**Community-led Research Seed Fund**

**Application Form**

Applicants can choose to work in the following pages and copy/paste their information into MEOPAR’s online [application portal](https://meopar.smapply.io/) at their convenience. Please ensure you choose the Community-led Research Seed Fund when starting your online application. Applications are due by **11:59 PM EST on October 4th, 2025**.

Unless specified, applicants must answer every question.

# **1. Eligibility**

Eligible recipients of the Community-led Research Seed Fund include not-for-profit organizations, Indigenous organizations and governments, municipalities, post-secondary institutions, research networks, public engagement networks, and companies that deliver public engagement activities, or start-up companies (including those housed in Canadian post-secondary-linked incubators). Please note: if the primary applicant for this fund (i.e., Lead or co-lead) is from a university, they must be eligible to be a grant-holder within their organization or institution. Eligible recipients do not include federal departments, agencies, or crown corporations of the Government of Canada. If your organization does not fit under these categories (i.e., you have selected “Other”), or if you are uncertain of your organization’s eligibility, please contact MEOPAR (maeva.gauthier@meopar.ca) before submitting your application*.*

**Are you (as the primary applicant) eligible to hold a grant in your name, per your institution/organization’s requirements?**

**If yes, please select the organization to which you belong:**

Choose an item.

# **2. Voluntary Self-Identification**

This form is voluntary, and you can choose to complete all, some or none of the questions. You will be asked about:

* Indigenous identity (with options aligned to the Canadian Constitution and open-ended responses)
* If you self-identify as part of a racialized group
* Ethnic or cultural origins (with multiple-choice and open-ended options)
* Disability status (as defined by the Accessible Canada Act)
* Gender identity (including open-ended responses)
* If you self-identify as part of the 2SLGBTQIA+ community

### **3. General Information**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Start Date:** |  |
| **Total funding requested (from MEOPAR):** |  |

|  |
| --- |
| **Contact Information for Project Lead(s) – Add as needed** |
| **Lead Name:**  |  |
| Affiliation/Organization: |  |
| Job Title/Position:  |  |
| E-mail:  |  |
| Phone:  |  |
| **Co-Lead Name:**  |  |
| Affiliation/Organization: |  |
| Job Title/Position:  |  |
| E-mail:  |  |
| Phone:  |  |

Checkbox: Indicate who will be the person and organization holding or managing the funds.

### **4. Requirements for certain types of research (optional)**

Due to the nature of this call supporting early stages projects, these requirements may not be needed for relationship-building activities. If your proposed research project activities include research, you must ensure compliance with the federal [Framework for Responsible Conduct of Research](https://rcr.ethics.gc.ca/eng/framework-cadre-2021.html), which includes requirements for certain types of research. [*For more information about compliance requirements.*](https://ised-isde.canada.ca/site/strategic-science-fund/en/strategic-science-fund-program-guide#s2.9)Applicants are also encouraged to review MEOPAR’s Intellectual Property (IP) Policy as part of the application process. You can review MEOPAR’s IP Policy [here](https://meopar.ca/wp-content/uploads/2025/07/FAR-POL002_-Intellectual-Property-Board-approved-9-June-2025-1.pdf).

|  |  |
| --- | --- |
| Does your research involve human subjects? (Y, N, N/A) |  |
| Does your research require the use of animals? (Y, N, N/A) |  |
| Does your research involve biohazardous or infectious agents? (Y, N, N/A) |  |
| Does your research involve radioactive material? (Y, N, N/A) |  |
| Does your research activities have potential effects on the environment? (Y, N, N/A) |  |
| Does your research involve controlled information? (Y, N, N/A) |  |
| Is your research performed in the Yukon, the Northwest Territories and Nunavut? (Y, N, N/A) |  |

**5. Project Overview**

1. **Provide a brief summary of the Project activities, goal and objectives.** (max 250 words)
2. **What are the priorities or needs addressed by this project? Are they responding to community needs?** (max 300 words)
3. **What are the anticipated impacts of this project on the community, coastal resilience, research capacity or blue economy opportunities?** (max 300 words)

*Note: This can be demonstrated through letters of support, email communications, quotes, team composition, or leadership structure.*

1. **Identify how the project goals/objectives and proposed activities may be shaped to align with MEOPAR Science Strategy.** (max 250 words)

Applicants are encouraged to consult the MEOPAR [Science Strategy 2025–2030](https://meopar.ca/wp-content/uploads/2025/07/MEOPAR-Strategic-Plan-2024-2030_20250423.pdf) for further context and to ensure alignment with MEOPAR’s long-term vision and core priorities.

1. **Explain how the activities support relationship-building, mutual learning, meaningful engagement or research capacity development.** For example, are you working across knowledge systems or are there knowledge or skills transfer?

What are the mechanisms to support future collaboration or research co-design (for example, community knowledge sharing)? (max 500 words)

1. **Does your application originate from equity-deserving groups or remote regions** **(see Appendix A for definitions)?** (Y or N answer). If yes, explain the context. (250 words max)
2. **In the following table, list current and potential partners or collaborators involved in this project** (add lines if needed).

|  |  |  |  |
| --- | --- | --- | --- |
| **Sector** | **Organization** | **Representative name** | **Confirmed or potential partner?** |
|  |  |  |  |
|  |  |  |  |
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**6. Planned activities, deliverables and Key Performance Indicators (KPIs)**

1. List your planned activities/deliverables and target completion dates for the duration of funding requested (i.e., 1 **December, 2025 – 30 November, 2026**. Upon annual report assessment, projects needing extra time and resources (up to $25,000) to reach their goals would be eligible to receive a 1-year extension grant to continue to build and deliver on their workplan.

