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TERMS & CONDITIONS
Contributions
Digital Citizen Contribution Program (DCCP)

1. **Authority**

Transfer payments under the authority of Department of Canadian Heritage Act 4 (2).

2. **Program description**

2.1 Purpose and Objective:

Purpose: The Digital Citizen Contribution Program (DCCP) will support the priorities of the Digital Citizen Initiative by providing time-limited financial assistance to research and programming across Canada in order to enhance and/or support countering online disinformation and other online harms and threats to our country's democracy and social cohesion. The DCCP will include opportunities for local communities, organizations, and academics to obtain funds for new and existing related initiatives.

Objective: The objective of the DCCP is to enhance cooperation and innovation in research and programming by:

*   Enhancing research capacity to support policy development, programming and engagement activities in the countering online disinformation and other online harms and threats to our country's democracy and social cohesion space;

*   Supporting evidence-based models and promising practices which address known risk and help to develop the tools and skills necessary to better equip Canadians in the face of online disinformation and other online harms and threats to our country's democracy and social cohesion;

*   Building capacity to address online disinformation, other online harms, and threats to our country's democracy and social cohesion through expert knowledge, enhanced cooperation and knowledge transfer to key stakeholders; and

*   Empowering the academic community, as well as Canadians to take steps to mitigate against the potential impact of online disinformation, other online harms, and threats to our country's democracy and social cohesion.

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2.2 Alignment with Departmental Results Framework:

This program is housed in the Cultural Marketplace Framework (Creativity, Arts, and Culture), but it is designed to support a variety of different activities throughout the department such as the Heritage and Celebration (Community Engagement and Heritage) and the Diversity and Inclusion (Youth Engagement and Human Rights) Core Responsibilities, promoting resilient communities and reinforcing the rights of Canadians, as a means to foster diversity and inclusion, as well as Canadian identity and values.

2.3 Expected results and performance indicators:

Expected Results	Performance Indicators
Short-term results 1) Canadians awareness of digital media literacy is increased through events and products 2) Researchers are better connected and have access to information on how online disinformation affects Canadians	% of participants at funded events that indicate having increased awareness as a result of the events Number of research and/or data collection products produced by funding recipients related to online disinformation accessible to researchers available via a GoC website
Intermediate results 1) Participants are satisfied with citizen focussed activities. 2) Research on online disinformation is made publicly accessible to Canadians and is relevant to government research needs.	% of participants satisfied with citizen-focused activities. Number of new research products on the scope and impact of online disinformation in the Canadian context produced by recipients with DCI funding made publicly available
Long-term results 1) Canadians and the Government are better equipped to counter the effects of online disinformation	Number of new research projects produced by recipients showing the reach and impact of online disinformation on Canadians and available to inform government policy

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A complete performance measurement strategy has been established and is being maintained in the relevant Performance Information Profile as required by the Policy on Results and in accordance with the Policy on Transfer Payments.

3.   **Eligible recipients**

Financial Assistance may be provided to the following classes of Recipients:

a.   National, provincial, territorial, municipal, Indigenous, community or professional organizations, societies and associations which have voluntarily associated themselves for a not-for-profit purpose, and which have the mandate to represent their membership or community;

b.   Not-for-profit organizations including non-governmental organizations, non-profit corporations, community groups, umbrella organizations, and regulatory bodies and apprenticeship authorities, as well as associations serving the private sector;

c.   A provincial or local police service, including an indigenous police service, and/or its governing authority (also known as a board or police commission);

d.   Provincial, territorial, municipal, regional, and indigenous governments and their agencies;

e.   Universities and educational institutions;

f.   Individual researchers, acting in their personal capacity;

g.   Research institutions, domestic or international, with established record in relevant field(s), pursuing a Canadian focus;

h.   International non-governmental organizations, including bodies associated/affiliated with organizations of which Canada is a member, which have their purpose supporting domestic anti-hate, and countering disinformation, social isolation, and other online harms, and threats to our democracy and social cohesion as a priority; and

i.   For-profit Canadian and Canadian owned institutions with a record of developing and delivering programming, and performing research or related activities relevant to the goals of the Department of Canadian Heritage's Digital Citizen Initiative. These for-profit institutions may be eligible provided that the nature and the intent of the activity is non-commercial.

Federal institutions, including any department, branch, office, board, agency, commission, corporations, or other entity which received an annual appropriation from Parliament, are not eligible for funding under the DCCP.

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4. **Type and nature of eligible projects**

Activities eligible for support must be aligned with the DCCP's objectives, be domestic in scope, and include the following:

- Research projects, where activities eligible for support must have a positive domestic impact on Canada or Canadians, and include primary research, such as surveys, interviews, field experiments, or lab-based experiments; secondary research such as literature reviews and meta-analyses; production and analysis of datasets; and creation of tools such as software programs to support research;

- Programming projects, where activities eligible for support include start-up activities, including but not limited to hiring and training of staff, leasing of equipment or rental of space; development and dissemination of information, tools and resources; outreach and recruitment of participants; interventions addressing disinformation, other online harms, and social cohesion; professional development and training of project staff; public awareness and education; expert advice and consultation; and web portal for online collaboration and dialogue.

