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ABP-A&R Applicant's Guide

From [Transport Canada \(https://www.canada.ca/en/transport-canada.html\)](https://www.canada.ca/en/transport-canada.html)

Transport Canada's Abandoned Boats Program (ABP) – Assessment and Removals (A&R) provides federal funding, in the form of grants and contributions, to assist in the assessment, removal and disposal of abandoned and/or wrecked small boats that pose a hazard in Canadian waters.

A call for proposals is open. We are now accepting applications for projects that will begin in 2017-18. The application deadline is **October 30, 2017**.

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1. Program description

The ABP A&R provides funding to support eligible recipients to permanently remove and dispose abandoned and/or wrecked small boats from Canadian waterways that are not eligible under other federal funding programs. The program will also provide funding to conduct boat assessment for removals.

The objective of the program is to:

- Reduce the number of abandoned and/or wrecked boats in Canadian waterways and the hazards they pose
- Contribute to the protection and preservation of the marine environment
- Reduce the impacts of these boats on Canadian coastal communities
- Enhance economic opportunities
- Increase awareness of the boat owners' responsibilities

2. Eligible recipients

Eligible recipients include:

- Provinces, territories, municipalities and local governments
- Indigenous groups, communities and organizations
- Private ports or marinas*
- Canadian Port Authorities
- For-profit organizations and not-for-profit organizations

*Abandoned and/or wrecked boats in a federally-owned small craft harbour are NOT eligible for funding under this program. Please contact the [Department of Fisheries and Oceans \(http://www.dfo-mpo.gc.ca/sch-ppb/contact-eng.htm\)](http://www.dfo-mpo.gc.ca/sch-ppb/contact-eng.htm).

3. Available funding

The ABP will provide up to \$5.6 million over 5 years. All projects must be completed **by March 31, 2022**.

We reserve the right to fund single-year or multi-year projects, as appropriate.

3.1 Assessment of small boats for removal

Recipients who are eligible for funding to conduct boat removal assessments will be reimbursed for 100% of eligible expenditures through a grant.

The maximum contribution per assessment of a boat is \$5,000.

3.2 Removal and disposal of small boats

Recipients who are eligible for funding to remove and dispose boats from the water will be reimbursed for up to 75% ^{*} of eligible expenditures through a contribution.

The maximum contribution per boat removal and disposal is \$50,000.

***Note:** In exceptional circumstances, there may be a higher cost-sharing amount provided to recipients.

4. Eligibility assessment criteria

4.1 Assessment of small boats

The boat assessment for removal will need to consider:

- General risks posed by the boat
- Environmental effects
- Risks associated with removal, e.g. safety, environmental
- Heritage and/or military significance of the boat
- Recycling value of the boat, if applicable
- Estimated removal costs and requirements, including a mitigation strategy to address the risk

To be eligible for a grant to conduct a boat removal assessment, applicants must:

- Demonstrate that the boat appears to be abandoned and/or wrecked in Canadian waters, for example:
 - An **abandoned boat** – Abandonment requires that the owner be unknown and the location/condition of the boat indicate that it has been intentionally abandoned, or if the owner is known, he has in fact intentionally abandoned the vessel with no plans to return to it.
 - A **wrecked boat** – A boat appears to be sunken, stranded, beached, partially submerged, dismantled and abandoned.
- Describe the specific boat or boats to be assessed, including boat location and condition (per the [Assessment for Small Boats Application Form \(/media/documents/communications-eng/application-form-abandoned-boats-program-assessment-small-boats-v1.pdf\)](#)).
- Indicate if the boat has resulted in, or is reasonably expected to result in, harmful consequences to the environment, human health and safety, local economies, or damage to the coastline or related interests (e.g., shore and underwater infrastructure).
- Be authorized to assess the boat(s) and provide supporting documentation. ^{*}
- Provide an estimate of the costs.

Boats involved in a legal dispute with a private or public party may not be eligible for funding.

