**Community of Practice (CoP) Fund**

**Proposal Form Worksheet**

[MEOPAR (Marine Environmental Observation, Prediction and Response Network)](https://meopar.ca/about-us/) is a Canadian not-for-profit organization that supports research, training, and communication related to the ocean through funding programs. MEOPAR supports Canadian-based [Communities of Practice (CoP)](https://meopar.ca/knowledge-mobilization/communities-of-practice/) across multiple disciplines that mobilize knowledge, enrich research, and encourage collaboration between academics, community groups, early career researchers and professionals, Indigenous groups, NGOs, practitioners, and policymakers.

For the purposes of this call for proposals a CoP is a group of people who share a common concern, set of problems, and/or passion about a topic, and who deepen their knowledge and expertise by interacting regularly to create, share, and use knowledge in that domain. Members are practitioners actively engaged in collective learning and the development of shared resources, practices, and solutions. Examples of MEOPAR CoPs may be found at this [link](https://meopar.ca/knowledge-mobilization/communities-of-practice/).

MEOPAR is encouraging new CoPs to form, in addition to offering continued support to already-established CoPs that can demonstrate a plan towards long-term sustainability beyond MEOPAR funding. The participation of diverse individuals, inclusive of Indigenous Peoples and members of equity-deserving groups (e.g., members of the 2SLGBTQIA+ communities, persons with a disability, racialized individuals, and women) is essential to creating and mobilizing Canada's best research, technological development, and entrepreneurial expertise to create excellent, innovative, and impactful results.

MEOPAR is committed to actively moving forward on the path of Truth and Reconciliation and advancing Equity, Diversity, Inclusion, and Accessibility (EDIA) initiatives in all its activities. Thus, MEOPAR requires that the CoPs it supports create and action an EDIA policy or framework and engage in practices that apply an EDIA lens to all its activities. CoPs should involve a diversity of members that includes Indigenous Peoples and those from equity-deserving groups in its leadership and overall organizational composition. Priority in awarding funding will be given to successful applications from diverse CoPs and to those that effectively demonstrate a commitment to EDIA and Truth and Reconciliation principles.

**Alignment with MEOPAR Objectives and Science Strategy**

MEOPAR has identified the following objectives for which targeted funding will be provided:

1. Strengthen the evidence base for decision making and adaptation through development of improved tools, techniques, and strategies for ocean and coastal observation, prediction, and information sharing.
2. Increase economic opportunity, coastal community resilience, and marine ecosystem protection in the face of climate and technological change through end-user-driven science and novel collaborative structures.
3. Improve access to and use of ocean research infrastructures.
4. Diversify, develop, and broaden deployment of Canada's ocean-related research and innovation talent.

Applicants are also 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.

**Structure of the Call**

New and established CoPs are invited to apply for up to three consecutive years of funding (1 Oct 2025 to 30 Sep 2026, 2027, or 2028). New CoPs can request up to $50,000 per year and established CoPs can request up to $30,000 per year. Please note, MEOPAR requires that applicants secure matching funds from non-federal government sources that equal or exceed the amount requested from MEOPAR.

**Option to work on your application offline**

You may choose to download this proposal worksheet and complete your application offline before submitting your responses through MEOPAR’s [online portal](https://meopar.smapply.io/). You can copy and paste your responses into the appropriate fields at your convenience. Please ensure you choose the Community of Practice (CoP) Fund when starting your online application. Applications are due by **11:59 PM ET on 17 August 2025**.

A complete application requires applicants to complete all questions, unless specified within the application.

# Eligibility

The primary applicant must be eligible to be a grant-holder within their institution; typically, this is the CoP’s Lead. Eligible recipients of the CoP Fund include post-secondary institutions, not-for-profit organizations, Indigenous organizations and governments, municipalities, research networks, public engagement networks, companies that deliver public engagement activities, or start-up companies (including those housed in Canadian post-secondary-linked incubators). 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 (kristi.carter@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?**

Choose an item.

**Please select the organization in which you are eligible to be a grant-holder:**

Choose an item.

