

Thank you for applying to PCAF. This is a program offered by the Habitat Conservation Trust Foundation. We welcome the opportunity to help carry out conservation work in your community.

Below you will find detailed information concerning PCAF grants – what is eligible, and what rules must be followed. If you have questions, or just want to talk about your project idea, please call 1 800 387-9853 or 250 940-9780 at the Habitat Conservation Trust Foundation office.

## *Part I: Eligibility Guidelines*

### **A Few Things to Know at the Start**

- **Deadline!** Please make sure we receive your application by 4:30, May 16. If funds are available, there will be a second deadline September 15. (Please visit website to confirm).
- **Mandatory!** A support letter from your regional Provincial fish and wildlife biologist or Regional Manager of Ministry of Environment (MOE) or Ministry of Forests, Lands and Natural Resource Operations (FLNRO) (see Section 3 for contact info). Without this letter your application will not be considered.
- **Apply before you start your project!** PCAF does not fund work that has already started on a project, that is, we will not fund proposals retroactively.

#### **Eligible Project Examples**

- Building bird houses
- Planting shrubs for cover
- Tagging/monitoring animals
- Restoring riparian areas
- Restoring grasslands
- Building waterfowl nesting floats
- Improving winter range
- Improving spawning grounds for freshwater fishes

#### **Ineligible Project and Activity Examples**

- Lecture series or conventions
- Photographic documentaries
- Promotion of business opportunities
- Projects that require ongoing maintenance (If they do, please show that other funding has been secured to take care of it.)
- Payment of wages (except for contracted equipment or special expertise required in the field, e.g., biologist, restoration specialist, etc.)
- Payment of mileage

- **Important project eligibility information:** In addition to the eligible activities listed above, please review the following criteria:
  - **Priority projects:**
    - Preference will be given to applicants who undertake habitat restoration/conservation projects with long-range benefits involving as many people as possible over those with short-term gains such as winter feeding.
    - We prefer projects that offer opportunities for organizational capacity building, and raising community awareness and involvement in conservation
  - **Restoration projects:**
    - Please use only native plant species.
  - **Research and Inventory type projects:**
    - The proposal must describe how the project applies to the conservation of fish, wildlife and their habitats.
    - Any research, inventory, or other type of project must be clearly linked to a specific conservation issue and result in, or propose, a practical course of action to solve a conservation problem.
    - Make sure you use standard inventory techniques; check with the provincial fish and wildlife staff to ensure data collected will be useful and is shared in appropriate formats. Experimental techniques may be considered.
  - **Allowable recreation projects:**
    - Projects with the main purpose of providing public use should direct human activity in such a way as to 1) minimize environmental damage, and 2) promote access for legitimate use (fishing and wildlife viewing access, etc.)
    - Such projects must clearly demonstrate either direct conservation benefits, or increased public awareness and appreciation of natural resources.
  - **Allowable communications projects – public awareness:**
    - Communication products must be part of the specific PCAF project or the conservation issue the project addresses. This may include relevant signs, brochures, and pamphlets.
    - Club newsletters, journals, or websites are not eligible for funding.
  - **Wildlife rehabilitation centers:**
    - A one-time only grant not exceeding \$5000 may be given to wildlife rehabilitation centres towards startup costs.
    - PCAF does not fund feed, veterinarian services and/or the purchase of medicine.
  - **Projects on private land**
    - With the exception of non-profit conservation organizations, landowners are not eligible to submit applications for work on their own lands
    - Proposals for projects on private land must demonstrate long-term community conservation benefits

- ***PCAF proposals overlapping with HCTF projects:***  
In some cases, PCAF proposals may be associated with HCTF projects to the benefit of both projects. Please ensure the following conditions are met:
  - The PCAF project must be a discrete, volunteer component that adds value to the HCTF project.
  - The applicant must fully describe how PCAF activities relate to the HCTF project.
  - You cannot apply for PCAF activities or materials that have been funded by the HCTF project (i.e., no duplicate funding).
  - Staff time and equipment paid for by an HCTF project cannot be claimed as in-kind donations in the PCAF budget, nor can HCTF funds.
  - PCAF funds must be used only to support work carried out by volunteers.

## *Part II: Funding Requirements*

### **General Funding Facts**

- You may apply for a maximum of \$10,000 in any one year.
- You have 5 years to complete a project. If there are unspent funds, please return to PCAF. Upon completion, a final report on your project is required.
- For multi-year projects, you must apply again each year and provide a progress report which states your expenditures and describes the work you have done.
- The maximum funding for multi-year projects is \$20,000

**Matching funds:** Your contribution is made up of volunteer labour plus allowable donations (*Please refer to Diagram 1*)

- *At least half of your matching funds must be made up of volunteer labour.*
  - Volunteer labour is calculated at \$15/hour.
- *Your remaining contribution may be in the form of **allowable donations made to your project**. These include such things as:*
  - The value of donated labour,

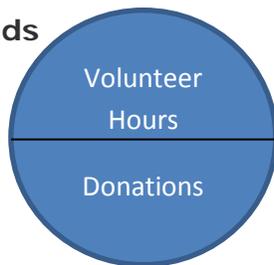
- For example, if a consultant or equipment operator donates a day's worth of services to your project, you may claim that day's wage as a financial contribution.
- The value of donated materials or equipment
- Cash donations.
  - Note that grants received for the project from other agencies are NOT an allowable donation as part of your matching funding contribution.

