



# Instructions for Acquisition Proposal Application Funding Cycle 2017-18

HCTF to complete **Project File #:** \_\_\_\_\_

This document is designed to provide detailed instructions for completing sections of the HCTF Acquisition Proposal Application form. The application form can be downloaded [here](#). Please contact Christina Waddle, Conservation Specialist at 250-940-3011 with any questions.

## PROPONENT INFORMATION

Contact / Project Leader: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: British Columbia Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## AMOUNT REQUESTED FROM HCTF: \$

## ACQUISITION LOCATION INFORMATION

Name of Property: \_\_\_\_\_

Project Description: Describe what your project will accomplish. Maximum 3 lines.

Anticipated Year of Acquisition: \_\_\_\_\_ Size of Acquisition (hectares/acres): \_\_\_\_\_

Legal Description (PID; lot numbers, range, and district): \_\_\_\_\_

Location/Adjacent Land Use:

- Provide a brief description of location in relation to the nearest town, highway etc.
- 2 maps are required:
  1. a **regional map** indicating the location of the proposed acquisition(s); and
  2. a **planimetric map** (1:20,000 – 1:50,000) that can be photocopied. Topographical maps are not suitable. Please indicate on the map adjacent landowners, uses or prospective users (grazing leases, agricultural lands, vacant Crown lands, Provincial forest, golf courses, right of ways, etc.)

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## HABITAT DETAILS

### 1. ECOPROVINCE

- Provide a description of the acquisition ecoregion and specific ecosection(s). Information on ecoregion descriptions can be found at <http://www.env.gov.bc.ca/ecology/ecoregions/index.html>

### 2. REGIONAL PRIORITY

- If this property has been prioritized by a provincial or regional (SOSCP, EKCP, etc) land conservation partnership, or identified as a priority in other regional plans, please provide details.

### 3. HABITAT ATTRIBUTES/BIOPHYSICAL DESCRIPTIONS

- Examples include old growth, riparian, wetlands, wildlife trees (nesting, perching etc), wilderness, winter range, young forest successional stages

### 4. FISH & WILDLIFE VALUES

- Indicate any species (red, blue, or yellow provincially listed) of particular interest.
- List if there is any wildlife habitat mapping available (using capability and/or suitability ratings from ecosystem mapping, biophysical inventory or Canada Land Inventory); and
- State the capability and/or suitability values for the species of interest and if no habitat mapping is available, provide a high, moderate, low or nil habitat ranking (based on the BC Wildlife Habitat rating standards).

### 5. PROJECT MANAGEMENT OBJECTIVES

- Please identify your management objectives for this proposed acquisition;
- Indicate if the area requires enhancement/restoration to meet the management objectives and the enhancement/restoration plans; and
- Be quantitative.

## ACQUISITION DETAILS

### 1. REASON FOR ACQUISITION

- Indicate the importance or immediate need of the land;
- State any educational and/or scientific value; and/or
- Is the land under any threat of alienation, logging or other development?

### 2. RELEVANCE TO REGION

- Describe how the acquisition relates to the regional land management strategy, regional or provincial habitat and species plans
- Is the acquisition complementary to, or contiguous with, other acquisitions or reservations for fish and wildlife purposes?

### 3. RECREATIONAL ACCESS

- Will the property be available for public use, including hunting, fishing, trapping or general recreational use?

### 4. POTENTIAL CONFLICTS

- Describe any potential conflicts such as right to flood, flowage or other easements, or leases; and
- Please list and describe all known legal encumbrances against the title.

### 5. SUPPORT/OPPOSITION

- List any government or non-government agencies/organizations and their anticipated position on the acquisition.
- Is there public support?

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## 6. OWNERSHIP/MANAGEMENT

- Specify which organization or organizations will be listed on title, and which organization(s) will take the lead in managing the site.
- Will a management plan be developed? If so, when will it be in place?

## 7. REVENUE GENERATION

- List current and anticipated future or potential revenue generation opportunities (grazing, tree removal for enhancement purposes, recreational/tourism uses, filming, other commercial uses).
- Describe your plans for the anticipated treatment of revenues derived from the site.

## 8. OTHER OPTIONS

- Are there other options to secure/protect the area? (e.g. stewardship program, conservation covenants, donations with or without life tenancy)
- Indicate to what extent the options have been explored.

## 9. APPLICATION CHANGES

- All applicants for acquisition funding are expected to update HCTF on any change to the proposal and forward any changes to their application as soon as they become known (e.g. confirmation of additional partner funding) in order to facilitate the review of acquisition proposal.

## BUDGET

### 1. OWNER

- Indicate owner(s) name and if they are willing to sell.

### 2. APPRAISAL

- Has one been done? What are the results?
- Please describe if no appraisal has been completed or if the appraisal is significantly different than the estimated purchase price.

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### 3. WHAT IS THE ESTIMATED PURCHASE PRICE?

- What is the purchase price? Please estimate if unknown.
- Also, if the project includes an eco-gift or donation component, please provide details.

### 4. ESTIMATED OPERATION COST/YEAR

- Which organization(s) will be responsible for covering one-time and/or annual operations and maintenance costs?
- What are the anticipated operations and maintenance costs; 1) at time of acquisition (i.e. is remediation or other “up front” capital injection required) and 2) on an annual basis over the longer term?
- Will any of the funding you are requesting from HCTF for this acquisition be put towards an endowment or other mechanism to defray land management costs associated with this acquisition?

### 5. COST SHARING AND CONTRIBUTIONS TABLE

- Enter the estimated purchase price, followed by sections (i) Confirmed Funding, (ii) Unconfirmed Funding, (iii) Amount Requested from HCTF.
- Only one funding partner and amount should be listed on any individual row.
- Please add rows as required for additional funding partners.

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### COST SHARING TABLE

Estimated Purchase Price <small>(This must match the amount indicated in Budget Section 3 from above)</small>		
<b>CONFIRMED FUNDING</b>		
a) Cash	\$	
1.		
2.		
3.		
Sub-total Confirmed Cash		
b) In-Kind (Eco-gifts)		
1.		
2.		
3.		
Sub-total Confirmed In-Kind		
Total Confirmed Funding		
<b>UNCONFIRMED FUNDING</b> <small>(i.e. outstanding requests)*</small>		
a) Cash		
1.		
2.		
3.		
Sub-total Unconfirmed Cash		
b) In-Kind (Eco-gifts)		
1.		
2.		
3.		
Sub-total Unconfirmed In-Kind		
Total Unconfirmed Funding		
<b>AMOUNT REQUESTED FROM HCTF</b> <small>(must be the same as the amount on pg 1)</small>		
a) Cash requested from HCTF		

If the unconfirmed partnership funding is not available, will the project (check one box only):

proceed at a reduced level OR 
  not proceed?