# Voluntary Self-Identification Form (EDIA)

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

# Applicant(s) Profile(s)

|  |  |
| --- | --- |
| **Lead Name (first, last):**  |  |
| Affiliation/Organization: |  |
| Job Title/Position:  |  |
| E-mail:  |  |
| Phone:  |  |
| Province/Territory |  |
|  |  |
| **Co-Lead Name** (if applicable):  |  |
| Affiliation/Organization: |  |
| Job Title/Position:  |  |
| E-mail:  |  |
| Phone:  |  |
| Province/Territory: |  |
|  |  |
| **Coordinator Name** (if applicable)**:** |  |
| Affiliation/Organization: |  |
| Job Title/Position:  |  |
| E-mail:  |  |
| Phone:  |  |
| Province/Territory: |  |

# CoP Information

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| --- | --- |
| **CoP name** |  |
| **Is this a new or previously established CoP?** |  |
| **CoP creation date** (*previously established CoP only*): |  |
| **Number of current members** (*previously established CoP only*) [note: members include those engaged in collective learning and the development of shared resources, practices and solutions]: |  |
| **Funding requested** (New CoP: up to $50,000/year x # of years; Existing CoP: up to $30K/year x # of years): |  |

|  |  |
| --- | --- |
| **1 October 2025 – 30 September 2026** | $ |
| **1 October 2026 – 30 September 2027** | $ [optional] |
| **1 October 2027 – 30 September 2028** | $ [optional] |

|  |  |
| --- | --- |
| **CoP main goal** [max 200 words]: |  |
| **Field(s) of expertise related to your CoP** (select all that apply)**:** | [ ] Community adaption and resilience[ ] Community-led science[ ] Fisheries science[ ] Indigenous community and knowledge[ ] Ocean/climate modeling[ ] Oceanography[ ] Research vessel operations[ ] Training and professional development of ocean experts[ ] Knowledge Mobilization[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **CoP website** (if applicable): |  |
| **CoP social media** (if applicable): |  |

# Requirements for certain types of research: *(optional)*

If your proposed CoP 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)

|  |  |
| --- | --- |
| 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) |  |
| Do 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, Northwest Territories or Nunavut? (Y, N, N/A) |  |

# CoP Structure

In the following table, list the core members of your CoP (add/remove rows, as needed). New CoP are encouraged to start with a lead and co-lead, and a few potential members for committee (or equivalent), and it is expected that your governance structure will be fully established by end of funding in year one.

*Sector examples: Community engagement and Indigenous partnerships, ocean/coastal research…*

| **Name** | **Indigenous person[[1]](#footnote-2) and/or member of an equity-deserving group[[2]](#footnote-3)?**  | **Role in the CoP** | **Organization or Community** | **Position at Organization or Community** | **Sector** | **Confirmed or potential CoP member?** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | *e.g., CoP lead* |  |  |  |  |
|  |  | *e.g., CoP co-lead (if applicable)* |  |  |  |  |
|  |  | *e.g., CoP coordinator (if applicable)* |  |  |  |  |
|  |  | *e.g. Committee member* |  |  |  |  |
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# CoP scope, justification and membership

1. **Describe the domain/scope of your CoP.** Concisely explain the goals and objectives of your CoP, including the problems or issues that your CoP will address. Be sure to describe how your CoP’s focus, activities, or intended impact extends across regions, nationally, or within broader systems. If your CoP is already established, clearly identify new goals/objectives or issues being addressed in context to previous funding cycles – especially those that reflect an expanded or evolving scope. (max 300 words)
2. **Identify how the CoP goals/objectives will be shaped to align with MEOPAR’s Objectives and Science Strategy.** (max 250 words)
3. **Why is this CoP needed?** What need or gap is it filling? What are the benefits to the community, discipline or sector? (max 250 words)
4. **Explain any knowledge mobilization strategies you will use to ensure transfer of knowledge to end users.** Provide the methods that will be used to ensure active participation from community members. (max 400 words)
5. **Describe how you will evaluate the success of your CoP** (e.g., track participation, engagement, and progress toward goals; collect feedback through surveys, interviews, or group discussions). (max 250 words)
6. **In the following table, list engaged participants and/or end users** (add lines as needed).For new CoPs, list thosewho you intend to invite to join the CoP as engaged participants/end users. For established CoPs, list your current engaged participants/end users, as well as any new participants/end users you are planning to invite to join. You may list individual names or provide a summary by organization, sector, or role (e.g., 5 members from a particular NGO, 3 from a government agency, 10 from an academic institution, etc.).

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| **Organization or Community** | **Sector** | **Number of individuals** | **Participant’s name(s)*****(optional)*** | **Confirmed or potential participant(s)/end user(s)?** |
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# CoP Activities, Deliverables and Key Performance Indicators (KPIs)

1. **List your CoP’s planned activities/deliverables and target completion dates for the duration of funding requested (i.e., 1 October 2025 to 30 September 2026, 2027, or 2028)**

Include a minimum of three rows. You may add additional rows as needed**.**

Please note: You will be required to provide an update on the progress of your activities, deliverables, and KPIs 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 for submission through the MEOPAR [online portal](https://meopar.smapply.io/) (downloadable versions will be available for offline work).

