



## 2018 BEAN International Day for Biodiversity Event Funding: Application Guidelines

### 1.0 INTRODUCTION

The **Biodiversity Education and Awareness Network (BEAN)** is a collaboration of education, industry, government and non-governmental organizations and agencies dedicated to increasing awareness, understanding and action related to biodiversity in Ontario.

The [International Day for Biodiversity](#) (IDB) occurs annually on May 22.

Each year BEAN promotes a day of local action and awareness to engage Ontarians in the conservation of biodiversity. Examples of past events include restoration plantings, guided nature walks, and garlic mustard removal in local woodlots. This year's activities can be related to the 2018 theme (*Celebrating 25 Years of Action for Biodiversity*) or any other biodiversity topic of interest to your group.

Organizations interested in delivering an IDB event in their communities are welcome to apply to BEAN for financial assistance to support their events. This guide outlines the granting program.

In 2018, BEAN will provide **up to \$500** to selected applicants to support delivery of **IDB events**.

Organizations wishing to apply to the grant must complete the [online application form](#) by **March 23, 2018**.

### 2.0 ELIGIBILITY

Projects submitted for consideration of funding must occur **in the province of Ontario between May 1, 2018 and June 30, 2018, inclusive**. Events must be open to the public, and will be listed on [BEAN's online Biodiversity Events calendar](#).

Section 2.1 provides a list of organizations which are eligible to apply for the grant. Sections 2.2 and 2.3 provide a list of eligible and ineligible costs.

#### 2.1 Eligible Organizations

- charitable or not-for-profit organizations
- school boards, public/private schools, colleges, or universities
- community stewardship councils
- conservation authorities
- municipalities
- First Nations and Metis communities

- collaboratives of two or more organizations that include at least one eligible member who will act as the lead partner

Organizations that are not considered any of the above may apply as part of a partnership with at least one eligible partner acting as the lead applicant.

## 2.2 Eligible Costs

Costs directly associated with delivery of the event, such as:

- Gloves and garbage bags (e.g., garlic mustard pulls)
- Plants (e.g., trees/shrubs) for planting
- Refreshments for event participants
- Transportation for participants (e.g., bus rental, mileage OR gas costs)
- Printing or mail-out costs for promotional materials (e.g., posters, media ads, etc.)
- Fees to hire an independent professional such as an interpretive guide or presenter with special expertise (note: “independent” means the person is not employed by or a volunteer member of an executive board of the applicant organization)
- A \$50 stipend for services provided by the “event coordinator” (i.e., the person organizing the event of behalf of the organization)

## 2.3 Ineligible Costs

- Salary time of staff/volunteers (exception: \$50 coordinator stipend mentioned in section 2.2)
- Costs of items or event coordinator salary that is already supported by a government agency (e.g., stewardship coordinators, mileage for government fleet vehicles)
- Costs already reimbursed by another agency or partner

## 3.0 APPLICATION REVIEW & EVALUATION

All applications will be reviewed and ranked by a BEAN committee according to the following criteria:

- **Linkage to biodiversity (30%)**
  - e.g., how well does the planned event link to biodiversity concepts?
- **Degree of communication of biodiversity to the public (35%)**
  - e.g., how will the event inform/educate participants about biodiversity in Ontario?
- **Cost Effectiveness (10%)**
  - e.g., will the event result in good value for the amount of funds being requested?
- **Anticipated level of public participation (10%)**
  - e.g., what is the anticipated size of the audience for the event? How many people is the event expected to reach and inform about biodiversity?
- **Incorporation of the 2018 IDB Theme (10%)**
  - *Celebrating 25 Years of Action for Biodiversity*
- **Completeness of Application (5%)**
  - e.g., can we evaluate the project application based on the submitted material? Is anything missing?

#### 4.0 REPORTING

Successful applicants will be required to submit a brief report to BEAN (see Appendix B). Payments will only be issued to selected applicants following receipt of the report.

#### 5.0 TIMELINES

Deadline to submit applications: **March 23, 2018** at 11:59 p.m. EST

Anticipated date of notification of results: **April 13, 2018** at 11:59 p.m. EST

Final reports from selected applicants are due by: **June 30, 2018** at 11:59 p.m. EST

Payments from BEAN will be made by: **August 31, 2018** at 11:59 p.m. EST

#### 6.0 SUBMIT APPLICATIONS TO

Applications must be submitted using the [online application form](#) by **March 23, 2018**.

#### 7.0 FOR MORE INFORMATION

- BEAN and the [IDB Event Coordinator Toolkit](#).
- IDB and the [2018 theme](#).
- BEAN IDB Grants: BEAN Coordinator at [info@biodiversityeducation.ca](mailto:info@biodiversityeducation.ca)

# Appendix A

## 2018 BEAN International Day for Biodiversity Event Funding: Application Form

This form may be used to draft applications, but the final application must be submitted using the online application form on [BEAN's website](#).

