HCTF Enhancement & Restoration Grants

Proposal Writing Instructions

Part 1 – All Proposals (except Seed)

This document is intended to help you in preparing and writing your proposal. It provides guidance on the content required for review and assessment of your proposed project.

START

Funding Year

Choose the fiscal year for which you are requesting funding from the pick list.

Project Name

Use a name that concisely identifies the project (e.g. species, habitat, and/or location) with **10 words or less**.

Project Description

Describe what your project will accomplish in **3 lines or less** – HCTF will use this description for news releases and other communications listing successful projects. *Revise this description annually* to reflect any changes in objectives or activities.

Author of Proposal

Provide the name of the author(s) who wrote this proposal, if it is different than Project Leader.

PROPONENT INFORMATION

Project Leader Name and Title

Identify who is the proponent who will lead this project and will be the primary contact.

Email Address

This proponent email address is where all correspondence, including notification of approval status, grant agreement information and other project details will be sent. (However, confirmation that your online submission was received is automatically generated and will only be sent to the email address that was used to create your *HCTF Online* Account.)

Legal Name of Organization

In the event your application is successful, you will be required to enter into a funding agreement with HCTF (see example Conditional Grant Agreement our website). The agreement will be made out to this name and mailed to the Legal Address of your organization.

Mailing Address of Legal Organization

If your application is successful, this is the address the conditional grant agreement and payments will be mailed to.

Additional Proponents

If applicable, please include name, affiliation, and email of any additional proponents for this proposal. An additional proponent refers to other key project personnel, who could be considered an alternate project leader. Note that an Additional Proponent is closely affiliated with project design and/or delivery and therefore **cannot** contribute an effective letter of support.

Proponent Qualifications

What are your (and/or your team's) qualifications for undertaking the work in this proposal? Please provide a brief description of education/experience relevant to delivering this project. The description should be no more than 250 words (for all proponents) and should not include resumes and publication lists.

PROJECT OVERVIEW

Project Group

These project groups roughly correspond to different HCTF enhancement funds and/or different technical review committees. Select the group that most closely describes the primary species or project type that your proposal addresses.

- Fisheries [except White Sturgeon]
- White Sturgeon only
- Wildlife [except Grizzly Bear or wild sheep]
- Grizzly Bear only
- Bighorn/Thinhorn Sheep only
- Stewardship or Information/Education [as primary objective]
- Don't know (if more than one group or you're not sure, check this one and HCTF will assign a group)

Some projects may be difficult to group and in this case, you should select "Don't Know." For example, your project may have aspects of both fisheries and wildlife, or the stewardship activities may only be one component of the project.

Project Location

Provide a one-line description that includes distance to the nearest town or other known feature. This helps to orient the reviewers to your project's location.

Project Map Location

An [interactive map of HCTF projects](#) is provided on our website. If approved, your project will be included, so we need the latitude/longitude coordinates of your primary project site. If your project spans multiple sites, please either select one of them for this map location or provide a main location to be used for our map (e.g., your field office).

How to easily find the latitude/ longitude coordinates of your project using Google maps:
1) Open [Google Maps](#) in your browser.
2) Right-click the approximate area on the map where your project activities are taking place.
3) Select "What's Here"?
4) Under the search box, an info card with coordinates will appear.(e.g.48.422627 – 123.384803)
5) **Copy the coordinates** and paste into HCTF Online Project Location Field.

Please do NOT include a link to Google Maps as it will generate errors when your proposal is imported into our database.

Species to be enhanced

Identify the primary species being enhanced or benefitting from your project. Please use common names, and provide up to 5 focal species for your project.

HCTF Project #

For Continuing projects, please use the same project #. If this is a revised proposal that was submitted previously but not approved, please use the same project #.

Links to previous HCTF project #

Identify if this project has evolved from another project, that is, it is related but not the same project; for example, the objectives and/or activities have changed substantially, or the project has moved to a new location. If this new application is the result of a Seed project, please indicate that HCTF # here.

Was this previously funded by HCTF as a Seed project?

Yes/No

 (Note that the Seed project does **not** count as year one).

If yes, provide a summary of Seed project activities and outcomes (maximum 250 words). Your Seed's current fiscal Grant Report may not be available when reviewing this proposal. Some seed projects involve background feasibility assessments, gathering stakeholder support, or other components beyond preparing the study design and proposal. Briefly summarize the Seed project accomplishments, including, where relevant, how this proposal has built on Seed grant activities.

Have you discussed this project with the regional BC government Ministry biologist? (Yes/No) **Please provide the name of this person and any relevant comments.**

The BC Ministry of Forests, Lands and Natural Resource Operations and Rural Development (and, in some cases, the BC Ministry of Environment) has the mandate for managing the fish, wildlife and habitat resources in the province. It is important that the relevant provincial government biologist (fish, wildlife, and/or ecosystems biologist) in the region where your project will be implemented be made aware of your proposed activities.

