



STAFF CAPACITY PROGRAM

Program Brochure

Staff Capacity Program



Eligible organizations whose projects serve Great Lakes communities and other Ontario users can apply for a staff capacity position to contribute 120, 200, 400, or 560 hours of work over 12 months to directly support a climate change adaptation initiative in their community.

The Ontario Resource Centre for Climate Adaptation (ORCCA) Staff Capacity Program is an opportunity for communities to accomplish a defined climate adaptation action that would otherwise be unfulfilled due to a lack of capacity and expertise. Staff Capacity Program participants will have access to climate adaptation expertise, resources, and networks to help define, develop, and deliver their adaptation initiative.

Those who are accepted into the Program must have a project that can be achieved within a 12-month period, be able to provide sufficient time to support the project from the participant side, and have prioritized climate change adaptation as a primary project outcome. Proposals can be submitted for new projects or for projects that are ongoing and have expanded in scope.



Project Types

All project applications must prioritize climate change adaptation and resilience. Projects can also achieve secondary benefits such as GHG emission reductions, community-building, asset management planning, or biodiversity enhancement; however, secondary benefits must complement a primary climate change adaptation and/or resilience goal.

Projects may – but are not required to – fall under one or more of the following themes:

- Stakeholder engagement
- Climate data analysis
- Impact identification
- Vulnerability and risk assessment
- Action identification, selection, and planning
- Developing a local business case/identifying the cost of inaction
- Mainstreaming adaptation across municipal departments and community partners
- Collecting and reporting data related to adaptation progress
- Developing and delivering internal and external communication strategies
- Decision-making and governance
- Identifying and securing capital and operations funding
- Allocating and procuring planning and design expertise
- Allocating and procuring implementation expertise
- Project maintenance, monitoring, and evaluation
- Staff and partner training on elements related to adaptation/resilience

Project Eligibility

Participants must meet the following conditions to be eligible:

- Be incorporated in Ontario
- Represent a
 - Municipal or regional government;
 - First Nation, Métis, or Inuit group including community, regional, and provincial Indigenous organizations;
 - Conservation authority;
 - Public health unit;
 - Publicly-funded school board; or
 - Post-secondary institution.

Additionally, eligible projects must:

- Be delivered within Ontario;
- Prioritize climate change adaptation;
- Be completed within a 12-month period (Jan-Dec 2024);
- Demonstrate the ability to meet participant time requirements; and,
- Participate in sharing learnings and outcomes.

Although there can only be one lead applicant per application, we encourage applicants to collaborate with community organizations or networks such as with not-for-profits and local community organizations, where possible.

Benefits of Joining

- Receive free direct consulting-style capacity support from ORCCA staff;
- Co-create a work plan to address specific adaptation challenges;
- Avoid having to hire and issue contracts;
- Gain access to a variety of tools and resources related to climate change adaptation and resilience;
- Access opportunities for networking and collaboration ; and
- Complete a climate adaptation action that has been identified but lacks capacity or expertise to accomplish.

Participant Commitments

Program participants will be asked to sign a Program partnership agreement. As a part of this agreement, the applicant organization commits a minimum of 20-hours of organizational time towards the project over the course of 12-months.

This commitment increases relative to the requested support as listed below. It is equivalent to approximately 15% of total project hours received:

120 ORCCA staff support hours
= **20 hours of participant time**

200 ORCCA staff support hours
= **30 hours of participant time**

400 ORCCA staff support hours
= **60 hours of participant time**

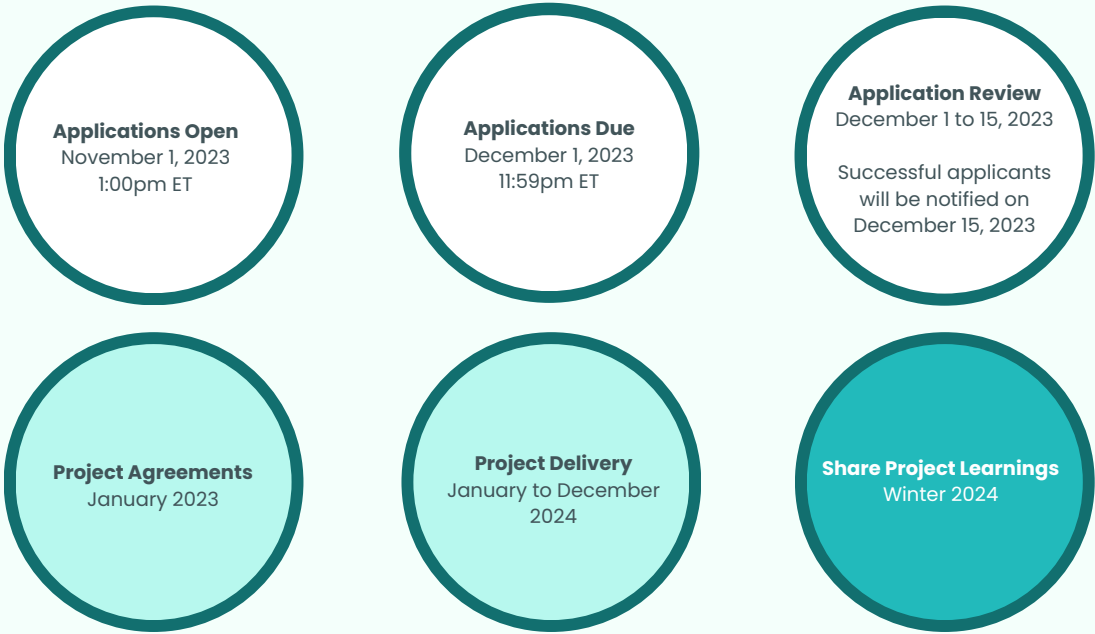
560 ORCCA staff support hours
= **85 hours of participant time**

The participant staff time commitment includes organizational support towards the project through tasks such as:

- Monthly meetings with ORCCA staff to discuss project progress, answer questions, and identify other needs;
- Providing necessary training, background/local context, and resources to ORCCA staff for effective project delivery;
- Reviewing materials produced throughout the project and providing written feedback; and
- Completing pre, mid, and post-project evaluations.