### Contact Details

Organization Name		
Organization Contact ("Event Coordinator")		
Organization is a: <input type="checkbox"/> not-for-profit organization <input type="checkbox"/> school boards, public/private schools, colleges, or universities <input type="checkbox"/> community stewardship councils <input type="checkbox"/> conservation authorities <input type="checkbox"/> municipalities <input type="checkbox"/> First Nations or Metis community <input type="checkbox"/> collaborative of two or more organizations that includes at least one eligible member who will act as the lead partner		
Mailing Address		Town/City
Province	Postal Code	Phone Number
Email Address		

## Event Details

Event Name
Proposed date(s) for your event
Where will the event take place?
Estimated number of participants (number of youth, number of adults)
Who is the intended audience for your event?
Other partners that will be involved (or N/A if there is only one organization involved)
Describe your proposed event, its objectives, and expected results.

How will your event benefit Ontario's biodiversity?

How will participants be made to understand biodiversity?

How will you ensure that event participants understand their contribution of their efforts toward the conservation of biodiversity?

## Projected Budget

Expense Description	Projected Total Cost	Amount Requested from BEAN

Total amount requested from BEAN:

## Proposal Submission

Please submit your completed form by **March 23, 2018** at 11:59 p.m. using the online application form on [BEAN's website](#).

After clicking "Submit Application" on the online form, you will receive an email confirming receipt of your application and summarizing your event details.

## Appendix B

# 2018 BEAN International Day for Biodiversity Event Funding: Reporting Guidelines

### 8.0 INTRODUCTION

The **Biodiversity Education and Awareness Network (BEAN)** is a collaboration of education, industry, government and non-governmental organizations and agencies dedicated to increasing awareness, understanding and action related to biodiversity in Ontario.

The International Day for Biological Diversity or International Biodiversity Day (IDB) occurs annually on May 22. The theme for IDB in 2018 is “Celebrating 25 Years of Action for Biodiversity”.

Each year BEAN promotes a day of local action and awareness to engage in the conservation of biodiversity. Examples of past events include restoration plantings, guided nature walks, and garlic mustard removal in local woodlots. This year’s activities can be related to the theme of soil and biodiversity, or any other biodiversity topic of interest to your group.

In 2018, BEAN is providing **up to \$500** to selected applicants to support delivery of IDB events. Maximum grant amounts for each event were confirmed in the grant decision letters provided to each applicant.

Successful applicants will be required to submit a brief reporting form following their event, but **no later than June 30, 2018**. The online reporting form will be similar to the attached. You do not need to forward original receipts or copies, but please keep them on file. Payments will only be issued to selected applicants for the maximum grant amount (to be confirmed in writing by BEAN by April 13, 2018) following receipt of the report. Payments from BEAN will be made by August 31, 2018.

### 9.0 FOR MORE INFORMATION

- BEAN and the [IDB Event Coordinator Toolkit](#).
- IDB and the [2018 theme](#).
- BEAN IDB Grants: BEAN Coordinator at [info@biodiversityeducation.ca](mailto:info@biodiversityeducation.ca)



## Appendix C

### 2018 BEAN International Day for Biodiversity Event Funding: Reporting Form

An online reporting form will be available by May 1, 2018.  
You may use the form below to draft your report, but your  
final report must be submitted using the [online form](#) by **June 30, 2018**.

#### Contact Details

This information will be used to issue payments, please ensure that the name of your organization and mailing address are correct as this is what will appear on the cheque and mailing label; cheques will be sent to the attention of the noted contact person.

<b>Organization Name</b>		
<b>Organization Contact ("Event Coordinator")</b>		
<b>Mailing Address</b>		<b>Town/City</b>
<b>Province</b>	<b>Postal Code</b>	<b>Phone Number</b>
<b>Email Address</b>		

#### Event Details

<b>Event date</b>
<b>Event location (address, GPS coordinates, or township, lot &amp; concession numbers)</b>
<b>Number of participants (please specify number of adults, number of youth)</b>

--

**Briefly summarize the results of your event.**

- If you pulled Garlic Mustard at your event please include the area (in ha) covered, number of garbage bags collected, and whether any garlic mustard was left standing
- For restoration projects please include area (in ha) or length (in metres) restored, number of plants/trees planted, etc.
- For all other events summarize the outcomes of the event as appropriate

--

## Expenses

Use this space to list your expenses. You do not need to attach receipts to this form, but please keep them on file. You only need to include items that are eligible for BEAN funding. Eligible event costs will be reimbursed to the maximum amount identified in your grant decision letter. If your event costs less than estimated in your application, you will only be reimbursed for the actual costs of the eligible items.

Expense Description	Total Cost	Amount Requested from BEAN

**Total amount requested from BEAN:**

## Report Submission

An online reporting form will be available by May 1. Final reports must be submitted using the [online form](#) by **June 30, 2018** at 11:59 p.m.