
ADVANCING ADAPTATION INFORMATION SESSION FAQ

1. Can a community organization apply on behalf of the municipality?

A: In order to fit within our contribution agreement with Ontario's Ministry of Environment, Conservation and Parks, we require that the local governments be signatories of our project (i.e., be the applicants). Therefore, staff from interested municipalities would have to participate in the trainings and remain the face of the project, but the local work could be delivered by a community organization. Municipalities would need to agree to 10-15 of staff time dedicated towards participation in the project.

2. How many participants are you looking for in each sub-cohort?

A: We are looking for 10 – 15 participants for both Train-the-Trainer projects. The Implementation through Collaboration stream will be capped at 10.

3. Is there a municipal 'size' requirement you are looking for?

A: No. We are totally open to any size municipality, regional governments, or First Nations that fits with the eligibility requirements.

4. How do I know which cohort is right for me?

A: Our [Project Brochure](#) is a great place to start as it outlines the requirements for each project stream. We also ask that you engage in honest self-reflection in assessing which stream is right for your municipality. What have you already done in this space as a community? You must clearly demonstrate that you are ready for the cohort you are applying to.

5. Can a municipality join multiple cohorts?

A: No, municipalities may only apply for one cohort. Remember, a key step in the application process is demonstrating previous work on adaptation and readiness to apply at the appropriate stage – this information should identify which cohort you qualify for.

6. What if the project timing does not quite work for me?

A: There is some flexibility built into the project – but within reason. The most flexibility is likely found within the Implementation cohort timeline, given that it has a longer timeline overall. We are

also being mindful of the July and August time period and will not be planning too many engagement sessions during that timeframe.

7. How much work will ICLEI staff actually help me? How much work will I have to do?

A: This project will be undertaken in a collaborative manner. We see deep value in the municipality driving the work, engaging with their local stakeholders, and having a concrete understanding of the process. ICLEI will provide tools, check-in, and overall guidance to the process, but we do require staff in the municipalities to be hands on. Our aim is to contribute to long-term adaptation and resilience-building beyond the project term.

For both the Train-the-Trainer projects, the time commitment for municipalities is estimated to be around 10 days for the project lead – with further time requirements for additional staff to engage with the project – which is estimated to be approximately 1 day per engaged staff over the course of the project. For the Implementation project, the time commitment for municipalities is estimated to be around 15 days for the project lead (given that it is a longer project).

8. What if I have or want to have a consultant complete an RVA and/or Plan for me?

A: This is intended to be a capacity-building project for municipal staff; therefore, it is expected that the municipality will participate in our training and will represent the face of the project. However, the municipality is welcome to use their consulting dollars as they see fit in terms of the delivery of local workshops and supporting research.

9. For implementation, do I have to have an action already identified?

A: No – once the project commences, we will spend the remainder of the year to determine actions.

10. Could you describe support for implementation during the 18 months?

A: The support ICLEI Canada will provide for implementation during the 18 months would be around: identifying adaptation actions, providing best practices, connecting participants with subject matter experts, and overall guidance from ICLEI staff on overcoming barriers, addressing issues, seizing additional opportunities, et cetera.