^{*}The applicant will need to be authorized to assess the boat. However, if the applicant cannot obtain the authority from other sources, Transport Canada has developed a separate process to support this requirement. For further information, see: [Transport Canada Navigation Protection Program \(/eng/programs-621.html\)](#).

4.2 Removal and disposal of small boats

To be eligible for a contribution to remove and dispose of a boat, applicants must:

- Demonstrate that the boat appears to be abandoned and/or wrecked in Canadian waters, for example:
 - An **abandoned boat** – Abandonment requires that the owner be unknown and the location/condition of the boat indicate that it has been intentionally abandoned, or if the owner is known, he has in fact intentionally abandoned the vessel with no plans to return to it.
 - A **wrecked boat** – A boat appears to be sunken, stranded, beached, partially submerged, dismantled and abandoned.
- Indicate if the boat has resulted in, or is reasonably expected to result in, harmful consequences to the environment, human health and safety, local economies, or damage to the coastline or related interests (e.g., shore and underwater infrastructure).
- Be authorized to assess and remove the boat(s) and provide supporting documentation. ^{*}
- Demonstrate that the boat has been assessed to the satisfaction of Transport Canada, to address the requirements found under [Section 4.1](#).

Boats that are not eligible for funding include:

- Military boats
- Heritage boats
- In some cases, boats involved in a legal dispute with a private or public party may not be eligible.

*The applicant will need to be authorized to remove and dispose the boat. However, if the applicant cannot obtain authority from other sources, Transport Canada has developed a separate process to support this requirement. For further information, see [Transport Canada Navigation Protection Program \(/eng/programs-621.html\)](http://www.tc.gc.ca/eng/programs-621.html).

5. Eligible expenditures

Eligible expenditures include:

- Staff salaries and benefits
- Professional services (e.g., accounting, audit, consulting and labourers)
- Assessments (e.g., of environmental effects, heritage significance, boat removal costs and requirements, removal hazards)
- Purchase and lease of assets, technology, equipment, systems and supplies
- Room rentals and other facility costs, including storage costs for a boat up to a period of 3 months, or as agreed upon with Transport Canada
- Translation costs
- Administrative expenditures for up to 15% of total project costs (including general administration, expenditures, rent, insurance, office equipment rental and membership fees)
- Travel expenditures (including the cost of accommodations, vehicle rental and kilometric rates, bus, train, airplane or taxi fares, allowances for meals and incidentals)
 - **Note:** Travel and per diem expenses cannot be more than the rates and allowances determined in the [Travel Directive of the National Joint Council \(http://www.njc-cnm.gc.ca/directive/d10/en\)](http://www.njc-cnm.gc.ca/directive/d10/en).
- Other costs that are, in our opinion, considered to be direct, reasonable and incremental for the successful implementation of the project and have been approved in writing, prior to being incurred

Eligible expenditures can be either cash or cash-equivalent in-kind contributions. These expenditures may be reimbursed so long as the following three criteria are met:

- The associated costs are deemed to be eligible expenditures and have been approved by Transport Canada
- The associated costs are not a donation received from a third party
- The associated costs are related to goods, services or other support that would otherwise be purchased and paid for by the applicant as essential for the project

Note: In-kind contributions received from a third party are considered donations and may form part of the total eligible expenditures of the project, but are not reimbursable.

5.1 Eligible project duration and approvals

- Projects must begin on or after **April 1, 2017**, and must end by **March 31, 2022**.
- Single-year (12-month) and multi-year projects (up to 36-months) are eligible.
- **We cannot issue advanced payment.** Therefore, applicants must demonstrate that they have sufficient funding available to conduct a boat assessment as well as the proposed removal and disposal project's life-cycle (including start-up) to ensure successful completion.
- Applicants must identify the source of all project funding in their project proposal (e.g., in-kind, third party). Letters from partner organizations that confirm financial support must be attached to the proposal.
- **Assessment of small boats** – Activities to assess the boats may begin upon our approval.
- **Removal and disposal of small boats** - Projects may begin upon our approval; however, no reimbursements will be provided until a funding agreement is signed.

