



HABITAT
CONSERVATION TRUST
FOUNDATION

Land Stewardship Grants

Call for Letters of Intent

The Habitat Conservation Trust Foundation is pleased to announce the availability of our new **Land Stewardship Grants**, made possible through an endowment provided by the Province of British Columbia for operations and management costs on conservation lands. We are now requesting letters of intent from eligible organizations requesting funding from this program.

The **deadline** for submitting letters of intent is **July 15th, 2016** at 4:30PM PDT.

Guiding Principles

The following principles will guide funding of the projects and activities:

- **Accountability:** Funding recipients will develop 3-year-plans outlining specific goals, objectives and operational outcomes, including performance indicators; provide annual reports on achievements of the goals, objectives and operational outcomes;
- **Maximum Conservation Benefit:** Grants will be used only for activities directly related to the conservation and enhancement of biological diversity, fish, fish habitat, wildlife or wildlife habitat.
- **Cost Effectiveness:** Applicants must use least cost / most benefit methods in applications.
- **Best Management Practices:** Organizations must use best management practices and/or best science to maximize effectiveness of conservation activities.

Organization Eligibility

Eligible organizations are defined as non-government (NGO), non-profit organizations who manage the conservation properties for which they are applying for funding.

Property Eligibility

Eligible properties are defined as fee-simple conservation lands in British Columbia that are both owned and managed by an NGO. Properties can either be an individual fee-simple parcel or a complex of fee-simple parcels that are managed as a unit by the NGO applying for funding. Lands owned by any level of government are excluded. Lands owned and managed for recreational, historical, agricultural, heritage, cultural or architectural values are not eligible for funding.



Eligible Activities

Funding must be used for land management activities only , as defined below. It cannot be used as an endowment.

1. Operations

Those land management activities on eligible properties that involve the management and administration of lands and waters including:

- Mapping and boundary delineation
- Management planning, specifically high-priority management plans, resource conservation plans, enhancement or restoration plans
- Undertaking resource inventory and analysis
- Managing human activities on the lands - management activities associated with community education regarding the purpose of the lands and the value of the natural assets
- Providing operational oversight of the maintenance activities taking place on the lands
- Developing maintenance programs, project plans, staff/volunteer plans for site management
- Addressing immediate site issues and needs

2. Maintenance

Those activities on eligible properties that involve maintaining, repairing, restoring and controlling of land, including:

- Restoring and maintaining site-specific natural habitats such as planting eroded slopes and riparian zones (Note: activities designed to enhance or restore landscapes beyond the site-specific level should be routed through the regular HCTF project application process)
- Repairing and maintaining built assets (e.g., Fences, shelters, dams, culverts) if they provide a demonstrable conservation benefit
- Building new assets required for conservation (e.G., Exclusion zones, information shelters, new fencing)
- Removing invasive species

Ineligible Activities Or Expenses

Ineligible activities include, (but are not limited to):

- Conservation covenant monitoring
- Legal fees
- Insurance costs



- Strategic / higher level land use planning or ecosystem planning
- Residential tenancy agreements/ rentals
- General festivals / tours/ events that do not directly pertain to O&M of the properties
- General patrols
- General lease administration (e.g., R/Ws, lease modifications, tax exemptions)
- Organizational fundraising
- Cultural, heritage, historical or architectural operations and maintenance activities
- Non-applied research (*research not directly related to a management purpose*)
- Training costs for contractors
- Enforcement activities
- Fish rearing, farming, stocking or hatcheries projects
- Rehabilitation, captive breeding, feeding or control of wildlife species
- Salmon only or marine projects that do not benefit freshwater species or habitats
- Fishing and hunting, tours, or curriculum guides
- Information projects on regulations or stocking
- Conferences, lecture series, or conventions
- Production or sponsorship of commercial programs
- Interpretive services
- Creation or management of electronic databases, websites or file systems

Application Process

Applying for funding is a 2-step process. Step 1 is the submission of a Letter of Intent, which is open to any eligible organization that manages eligible conservation land (s). Step 2 will be by invitation, and will involve the submission of a more detailed proposal.

Step 1: Letter of Intent

Eligible organizations are invited to submit a Letter of Intent (LOI) that briefly describes the property, its ecological significance, goals and objectives for the property, the proposed activities and the annual budget for each of the 3 years of this funding cycle. Click [here](#) to access the online LOI form and instructions.

- *NOTE:* Each LOI should represent only one conservation property or complex.
- Deadline for online submission of the LOI is **Friday, July 15 2016 at 4:30PM** .



Step 2: Full Proposal

HCTF will review the submitted LOIs and notify applicants by the end of August 2016 as to whether or not they are invited to submit a full proposal. The full proposal builds on the LOI and will provide a detailed three-year plan outlining specific goals, objectives, and operational outcomes, and include performance indicators to measure how those goals, objectives, and outcomes have been achieved. The full application and instructions will be posted on the HCTF website by mid-August.

Deadline for online submission of the full proposal is **Friday, October 14, 2016 at 4:30PM.**

Full proposals submitted for the October deadline will undergo a thorough technical review and approval process. Applicants will be notified of HCTF's funding decision by March of 2017, with funding to begin April 1, 2017.

Other Considerations

- Recipients must ensure that the Province of BC and HCTF are acknowledged in any publications.
- HCTF requires that funding recipients obtain all necessary approvals, consents, registrations, licences and other permits necessary to conduct its operations
- Recipients must be prepared to provide information on the financial health of their organization and work to ensure that continued financial assistance from HCTF or the Province of BC is not required.
- The first 3-year funding cycle (2017-2020) of the program will be a pilot in the sense that HCTF will use the results of this initial intake to assess the demand for the funds available (~\$120,000 annually) and develop a fair allocation model to ensure all land conservation organizations have an equal opportunity to access the funds. HCTF also hopes to use feedback from proponents to improve the application process for the next application intake in 2020.
- With uncertainty around number of applicants and dollars requested, HCTF may need to set limits on number of properties each organization can request funding for, or put limits on the amount of funding available for individual properties/organizations.

Reporting Requirements

Please be aware that funding recipients will be required to provide annual reports on achievements of the goals and objectives and a final report summarizing the results of the 3-year project.