EXECUTIVE SUMMARY AND ISSUE

Executive Summary *(maximum 500 words)*

The Executive Summary is the key piece of the proposal reviewed by our Board each year when making funding decisions. The executive summary should clearly and concisely summarize the entire proposal. It is intended to provide an at-a-glance look at *this year's proposal*, including annual activities and costs, and must be updated each year.

Include 1 or 2 sentences on each of the following:
- The problem addressed by this proposal;
- The overall project objectives;
- Accomplishments to date;
- The objectives of this year's proposed work;
- How objectives will be met (methods);
- How success will be measured (outcomes);
- For this year, include the total cost of the project, partnership funds already obtained, and the amount requested from HCTF in the proposal;
- Specify how the proposed work will help HCTF meet the goals and objectives of the HCTF Strategic Plan.

Issue *(maximum 250 words)*   [NEW proposals only]

The issue section should briefly:
- Identify the problem to be addressed, including the urgency /priority (provincially and/or regionally) and the risk if nothing is done;
- Provide an update and Identify any changes in the issue over previous years;
- Include a statement of need;
- Include facts and stats that support the need for the project;
- Indicate how the project is linked to larger ecosystem benefits and implications to fish and wildlife populations;
- Discuss the management application of your project;
- Include linkages to any relevant regional management plans;
- State how the proposal intends to solve the problem;

- **Not** describe the project in detail or repeat the executive summary.

For habitat restoration projects in particular, the issue statement should include key pieces of information such as background data suggesting that the work needs to be done, limiting factors for the population the project focusses on, and a rationale for why this site is important: what is the benefit to fish / wildlife / focal species from this particular site? Is it / was this an important system for the species?

PROGRESS	[Continuing projects only]

Multi-year projects must provide: 1) an annual Grant Report, and 2) a Final Year Grant Report (due April 15th after the last year of the project) which summarizes the entire project; however, because these reports for the current fiscal will not be available to HCTF when reviewing the current proposal, please provide a brief summary of the overall project accomplishments to date to assist the reviewers in evaluating this proposal.

Project Progress to Date *(Maximum 2 pages or about 900 words)*

Briefly summarize the overall project accomplishments to date:
- Summarize the objectives met to date and how the project is progressing towards achieving those objectives; and,
- Indicate how objectives identified in this proposal have built on accomplishments over the previous years.

Provide a brief update on the project's progress so far this year (i.e., the current fiscal year beginning in April):
- Include at least 1 sentence stating the objectives of the current year's work;
- Summarize activities completed this year and outcomes; and
- Summarize the total cost of the project activities so far this year and partners involved.

If the amount being requested in this proposal differs from the original Multi-year Budget projections, you should include a brief justification for the difference.

Describe any approved project changes for this project (*Maximum 250 words*)
- Be sure to describe any approved Project Change Requests for this project, especially ones that relate to changes to objectives, activities, or techniques for this project.

Have the project objectives or activities changed? *(Maximum 500 words)*

- Indicate any challenges, unexpected outcomes, or recommendations that have occurred to date;
- Identify any changes/revisions to the project over the year and how they impact the overall project plan;
- Describe any changes in this proposal compared to previous years, such as revised objectives, different activities or methodologies, or updated timelines.

PROJECT OBJECTIVES

List of Objectives, Activities, Measures and Timelines

List each objective – provide a brief title of about 10-15 words for the objective. You can describe the objective in detail later. This table provides an "at a glance" statement of objectives and activities. [*Technical reviewers want to see the detailed descriptions of the objectives, activities and methodologies; however, others (reviewing hundreds of proposals each year) need to see this Summary to get a quick overview of your project.*]

EXAMPLE: Summary of Objectives

Objective #1

Restoration of riparian habitat on Alpha Creek

Objective #2

Removal of fish barriers on Alpha Creek

Under each objective, list the associated activities, measures of success, and timelines.

- Again, use a brief title of 10-15 words to provide an "at-a-glance" summary of all the activities for this Objective.
- List each activity associated with the Objective identified at the top of the page.
- If you have more than five activities, you will need to lump them or add them into the Detailed Description text box using the same numbering system. For each activity, provide the measure(s) of success.
- Identify the expected timing for undertaking each activity.

The Example table below (as it will appear in your proposal sent to the reviewers) illustrates a typical approach to numbering the objectives and activities and measures. The table should:
- Provide a brief title describing each activity;
- For each activity/method provide the assessment measures to be used; and
- Include a timeline of when the activities will occur.

