Thank you for applying to PCAF. The “Application Rules and Guidelines” document gives important information on eligibility, due dates, and expenses. Step by step instructions are provided in the “Application Instructions”.

***Part I: Basic Project Information***

***Project Title***:

*(If this is a continuing project, please use the same name)*

|  |  |
| --- | --- |
| *Amount of Grant Requested*: (*from calculations pg.4)* |  |
| *Project location*:*(to the nearest community)* |  |
| *Will the project be multi-year? Yes or no. (Please see the application instructions for eligibility information.)* |  |
| *Has this project been funded by PCAF before*? *If so, please give the project number and indicate which year of year this is (e.g. Year 2 of 3)**(See application instructions for requirements)* |  |
| *Is this project affiliated with an approved HCTF project? Please indicate project* ***#.*** *(See instructions for eligibility information* |  |

***Part II: Contact Information***

|  |  |
| --- | --- |
| *Sponsoring group or individual****:*** *(if your application is approved, the cheque will be issued in this name.)* |  |
| *Mailing address* ***:*** *(cheque and correspondence will be mailed to this address)* |  |
| *Name of project coordinator :* |  |
| *Email :* |  |
| *Phone number(s) :* |  |
| *Fax :* |  |

***Part III: Project Details***

*(Please use more space if required)*

***Brief project description:***

***Benefits to fish, wildlife, and community*:** *(please describe the problem addressed by this project and explain the conservation benefits.)*

***Objectives*:** (*please describe what you want to accomplish. This may be in point form.)*

***Methods/activities*:** *(describe how you are planning to carry out the project activities listed above.)*

***Volunteer activities*:** *(clearly describe what the volunteers will be doing. Where possible, indicate the activity and the number of volunteer hours required to complete the task).*

***Part IV: Project Support***

***Other groups or agencies involved in planning your project***: *(please list)*

***Other funding partners:*** *(please list)*

***Ministry support letter attached*:** ***Yes or no***. *(Please see instructions regarding this application requirement)*

***Additional letters of support attached****: (a maximum of 3)*:

***Part V: Project Budget***

|  |  |  |
| --- | --- | --- |
| ***A. Matching Funds Calculation (see Application Instructions for additional details)*** | ***Subtotals***  | ***Total Dollars*** |
| **How many volunteers are involved in this project? \_\_\_\_\_****Volunteer labour** – *Give estimated # volunteer hours x $15.00. This must* ***amount to at least half of your matching funds.*** *( )hours x $15.00=* | $ |  |
| ***Volunteer labour total =*** | $ |
| **Allowable donations** - *Please give details of each item such as club funds, donated services, materials or equipment. Please use more space as needed.* 1.2.3. | $$$ |  |
| ***Allowable donations total=*** | $ |
| ***Part A: Matching funds total=*** | **$** |
|  |  |  |
| ***B. Public Conservation Assistance Fund Request*** |  |  |
| **Allowable expenditures -** *Please give complete budget details clearly describing what you are asking PCAF to fund. Please use more space as needed.*1.2.3.  | $$$ |  |
| ***Part B: PCAF Request Total=***  | **$** |

***\*\*PART B MUST NOT BE GREATER THAN PART A\*\****