- Evaluation components, where activities eligible for support include start-up activities, including but not limited to hiring and training of staff; development and dissemination of information, tools and resources; and evaluation research on policies and programs.

- Networking components, where activities eligible for support include network and coalition building (e.g., conference, workshops and seminar).

5. **Type and nature of eligible expenditures**

Funds may be used only for expenses directly related to the activities of the project identified in a budget approved by the Department..

Eligible expenses may include:

a. Salaries and wages for permanent or temporary professional, clerical, technical and administrative services, including mandatory employment-related costs;

b. Rent, normal utilities such as electricity, heat, water and telephone, maintenance of offices and other buildings, insurance and taxes, conference room and meeting room rentals, where these expenses are directly related to the project and are not core or ongoing expenses;

c. Office equipment and minor capital acquisitions net of disposal (less than $5,000 per acquisition);

d. Program supplies and materials (less than $5,000 per acquisition);

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e. Computer services, library expenses, research costs and collection and analysis of statistics;

f. Public awareness and educational activities consistent with the project's objectives;

g. Translation and simultaneous interpretation activities;

h. Audit and evaluation expenses;

i. Training (including conferences) and costs related to project development (e.g., consultations, professional development, data collection, meetings, and site visits);

j. Reasonable travel expenses related to the delivery of the project, in accordance with Treasury Board Directive;

k. Administrative expenses should be clearly defined and should not exceed 15% of the total funding agreement. Administrative expenses include expenses such as office supplies, telephone, fax, internet, utilities, postage, courier, photocopying/printing and rent for office space;

l. Culturally appropriate expenditures including gifts (for a maximum of $100), community feasts, ceremonies and ceremonial meals, gatherings, and circles in accordance with TBS Directive on Travel, Hospitality, Conference and Event Expenditures

6. Stacking limit

For any funding assistance, the maximum level (stacking limit) of Total Government Assistance (federal/provincial/municipal assistance for the same purpose and eligible expenses) shall not exceed 95% of the eligible expenditures.

The DCCP will require all recipients to disclose all confirmed and potential sources of funding for a proposed project before the start and at the end of a project.

The DCCP will ensure that the transfer payment assistance provided respects these stacking limits and that the federal funding assistance is based on the Total Government Assistance received (federal, provincial and municipal assistance for the same purpose and eligible expenses). This includes assistance such as all grants, contributions and any other assistance including non-monetary/in kind contributions being considered; all new investments in the applicant business; provisions for potential losses on load guarantees and loans; implicit subsidies; forgivable loans; investment tax credits; and any other grant or contribution for which the applicant may be eligible.

The repayment of any amount exceeding the Total Government Assistance limit will be calculated on a pro-rated basis (based on Total Government Assistance received towards the same eligible expenses).

7. Method used to calculate contribution amount

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The program uses bench mark by activities, comparison with similar project and the management team experience for the evaluation of the budget reasonability (assessment of budget expenditures).

8. Maximum amount

Project assistance is provided only at the minimum level to further the attainment of the program objectives and expected results.

The maximum amount of financial assistance payable to each recipient will be limited by the vote appropriated for this purpose, and shall not exceed $10,000,000 per agreement.

9. Description of basis for progressive and final payments

9.1 Reimbursements and advance payments will be paid to recipients in a timely, prudent and efficient manner which supports the achievement of objectives and recognizes the risks involved.

9.2 Reimbursement of expenses shall, at a minimum, be conditional upon receipt of a financial statement and, if required, combined with any other report deemed relevant by the Program, such as a report on activities, an environmental impact report, or any other report needed, depending on the circumstances.

9.3 Advance payments will only be issued in a case where the recipient's cash flow needs can be demonstrated. Advance payments may be non-conditional (issued without receipt of a report), or conditional upon the receipt of a financial report and/or any other report deemed relevant by the Program, such as a report on activities, an environmental impact report, or any other report needed, depending on the circumstances.

9.4 To meet the requirements of the contribution, the Department requires that recipients submit, at a minimum, a final financial report and a report on activities.

10. Information requested in a funding application; Funding criteria

10.1 Information requested in a funding application

The following will be required of all applicants in order for the department to consider a project proposal.

The application must clearly describe the activities and desired outcomes of the project. These

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must relate to the mandate of the Department.

The supporting material may include:

- A completed proposal including;

  o a detailed project description including the anticipated reach and expected results and how it meets the objectives and priorities of the DCCP;

  o the amount of funding requested under the DCCP;

  o an itemized budget for the entire project, disclosing all revenues from all sources (*confirmed and potential*), including in-kind support, as well as all expected expenses over the life of the project;

  o the names, titles and telephone numbers of persons responsible for managing the project; and

  o a commitment to provide information on the results.