EXAMPLE: Summary Table of Activities

Activity #	Activity Name	Measures of Success	Timeline
1.1	Removal of invasive plant species	1.1 Square metres cleared of invasives (target 300m2)	June 2016
1.2	Planting native vegetation	1.2 # shrub/tree species planted, square metres re-planted, % survival of plantings	June 2016
2.1	Culvert replaced to allow for fish passage	2.1 area of fish habitat created and/or restored	August 2016

You can provide more information on the objective and methods used for the activities and how you will measure them in the detailed description text box below.

Note that while you may provide only the *metric* you will be using to measure success in this table, in your detailed description you must be sure to include *targets*. For example,

> 1.1 Target: 300 square metres cleared of invasives
>
> 1.2 Target: 200 square metres replanted; 80% survival of plantings after 1 year

DETAILED DESCRIPTION FOR OBJECTIVE

(Maximum 1 page or about 500 words, for each objective)

This section is where you can provide the details on this objective and its associated activities. Use the same numbers as in the summary lists above.

Each <u>objective</u> should:

- Specify and identify operational outcomes;
- **Not** be goals, methods or project activities;
- Be based on the issues statement – clearly identify how the project will help solve the problem or address the issue;
- Be measurable and be accomplished in a specific timeframe. If appropriate, list both short-term objectives (current fiscal year) and long-term objectives for multi-year projects;
- Be the basis for the activities of your project and also serve as the basis for the evaluation of your project;
- Be few in number, for example, write one or two objectives for each major part of the project, problem or need committed to in the issue statement (maximum of 5 objectives allowed);
- Be realistic and attainable;
- Indicate the details of how the project will be implemented;
- If applicable, indicate how future maintenance will be funded; and
- Include keywords such as "to improve", "to reduce", and "to increase".

Each <u>activity</u> should:

- Clearly describe the specific methodology or activities to be undertaken for each objective;
- Relate to the objective(s) and be intended to resolve the identified issue;
- Describe why this activity is considered feasible and appropriate for the issue being investigated;
- Cite pertinent scientific literature (if unpublished papers are cited, then links to access must be included; otherwise they will not be considered) – be sure to include references to any previous work related to this project;
- Tell the how, when, why, and where of the project;
- State and justify the reasons for the selection of activities;

- Describe the staffing of the project; and
- Provide a timeline of activities.

If your project requires **sampling** be sure to describe the sampling design or plan. Include:

- the parameters to be measured, the range of possible values, and the required resolution;
- a sampling scheme that details sample sizes and how and when samples will be taken; and,
- an explanation of how relevant data or information gathered will be shared, including plans for integration into provincial databases.

Where relevant, address **risks** associated with these activities:

- Identify liability concerns and where ownership of liability will lie (especially regarding construction projects), tenure or public access should be addressed;
- Provide detailed description of animal care and handling including restraint methods (physical and/or chemical), procedures to be performed, and samples taken. This must be adequate to be reviewed by an institutional animal care committee (i.e., meet Canadian Council on Animal Care Standards); and
- Indicate if there will be costs to maintain the project investment(s). If there are, indicate how you propose to pay for them.

It is the proponent's responsibility to obtain all required statutory and regulatory approvals. Project planning should account for the necessary timelines to apply for and receive permits and approvals before commencing work.

Measures of Success should provide a plan or strategy for evaluating the achievement of project objectives. [*This section is important because it will ultimately aid in reporting project results in the annual HCTF E & R Grant Report and the HCTF E & R Final Year Grant Report.*]

For each objective and/or activity:
- Identify what the measures of success/targets are that the project will be attempting to achieve. **Examples**: To increase adult/catchable trout densities by a certain magnitude; or increase angler days by a percent; or increase angler satisfaction etc.
- Indicate how these data are to be collected;
- Provide a timeline for collecting these data;
- Highlight the methods/process for analyzing data;
- Include strategies for compiling and reporting evaluation results; and
- Describe any evaluation reports to be produced.

Note: It is recognized that some activities may not have measurable outcomes in the timeframe of this project.

In summary, measures of success should:
- Provide an actual quantified measure;

- Relate directly to the objective and/or activity;
- Be an indicator of the achievements under this objective and/or activity; and
- Be easily measured.

CONSERVATION BENEFITS

*New for 2018

Endurance of Conservation Benefits *(Maximum 0.5 page or about 250 words)*

The HCTF Board has raised concerns about ensuring that the Foundation's investments demonstrate long-term, broad-scale conservation benefits. That is, that projects benefit populations of wildlife, not just individual animals, and that there is a reasonable expectation that an on-the-ground project's activities will not be undone in the short-term (e.g., riparian plantings removed by the landowner the following year).