6. Ineligible expenditures

Certain expenditures are not eligible for funding and therefore will not be considered in the calculation of the total eligible expenditures of the proposed project, including:

- Costs incurred before the funding approval date or after the final claim date
- Expenditures for provincial sales tax and Goods and Services Tax, or the Harmonized Sales Tax, where applicable, for which the recipient is eligible for a rebate, or any other costs eligible for rebates
- Purchase of land and/or buildings, related real estate fees and vehicles
- Financing charges and interest payments on loans
- Expenditures that have been reimbursed from other sources of funding, federal statutes or funding programs

7. Merit selection criteria

We will evaluate small boat removal assessment applications and small boat removal project proposals to determine if they meet the mandatory eligibility criteria. For more information, visit <https://www.tc.gc.ca/eng/abp-a-r-applicant-guide.html>

assessment criteria (see [Section 4](#) for additional details). If eligible, the proposed applications and projects will be assessed against the merit selection criteria described below.

Removal and disposal of small boats

Applicants must provide the following information (please use the proposal template provided in [Section 11.2](#)) :

1. Applicant information
2. Rationale for funding (clear definition as to the reason for the removal – e.g., environmental, health and safety, etc.)
3. Proof of authorization for the purpose of its removal and disposal *
4. Assessment results related to the boat's removal, as per [Section 4.1](#)
5. Project description
6. Budget

Other criteria

Priority may be given to:

- Applications from provincial/territorial governments, for boats in or on provincially/territorially-owned water beds
- Applications from Indigenous organizations
- Applications including multiple boats
- Boats posing greater risks to human health and safety, the marine environment and marine organisms

Other considerations may include:

- The length of time a boat has been in that location or condition
- Risk of boat sinking
- Regional balance
- The ability of the applicant to leverage cash or in-kind support from non-federal sources and minimize the share of federal government funding

*The applicant will need to be authorized to remove and dispose the boat. However, if the applicant cannot obtain the authority from other sources, Transport Canada has developed a separate process to support this requirement. For further information, see [Transport Canada Navigation Protection Program \(/eng/programs-621.html\)](#).

8. Notification

After we have evaluated a project proposal, we will inform the applicant if they have been selected for funding or not. We reserve the right to accept or reject any project proposal.

9. Service standards

In an effort to continually improve service and conduct a transparent process, we have established the following service standards:

- Our goal is to provide applicants with written acknowledgement of receipt of their application and/or project proposal within 10 business days of the application deadline date.
- Our goal is to issue payments within 20 business days following the notification to the recipient that the requirements outlined in the funding agreement have been fulfilled.

Note: If the program cannot meet the above standards, we will advise recipients in a timely manner.

10. Funding agreements

10.1 Assessment of small boats

10.1.1 Agreement for funded activities

The Applicant's Guide, application package (including its 3 parts) and letter of funding approval, once completed and signed, where applicable, forms the funding agreement between Transport Canada and the recipient.

10.1.2 Letter of funding approval for eligible activities

Eligible applicants will receive a letter of funding approval. This letter will indicate when the eligible expenditures will be eligible for reimbursement under the Program.

10.1.3 Project scope and agreement

10.1 Project scope and agreement

Funding will be made to recipients for eligible expenditures upon the following requirements:

- Only eligible expenditures incurred **after** receiving the letter of funding approval will be eligible for reimbursement.
- Reimbursements will be made upon receipt, to our satisfaction, of the original and completed [ABP – A&R Reimbursement Form \(/media/documents/communications-eng/application-form-abandoned-boats-program-reimbursement-form.pdf\)](#) along with associated invoices and receipts.
- The maximum amount of total government funding must not exceed 100% of total eligible expenditures.