**Figure 1:**

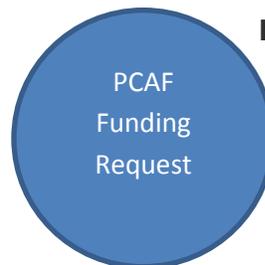
To be eligible for PCAF, at least half of your matching funds MUST come from the volunteer labour.

The example below shows half the matching funds coming from Volunteer labour. However, volunteer labour may amount to greater than half the matching funds.

**Matching Funds**



**PCAF Funds**



- **Details on budget and volunteer activities:** The more details you can give us, the better we can review your application for funding. Please supply the following information:
  - *A detailed budget clearly showing what you will contribute and what you are asking PCAF to fund.*
  - *A list describing how volunteers will be spending their time on this project.*
    - PCAF is based on volunteer conservation involvement. It is important for us to know what actual activities your volunteers will be doing for the hours you have indicated. Please be specific. Where possible, indicate the activity and the volunteer hours required to complete the work; you may want to use a table showing different activities and estimated volunteer hours for each one.
- **Multi-year funding:** If you think your project will be applying for more than one year of funding, please indicate this on your application.

- **Wages:** The grant cannot be used for wages. The only exception is for contracted equipment or special expertise required in the field (e.g., a biologist, restoration specialist, etc).
- **Miscellaneous expenses:** Reasonable costs of meals, and rental or use of equipment or facilities are acceptable expenses. Generally, rent of facilities should be for short-term use, not ongoing office rental.
  - *Mileage charges are not allowable expenses, although actual fuel costs can be covered.*
- **Other financial aid:** If you receive financing from another agency, you can use that money for the project but it cannot count as part of your contribution (matching funds).
- **Ongoing maintenance:** Grant money is not available for ongoing maintenance. If your project does require some annual maintenance, please let us know how you intend to pay for it.

### Part III: Project Reporting

We would like to know about your project, and possibly share your story as an inspiration for others. Please send us photos! High resolution digital pictures are ideal – you can send them in on a disk, email them to us, or contact HCTF about using DropBox.

- **Project reports:**
  - *A written report describing the project and expenditures is required.*
    - If your project is approved, we will send you a reporting form and a set of general guidelines (these are also available on the website). The cost of this report (photos, duplication, etc.) should be included in your initial budget.
  - *A final **project report** is due when the project is complete. A project must be completed within 5 years (maximum).*
  - *A progress report is required for multi-year projects. This should accompany applications for funding after the first year.*
    - Please include a statement of expenditure and let us know how the project is progressing.

## Part IV: Project Administration

- **Assistance from Provincial government regional fish and wildlife staff:**

The best way to avoid problems is to involve your regional fish and wildlife staff during the planning phase of your project.

  - We require a letter from an appropriate Provincial government biologist working in your region, indicating their support for your project.
  - We strongly recommend that applicants request this letter of support at least 2 weeks before the deadline to allow staff adequate time to review the application and draft the letter (email is acceptable).
  - Responsibility for different species and habitats is distributed among several branches in two different provincial government ministries. The most appropriate regional fish and wildlife biologist may work for either the Ministry of Environment (MOE) or the Ministry of Forests, Lands and Natural Resource Operations (FLNRO).
  - Use the following links to locate provincial fish and wildlife biologists in your region:
    - MOE regional operations directory. Click on the regional office for your area to find the fish or wildlife staff who can help advise you:  
[www.env.gov.bc.ca/main/regions.html](http://www.env.gov.bc.ca/main/regions.html)
    - FLNRO Regional offices list: [www.env.gov.bc.ca/fw/offices.html](http://www.env.gov.bc.ca/fw/offices.html)
    - BC Government Directory: <https://dir.gov.bc.ca/>
  
- **Legalities:**
  - *If your project is on private land, you must submit written permission from the landowner.*
    - You should also contact the local First Nations band for any interests or claims on the land where you are proposing to work.
  
  - *On any land, you may also require approval from various government ministries:*
    - Ministry of Environment or Ministry of Forests, Lands and Natural Resources Operations if the project involves stream bank or stream bed or flow alterations, handling of fish and wildlife, or working on timbered Crown land.
    - Federal Fisheries and Oceans Canada if ocean-going fish or marine environment are involved;
    - Ministry of Transportation if access, roadside habitat improvement or other developments near highways are involved.

- **Project approval process details:**
  - By early June, the PCAF Advisory Committee reviews applications received in May. Recommendations for approval are presented to the Chair of the HCTF Board of Directors for final authorization.
  - Note that a grant for less than the amount requested may be recommended, or there may be conditions to satisfy before funds are released.
  - You will be notified of your application status by email. Successful applicants will receive a cheque shortly thereafter.
  - The advisory committee is composed of provincial Fish and Wildlife staff, a representative each from the Federation of British Columbia Naturalists and the B.C. Wildlife Federation, and staff of the Habitat Conservation Trust Foundation.