Project Timelines



Application Review

Applications will first be reviewed for administrative completeness based on the application form requirements. A technical evaluation will be carried out to assess the degree to which applications meet the objectives and goals of the Staff Support Program, using the following as a high level criteria:

A	Exemplary responses to questions with many examples, testimonials, letters of support and/or other specific details.
B	Clear responses to questions with some examples, testimonials, letters of support and/or other specific details.
C	Partial responses to questions with minimal examples, testimonials, letters of support and/or other specific details.
D	Inadequate response to questions with no examples, testimonials, letters of support and/or other specific details.

How to Apply

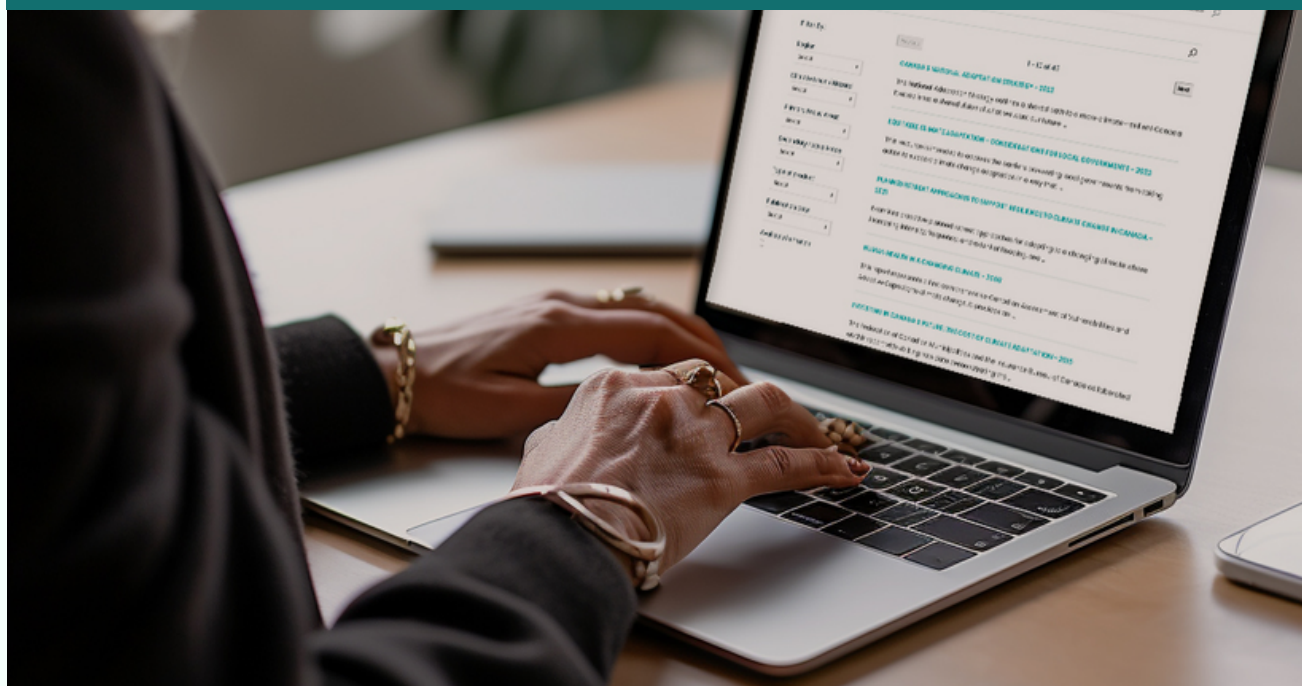
To apply, download the application form by clicking the button below or find it on ORCCA's website at orcca-craco.ca/climate-adaptation-services-ontario. Completed application forms must be saved in either .doc or .pdf format, and emailed to orcca.craco@iclei.org no later than **11:59pm ET on Friday, December 1, 2023**.

Before submitting an application, we recommend connecting with the ORCCA team to discuss your project application. Reach us:

- **Via phone:** 1 888 820 2533
- **Via email:** orcca.craco@iclei.org
- **Online:** <https://orcca-craco.ca/climate-adaptation-support-desk/>

Please reach out to us with any questions, comments, or concerns you may have about applying to the ORCCA Staff Capacity Program.

Download the Program Application Form



About ORCCA

Ontarians are facing the impacts of climate change now, but many communities in the Great Lakes and around the province lack the resources, capacity and knowledge to assess impacts, develop plans, and implement action to prepare for a changing climate. They may also lack the resources and expertise to source and analyze climate information and/or implement adaptation solutions.

ORCCA fills this gap by providing a one-stop-shop where users can get access to Great Lakes and Ontario-specific information and resources for various stages of adaptation action. Our mission is to equip municipalities and leaders with the information and support they need to increase climate resilience in the Great Lakes basin and throughout Ontario. Driving this mission is the need for accessible, reliable, actionable climate information and access to the expertise needed to interpret and apply this information in a local context.

Acknowledgements

ORCCA is a pilot initiative led by ICLEI Canada and supported by both the the Ontario Ministry of Environment, Conservation and Parks (MECP) and the Government of Canada through the federal Department of Environment and Climate Change Canada.

We recognize that our work takes place on the traditional and treaty territories of many Indigenous Nations and communities across the province we call Ontario. This land has traditionally been — and continues to be — home to Indigenous peoples since time immemorial.

