be selected. These include, but are not limited to, the very competitive nature of the process due to the high number of strong submissions and the fact that we need to balance the number of recipients among the three countries, the degree of alignment with our current organizational priorities or the grant cycle theme, and the completeness and clarity of the application, including the project objectives, activities and budget items. Lack of community involvement in the project, or too few tangible and measurable expected results at the community-level are also frequent reasons for disqualification.

14) What are the reporting requirements?

Successful candidates will need to enter into a funding agreement with the CEC before any contribution is made to their projects. Grant funds are disbursed based on progress reports and financial statements that demonstrate how the funding is being used to generate the intended results.



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Grantees will be required to submit one progress report and one final report, according to a Payment and Reporting Schedule. The project summary section of the final report will be used for public distribution (CEC's website) once the project is completed.

It is not necessary to enclose receipts with your reports, but they should be retained in case of audit.