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EEYOU MARINE REGION WILDLIFE BOARD
CONSEIL DE GESTION DES RESSOURCES
FAUNTIQUES DE LA RÉGION MARINE D'EEYOU
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ELIGIBILITY

The EMRWB has identified priority organizations that are eligible to apply for funding. The priority levels have been organizations assigned as follows:

- High priority: Regional Cree Trappers' Association, Cree Nations of Waskaganish, Eastmain, Wemindji, Chisasibi, and Whapmagoostui.
- Medium Priority: Cree Nation Government, Academic institutions, Non-Profit Organizations
- Low Priority: Other Governments (federal and provincial)

APPLICATION PROCEDURE

The Wildlife Board will issue a call for proposals at the beginning of each year, after the assessment of the Research Fund performance. No application deadline has been established at this stage, but proponents are encouraged to apply early as fund availability will decrease as the year progresses. Applicants should use the Application Form available on the Wildlife Board website (www.emrwb.ca) and make sure the application is complete before submitting by email at : wildlife@eeyoumarineregion.ca.

If an application fails to meet any format, content or submission requirements, the EMRMB will not accept the application and notify the applicant by email. The applicant will then have the option of resubmitting the application, no later than 15 days after that notification.

SECONDARY FUNDING AND CONTRIBUTION

Funding and /or in-kind contributions by the applicant or by other external sources is encouraged and it constitutes one of the selection criteria, but the Wildlife Board has not established a minimal level for secondary contribution at this stage.

Eligible costs

- Equipment leasing, if it is specific to the project
- Transportation fee (vehicle or boat rental, gas, etc.)
- Contract staff or consultant fees, but not regular salaries of staff from the applicant, which may be included as in-kind contribution.
- Administration fees (see conditions below)



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ADMINISTRATION FEES

Administration fees are an allowable expense for the EMRWB Research Funds under the following conditions:

- Justification must be provided as to why this cost falls outside of normal operating expenses and procedures for your organization.
- Administration fees must be built into the overall project budget, and submitted for review with the project budget.
- The overall project budget must not include more than [10%] administration fees.
- Administration fees paid by the EMRWB must not exceed the lesser of \$2500, or 10% of the amount to be funded by the EMRWB.

UNUSED FUNDS

Unused funds must be returned to the EMRWB upon submission of the Financial Report and Final Project Report.

RESEARCH PRIORITIES

Consultations on research priorities were held in all five coastal communities between 2016 and 2018. The results of these consultations can be found in the report published in 2019: <https://www.emrwb.ca/eeyou-istchee-coastal-community-voices-on-wildlife-research-priorities-for-the-eeyou-marine-region/>. The relevance of the proposal in light of the research priorities is one of the evaluation criteria.

PROPOSAL EVALUATION

The evaluation process of applications for the EMRWB Research Fund involves a two-fold review process, which includes scoring of the proposals by two EMRWB staff followed by a review and decision by the members of the EMRWB.

The evaluation of the application is based on a set scoring system using five main criteria to determine a total score out of 100:

1. Eligibility (15 points)
2. Wildlife Management and Research Priority (25 points)
3. Quality of Research (25 points)
4. Funding and Training (20 points)
5. Consultation and Reporting (15 points)



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The complete evaluation form with detailed criteria can be provided by the EMRWB upon request.

FUNDING SCHEDULE

Upon acceptance of the project, a Funding Agreement will be prepared and sent to the applicant. Unless stated otherwise in the Funding Agreement, the payments will be distributed as follows:

- First payment of 80% following the signature of Funding Agreement
- The remaining 20% will be issued upon reception and acceptance of the Final Project Report and Financial Report.

REPORTING REQUIREMENTS

Reporting requirements will be determined on a case-by-case basis depending on length and start date of the project. Reporting requirements will be set forth under the Funding Agreement. It is the responsibility of the applicant to coordinate the submission of these reports. New project proposals will not be accepted from applicants with outstanding reports.

The following reports may be required by the EMRMB:

Mid-Project Report

- **Summary** of your project (one paragraph);
- **Project objectives:** update and status on the project;
- **Materials and Methods:** brief update (one paragraph) on the materials and methods used during the research, including any changes;
- **Project Schedule:** updated project schedule, indicate if project is on schedule
- **Preliminary results/discussion:** Provide a three to four-paragraph update on any preliminary results or progress with the project.

Final Project Report

- **Project Leader:** name and contact information;
- **Summary** of your project (1 to 3 paragraphs)
- **Project Objectives:** brief analysis of the project objectives and achievements (1 to 3 paragraphs);
- **Materials and Methods:** Information on materials and methods used during the research project (1 to 3 paragraphs). If applicable, include an update on the employment and training provided to Cree beneficiaries.