Please note: You will be required to provide an update on the progress of your activities and deliverables in your annual progress report(s) (due at the end of April, annually) and in your final report (due within 30 days of the end of funding period). MEOPAR will provide reporting templates.

|  |  |
| --- | --- |
| **Proposed Activity/Deliverable** | **Target Completion Date** |
| 1. Activity/Deliverable Title-Point form notes explaining activity/deliverable and people/partners involved | YYYY/MM/DD |
| 2. |  |
| 3. |  |
| 4. |  |
| etc. |  |
| …add lines as needed |  |
|  |  |

1. **List the KPIs related to your project** – Use the table below to set goals for your project which will be evaluated towards the end of the 1-year funding program (**1 Dec, 2025 – 30 Nov, 2026**). If you feel a certain indicator is not applicable, indicate “N/A”. If you feel other key indicators may be more appropriate to your activities, please add them in the blank lines below.

|  |  |
| --- | --- |
| **Key Performance Indicator** | **Year 1 Target 1 Dec 2025 – 30 Nov 2026** |
| # of new partnerships developed through this project |  |
| # of partners involved in the project that are from different sectors (community organizations, academia, private)  |  |
| # of participants that will have developed new skills, knowledge and/or experience |  |
| # of communication products from the partnership or activities (peer reviewed articles, industry, trade journals, general reports, etc.) |  |
| # Highly Qualified Personnel (HQP) or professionals involved in the project. HQPs: trainees, specialized staff, and research staff, such as undergraduate and graduate students, postdoctoral fellows, research associates, research assistants, and technicians. |  |
| # of presentation or abstracts at conferences / meetings / workshops, etc.  |  |
| # media features (e.g. social media, magazine, new, etc.) on activities and project |  |
| # of professional events (webinars and workshops) hosted by the project |  |
| # average attendance to events organised/held by the project  |  |
| Additional (non-MEOPAR) funding (cash) leveraged by the project | $ |
| Additional (non-MEOPAR) funding (in-kind) leveraged by the project | $ |
| …propose additional KPIs related to developing research capacity in community or other appropriate KPIs. |  |
| …add lines as needed |  |

**8. EDIA and Truth and Reconciliation Considerations**

a. Explain how EDIA principles are prioritized in the project to increase representation, inclusiveness, accessibility and diversity in the ocean sector. For example, do leadership and participation reflect equity-deserving representation? Are practices are informed by lived experience and community feedback? (max 300 words)

b. Explain how the activities consider the Truth and Reconciliation Commission’s Calls to Action, especially with Indigenous voices centered in leadership and decision-making, with cultural safety prioritized.

For projects that are not Indigenous-led, explain how efforts will be made to engage Indigenous communities who may be connected to the land/water where the project is taking place. (max 300 words)

Note: Considerations might include language, compensation, travel, leadership positions, etc.

**9. Budget**

1. **Please use the budget templates (Appendix B – Project Budget and Appendix C – Partner Contribution Budget (**[**download here**](https://meopar.ca/research/calls-for-proposals/#seed)**)) to prepare your budgets.**
2. **Budget notes and Justification.**
**Please provide a narrative justification for each expenditure category.** For non-MEOPAR in-kind/cash name the contributing partner, value of contribution, and whether the contribution is expected or secured and how it supports your project activities. (max 500 words)

**10. Letters of Support (or other forms of support)**You are welcome to include letters of support that demonstrate partnerships, community relationships, or anticipated impacts. These letters can help demonstrate the interest or community priorities alignment for this partnership development, relationship-building or co-design activities. These letters are not required but may provide additional context or endorsement, especially to demonstrate the alignment with MEOPAR's Science Strategy or objectives, and broader impacts of your project.

If you choose to include letters of support:

* Ensure they are current and specific to your proposed activities.
* Clearly indicate the role or contribution of the supporting organization or individual.

You'll be able to upload your letters directly or invite a “supporter” to submit a letter. We recommend that letters of support do not exceed two pages. There is no limit to the number of letters of support you can include in your application.

If you are unable to include letters of support, you may instead provide a brief statement (up to 500 words) explaining any barriers, hardships, or challenges you faced in obtaining them. All supporting materials are optional and will be considered alongside your written application.

Supported file formats include PDF (.pdf), Word documents (.doc, .docx), image files (.jpg, .jpeg, .png). In the application portal, you will have the option to upload your letter(s) directly or invite a “supporter” to submit a letter.

**11. Optional Multimedia Submission**

**You may also choose to submit a short video or audio file (Max 5 min.) to complement your written responses.** This is an opportunity to share your project overview and impacts, community connections, or other elements that may be more effectively conveyed through spoken or visual storytelling.

Submission parameters:

* Maximum length: 5 minutes
* Maximum file size: 1000MB
* Accepted video formats: .avi or .mp4
* Accepted audio formats: .mp3 or .wav
* Accepted linked media: YouTube or Vimeo

This submission is entirely optional and will be considered alongside your written responses.