Note: Reimbursements will be made to the applicant organization as a lump sum payment and only on costs incurred. **No funding will be provided in advance.** Funding is conditional on the availability of funding under the Program.

10.2 Removal and disposal of small boats

A funding agreement signed by both the recipient and Transport Canada is required to receive ABP A&R funding. The following sections highlight some of the key areas of this legal document.

10.2.1 Risk-based funding agreements

We will conduct a risk assessment of all approved projects prior to signing a funding agreement. This ensures that funding agreement requirements correspond to the project's risk levels, and the recipient's capacity to deliver results. The project risk assessment will determine:

- How often the recipient must report project progress
- Financial documentation the recipient must submit with payment claims
- How often we will make site visits with and/or contact the recipient
- Audit requirements (all funding agreements indicate our right to audit)

The risk assessment will be based on, but not limited to, the information provided in the applicant's project proposal.

10.2.2 Project scope and agreement

The applicant's project proposal will form the foundation of the project scope, mandatory legal documentation, clauses, terms and conditions, performance measurements and payment structure that are included in the funding agreement. Once the funding agreement is signed, no change to the scope of the project (including budget, structure, timelines, etc.) is possible without prior written agreement between the recipient and Transport Canada.

Note: It is very important to clearly define the scope of the project and indicate the rationale for the removal and the disposal ^{*} of the boat in the proposal. Unless we pre-approve changes to the scope, the recipient will be responsible for costs associated with work performed outside of the approved scope of a project.

^{*}Disposal may include recycling of the boat and/or its parts, and landfilling.

10.2.3 Reporting requirements

Reporting requirements will be established in the funding agreement and may include providing financial claims, list of invoices, progress reports, annual reports and a final report, among other elements.

Progress reports

Recipients must submit progress reports quarterly or semi-annually (or annually for multi-year agreements), as identified in the funding agreement. Progress reports will identify the progress achieved during the reporting period and accompany financial claims.

Annual reports

For multi-year projects, the recipient will be required to produce an annual report. This report will include but may not be limited to the following:

- A detailed description of the project's progress and major achievements during the year, and an update on how the project is moving forward and how it relates to initial objectives and final results
- Updated data on performance indicators indicated in funding agreement compared to the start of the project
 - The recipient will ensure that appropriate data collection processes are in place to enable the capture and reporting of performance indicators used to measure the achievement of the project's outcomes.
- Annual reporting on the recipient's eligible expenditures incurred and based on the breakdown of the eligible expenditures claimed, in accordance with the funding agreement budget
- Highlights of project communications activities during the reporting period, if applicable
- Issues, areas of concern or risk factors that may affect completion, the schedule or the budget of the project as per original plans, and also proposed mitigation strategies to correct any issues

Final reports

When the project is complete, recipients will be required to submit a final report. The final report serves as a roll-up and verification of all project activities.

<https://www.tc.gc.ca/eng/abp-a-r-applicant-guide.html>

When the project is complete, recipients will be required to submit a final report. The final report serves as a wrap up and termination of all project activities, costs and outcomes. Under the funding agreement, we must receive the final report before we will pay the final expense claim.

Along with the information required in the final report, recipients may also be asked to include:

- An overall assessment and analysis of the objectives met, outcomes achieved and lessons learned
- Evidence that the removal was completed, as well as how the boat was recycled and/or disposed

Financial claims

Recipients can only submit claims for reimbursement of expenditures incurred **that are identified in the funding agreement**. We will provide recipients with templates that reflect the eligible expenses as indicated in the funding agreement. Recipients will also be required to submit a list of invoices with each claim.

Other funding agreement clauses

Official languages

All recipients must respect the *Official Languages Act* (<http://laws-lois.justice.gc.ca/eng/acts/O-3.01/>) (<http://laws-lois.justice.gc.ca/eng/acts/O-3.01/>) when delivering a project funded under the ABP. Linguistic requirements may apply to projects depending on their scope (national, regional or local), or on the specificity of the regions and targeted audiences of projects. We will work with successful recipients to determine how this applies to their projects.