- Depending upon the nature and the duration of the project, the following additional supporting material could be requested:

  o an implementation plan, in particular for major projects. This should include a description of the targeted clientele, the expected outputs and outcomes, the data gathering methodologies and timelines.

  o a copy of the most recent financial statements, when available.

  o evidence of support for the project among key community partners and stakeholders.

  o evidence that the project will have a positive domestic impact on Canada or Canadians.

  o evidence that an evaluation component has been incorporated and that there is a direct link to the Departmental Results Framework.

In addition, to prevent the risk of conflict of interest, the applicant must:

- Disclose the involvement of prospective recipients who are subject to the *Values and Ethics Code for the Public Service*, the *Conflict of Interest Act* (S.C. 2006, c.9) or the *Parliament of Canada Act* (R.S., 1985, c.P-1.01);

- When required by the *Lobbying Act* (LA), register lobbyists under the LA (applicants shall provide assurance that, where lobbyists are utilized, they are registered in accordance with the *Lobbying Act* and that no actual or potential conflict of interest exists nor any contingency fee arrangement); and,

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- Discuss the role of a departmental official if a departmental official is to participate on an advisory committee or board. Such involvement must not be seen to be exercising control on the committee or board or on the use of the funds.

Further application requirements regarding reporting needs will be outlined in the Calls for Proposals.

10.2 Funding criteria

The DCCP will be administered by the Department of Canadian Heritage using a formal and well-established assessment and recommendation process to fund proposals annually. The focus of the funding will be on proposals that enhance and/or support countering disinformation and other online harms and threats to our country's democracy and social cohesion related research and programming across Canada. Criteria for assessing the risk and relative merit of the proposals being put forward are identified in the previous section, and priorities will be further identified in the call letter.

Recommended proposals will be reviewed by the G&C Program Steering Committee, which will be chaired by the Director General to which the Digital Citizen Initiative reports. It will be made up of select officials from the Department of Canadian Heritage, as well as key federal departments and agencies responsible for countering disinformation and other online harms, as well as threats to our country's democracy and social cohesion efforts (appointed to the Steering Committee by their respective department or agency). Departments and agencies that may be part of the Steering Committee will consist of, but not limited to: Canadian Heritage; Global Affairs Canada; Privy Council Democratic Institutions; and Public Safety Canada's Portfolio Agencies.

The funding formula will be determined based on estimated expenditures submitted by the applicant and the availability of funds. The Steering Committee will evaluate if the proposed costs are reasonable, and will make a final decision on which proposals will be funded. The amount recommended will be determined based on an assessment of: applicant need, reasonableness of costs, and capacity to achieve results.

11. Information requested from Recipient's report(s):

Recipients will be required to submit financial and non-financial reports that include details that permit the DCCP to demonstrate value for money, develop intellectual property in the area of disinformation and digital citizenship, and inform the expected results identified in the DCCP's Performance Measurement and Evaluation Strategy.

Financial and non-financial reports may include details such as confirmation that project activities have been completed and if they are meeting the objectives and expected results of the funded initiative. There will also be a requirement to provide a final accounting of expenditures. Recipients of the DCCP may be required to provide data that measures the results of their activities for which funding was received. A call for proposals may specify more details to be included in the reports. Results may be used to support performance measurement and departmental reports to parliament.

The frequency of monitoring and reporting requirements will be based on an assessment of risk, as defined in the Department of Canada Heritage's directive on project/agreement level risk management. If applicable a schedule of reporting requirements may be included within the funding agreement.

12. Official Languages Requirements

The Program shall ensure that all necessary measures are put in place to support the development of official-language minority communities in Canada, as well as to promote the full recognition and use of English and French in Canadian society.

Where the recipient's activities address a public composed of both official-language groups, or could have an impact on the bilingual character of Canada, domestically or internationally, the Program shall ensure that the funding agreement concluded with the beneficiary stipulates measures to be taken in this regard and includes the necessary funding.

13. Repayable contributions

Repayable funding agreements will not be made through these program terms and conditions. Any funding agreements made to for-profit businesses are not intended to allow the business to generate profits or to increase the value of the business in accordance with the *Treasury Board Policy on Transfer Payments* and the *Treasury Board Directive on Transfer Payments*. The funding agreements are intended (1) to support measures designed to support programming, research and related activities (such as knowledge transfer) on pressing questions for Canadians government and society about the impacts of online disinformation and other online harms, as well as threats to our country's democracy and social cohesion; (2) to expand the community of practitioners, researchers, communities, disciplines and universities addressing such questions; and (3) to better connect that programming and research community with government officials working in this space, as well as bring the new knowledge to the general public.

15. Intellectual property (if applicable)

If a project produces intellectual property, the Recipient retains copyright for any work produced under the funding agreement. However, in situations where the Department wishes to use the intellectual property produced by a Recipient, the Recipient shall retain copyright for any work produced under this agreement but may give the Department a royalty-free, permanent and non-exclusive license.

16. Effective Date of Terms and Conditions

The terms and conditions will be in effect as of May 30, 2019.