



## Public Conservation Assistance Fund

### Guidelines and Suggestions for Administering your Grant

1. The grant funds may only be used on the approved project.
2. It is suggested that the grant cheque be deposited in a separate bank account under the name of your Club or Organization (if applicable) in order to facilitate accurate and uncomplicated bookkeeping. At the discretion of the Habitat Conservation Trust Foundation an independent audit may be undertaken.
3. It is a policy of the fund to allow up to five (5) years for the implementation of the project and expenditure of the Grant. Note that five (5) years is the maximum time over which a specific project may be funded. Any unused funds must be returned within sixty (60) days of completion, termination or expiration of the allowable term.
4. **If you intend to apply for further grants to continue the same project or for grants for a new project, you must submit a new application each year and include expenditure details and information on the progress of your currently funded PCAF project.**
5. The support provided by the Public Conservation Assistance Fund must be acknowledged in any publicity issued, printed or distributed, including signs, displays, reports, announcements, and articles, press releases, or media interviews. PCAF and HCTF logos can be requested from HCTF.
6. It is your responsibility to ensure that all authorization documents, licenses, and permits are obtained before commencing work. If your project involves working near or on the water then you must apply for a water rights license from the Regional Water Management Branch in the district in which the project is to occur.
7. Any employees, volunteers or agents working on the Project must be competent, properly trained and instructed, and exercise a standard of care as required to undertake and successfully complete the Project.
8. You must ensure that all health and safety standards are met.
9. A report on your Public Conservation Assistance Fund project is required upon completion of your project. The [PCAF Report Form](#) is designed to assist you in fulfilling this requirement. You can easily find the form by going to [www.hctf.ca](http://www.hctf.ca) and clicking on the "Manage your project" tab. Select PCAF and find the form on that page. Please include any available photos documenting your project, news clippings, etc. as these are useful for displays, presentations and other public relations activities. Email your completed report to [reporting@hctf.ca](mailto:reporting@hctf.ca) or mail it to:

Public Conservation Assistance Fund  
#107 - 19 Dallas Rd  
Victoria, BC V8V 5A6

*Your project is a worthwhile endeavour and an important step in the conservation of our natural environment.  
Good luck and thank you for your interest and cooperation.*