11. How to apply

The following sections detail the documents required to submit an application or proposal.

11.1 Documentation required for assessment of small boats

Applicants must submit a completed application package, which includes the following 3 parts. Parts 1 and 2 must be used in full to apply to the Program, and Part 3 is to be used to request a reimbursement.

- **Part 1 and 2 – Assessment for Small Boats Application Form and terms and conditions** (</media/documents/communications-eng/application-form-abandoned-boats-program-assessment-small-boats-v1.pdf>)
- **Part 3 – Reimbursement Form** (</media/documents/communications-eng/application-form-abandoned-boats-program-reimbursement-form.pdf>)

11.2 Documentation required for removal and disposal of small boats

Your application package must include the following:

- a. Applicant Information
 - i. Legal name of the organization
 - ii. Name and position of the primary contact for applicant organization
 - iii. Mailing address for all correspondence
 - iv. Contact information such as office phone/fax numbers, email/Internet address, etc.
- b. Proof of authorization for the purpose of the boat(s) removal and disposal, to include documentation
- c. Project management personnel
 - i. Each project must have a designated project manager. Please include contact information (if different from applicant organization)
- d. Declarations
 - i. Conflict of interest questionnaire
 - ii. Declaration by applicant organization attesting to the accuracy of the project proposal and the commitment of the organization to carry out the project signed by an authorized agent
- e. Rationale for funding

These should include the description of the hazards posed by the boats.
- f. Project description
 - i. Project objectives and goals
 - ii. Location of project delivery
 - iii. Proposed start and completion dates
 - iv. Major activities for the project:
 - Specific activities and associated equipment required to responsibly remove and dispose/recycle/salvage the boat
 - Mitigation strategy to prevent, prepare for and respond to any risks associated with the removal (e.g., break up of boat in water, release of pollutants, disturbance of sensitive ecological areas, including fish or bird habitat, introduction of aquatic invasive species into other waterways, etc.)
 - v. Project work plan
 - vi. Partners and contributions

g. Communications plan, if applicable

h. Letters of financial support

Important note: A project proposal template is available for download as a Microsoft Word document and must be used for the application, including the Microsoft Excel budget and cash flow template.

- [ABP A&R Project Proposal Template \(/eng/project-proposal-template-ABP-A-R.html\)](/eng/project-proposal-template-ABP-A-R.html)
- [ABP A&R Project Budget and Cash Flow Template \(/eng/abp-a-r-budget-cash-flow-template.html\)](/eng/abp-a-r-budget-cash-flow-template.html)

12. Submitting your application

Application deadline

Assessment of small boats

Applications must be received by **October 30, 2017**. Applications received after this date will not be considered for funding.

Removal and disposal of small boats

Project proposals must be received by **October 30, 2017**. Proposals received after this date will not be considered for funding.

Note: All applications and project proposals must be signed, complete, accurate, comprehensive and presented using the templates provided. All applicants other than individuals **must provide legal documentation confirming their organization is a legal entity** (i.e., letters of patent, certificate of incorporation or other such legal documents). Missing or incomplete information will slow the processing of the application and may result in its rejection.

An application package may be submitted by email or mailing address, at the applicant's discretion.

Email:

An electronic application package must be in MS Word, MS Excel or PDF format. Send the application to:

tc.abp-pba.tc@tc.gc.ca (<mailto:tc.abp-pba.tc@tc.gc.ca>)

Mail:

A signed hard copy may be sent by mail, and must be received in this office by the application deadline.

To maintain the transparency and fairness of the selection process, no extensions can be granted.

Mail applications to:

Abandoned Boat Program (ABP) - Assessments and Removals
Transport Canada
330 Sparks St., Place de Ville – Tower C (AHEC)
Ottawa, ON
K1A 0N5

Transport Canada will confirm receipt of application packages.

Date modified:

2017-05-31