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| --- | --- |
| **Proposed Activity/Deliverable** | **Target Completion Date** |
| 1. *Activity/Deliverable* *- Point form notes explaining activity/deliverable* | *YYYY/MM/DD* |
| 2. |  |
| 3. |  |
| etc. |  |

1. **List the KPIs for your CoP** (add additional rows as needed). Please note, “Number of CoP members” is a required KPI and is included in the table. Please complete this row by entering numeric targets in the applicable columns (relevant to the number of years of funding you are requesting).**:**

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| **Key Performance Indicator**  | **Goal for Year 1:****1 Oct 2025 – 30 Sep 2026** | **Goal for Year 2:****1 Oct 2026 – 30 Sep 2027** | **Goal for Year 3:****1 Oct 2027 – 30 Sep 2028** |
| Number of CoP members |  |  |  |
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# CoP Budget

1. **Please use the budget templates (Appendix B – Project Budget and Appendix C – Partner Contribution Budget** [[found here](https://meopar.ca/research/calls-for-proposals/#CoP)]**) to prepare your budgets.** You will be able to upload your completed budget spreadsheets in the [online portal](https://meopar.smapply.io/).
	1. Please refer to the Application Guide for the CoP Fund (found [here](https://meopar.ca/research/calls-for-proposals/#CoP)) when preparing your Project Budget (Appendix B). Be sure to only include the amount requested from MEOPAR in the budget table. If you are seeking overhead (indirect costs), please consult the guidance provided in the Application Guide to ensure alignment with MEOPAR’s policies.
	2. Please refer to the Application Guide for the CoP Fund (found [here](https://meopar.ca/research/calls-for-proposals/#CoP) and [this guidance on matched vs. leveraged funds](https://meopar.ca/wp-content/uploads/2025/07/PLCY_SSF_Matched_v_Leveraged_EN-1.pdf)) when preparing your Partner Contribution Budget (Appendix C).
2. **Budget notes and justification**

Please provide an explanation for each expenditure category. For non-MEOPAR in-kind/cash contributions (Appendix C) name the contributing partner, value of contribution, whether it is cash or in-kind, whether the contribution is expected or secured, and how it supports your CoP’s activities. (max 500 words)

# Equity, Diversity, Inclusion and Accessibility (EDIA) & Truth and Reconciliation Considerations

1. **Please describe your CoP’s planned approach to integrating EDIA and Truth and Reconciliation principles into its design and operations.** If your CoP has a formal EDIA and Truth and Reconciliation policy or framework, summarize its key elements and how it guides your work. If a policy/framework is not yet in place, outline your plans and timeline for developing one. Describe how these principles will be embedded across governance, programming, engagement, and evaluation, and how they will shape your relationships with equity-deserving groups and Indigenous communities. (500 words)
2. **Please provide examples of how your CoP’s activities and partnerships reflect a commitment to both EDIA and the Truth and Reconciliation Commission’s Calls to Action.** (500 words)

# Optional Multimedia Submission

**You may also choose to submit a short video or audio file to complement your written responses.** This is an opportunity to share your CoP’s vision, 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.

# Letters of Support

**You have the option of including one or more letters of support as part of your proposal package.** These letters can help demonstrate your partnerships, the relevance of your work to collaborators, and the commitment of cash or in-kind contributions. Letters of support are not mandatory but may provide additional context or endorsement, particularly in demonstrating alignment with MEOPAR’s funding objectives and [Science Strategy](https://meopar.ca/wp-content/uploads/2025/07/MEOPAR-Strategic-Plan-2024-2030_20250423.pdf), and the broader impact of your CoP.

If you choose to include letters of support:

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

You will have the option to upload your letter(s) directly or invite a “Recommender” to submit a letter. We recommend that letters of support are no more than 2 pages. There is no limit on 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 statement explaining any barriers, hardships, or challenges you faced in obtaining them.** You can upload this statement in the Letters of Support | Attach a file(s) form in the [online portal](https://meopar.smapply.io/).

Please submit your letter(s) or statement using the following file formats: PDF (.pdf) or Word (.doc, .docx).

1. Indigenous persons include First Nations, Métis, Inuit (Inuk) Peoples [↑](#footnote-ref-2)
2. Members of equity-deserving groups include 2SLGBTQIA+ individuals, persons with disabilities, racialized groups, and women [↑](#footnote-ref-3)