Projects that include on-the-ground habitat improvements (e.g., wetland restoration, riparian planting, forest thinning) must provide sufficient assurance about the longevity and extent of conservation benefits.

Provide details of how your project activities will ensure that:

- the benefits to fish and wildlife extend beyond the individual lands where activities are taking place;
- the benefits will accrue to all British Columbians; and,
- there is reasonable assurance of the longevity of the investment on *biologically relevant* timescales.

Examples:
- o A private land stewardship project may include information about engagement with landowners to ensure long-term stewardship (e.g., stewardship agreements where the landowner commits to maintain riparian plantings). Projects could also demonstrate plans to continue outreach and engagement over the longer term, especially after properties change ownership.
- o A prescribed fire project on Crown land may reference a Land and Resource Management Plan which identifies the area as important for habitat and unlikely to be subject to industrial use in the medium-term.
- o A riparian restoration project occurring on a First Nation's lands may speak to the benefits of the restoration to stream function as a whole, including benefiting all British Columbians through enhancement of fish populations. The proposal could also speak to the long term plans for the area, e.g., a land use plan setting aside lands for conservation, or demonstrated community commitment to healthy riparian habitat.

COMMUNICATIONS

(Maximum 1 page or about 500 words)

In this section, you'll describe how you plan to communicate out about your project. You need to include:

- What audiences you want to make aware of your project, and why;

- Specific communications activities/deliverables that you will complete during the project year (e.g., press releases, technical papers, public presentations, brochures, video);

- How you'll recognize HCTF's contribution to this project.

If Communications is a focus of your project, you do not need to duplicate information that you have already included in detail in the Objectives and Activities section of the proposal; provide only a summary of your planned activities here.

COMMUNITY ENGAGEMENT

(Maximum 1 page or about 500 words)

Community participation often plays a vital part in the implementation and success of HCTF projects in all categories and is of particular interest to our Board. If applicable, please provide the following:

- List all clubs, community groups, or schools that will participate in your project; and

- Briefly describe how these groups will be involved.

If community engagement is a focus of your project, you do not need to duplicate information that you have already included in detail in the Objectives and Activities section of the proposal; provide only a summary of your planned activities here.

LITERATURE CITED

List literature that has been cited throughout the proposal including means of accessing non-peer reviewed articles and reports (e.g., website, Eco-cat reference, etc.).

BUDGET

HCTF projects must have a clearly identified lifespan with a well-defined beginning and end. This is where you will identify how many years your project requires and what year this funding request is for:

Year __ of __ years.   Example: Year 1 of 3 years - indicates that this proposal is for the first year of a 3-year project.

Example: Year 1 of 1 – for single year projects only

If your proposal is connected to a funded Seed project, the seed project is separate and does not count as Year 1.

Projects can change over time. If your project is now shorter or longer than originally proposed (e.g., you first submitted as a 2 year project but now hope to continue for a 3rd year), be sure to include an appropriate rationale for this extension in your proposal.

Note: Projects that are expected to be longer than 5 years are administered in 5-year cycles.

- The first year of every 5-year cycle should be submitted as a CONTINUING - NEW 5-YR CYCLE proposal, but retain the same project name and number.

Budget Section E: In-Kind Contributions

Use this text box to describe the types of in-kind contributions from your partners identified in Section E of the budget and then explain how you calculated the monetary value of these contributions, especially the hourly or day rate used to arrive at the value in the In-kind amount.

Budget Section F: Multi-year Budget Comments   [Multi-Year Projects only]

If needed, use this text box to provide any comments to explain Budget Section F in the spreadsheet. For example:

- If an objective of Year 1 is to develop activities for future years of the project, provide a best estimate and explain your estimates here.
- If this year's or future years' projected budgets have changed from previous applications, please explain those changes.

The remaining budget information is entered into the Budget spreadsheet that you will download and save from the online form's Budget tab.

BUDGET A. Labour Costs

In some cases an employee or contractor may be hired to carry out numerous aspects of the project, but only part of that work is to be funded through HCTF. If applicable, enter the total time the individual(s) will contribute to the overall project, including the HCTF Person Days. Only the part funded by HCTF will be used to calculate the Total HCTF Amount (this will be a calculated field: HCTF Person Days x Rate/Day = Total HCTF Amount).

Example: A project has 4 Fisheries Technicians who will each work a total of 10 days on this project. HCTF is only being asked to pay for a portion of their time.

Position	Total Days on Project	HCTF Person Days	Rate/Day	Total HCTF Amount
Project Manager	13	4	$600	$2400
Fisheries Technician (2 crews of 2 x 10 days each crew)	40	15	$200	$3000

Human Resources: Wages & Salaries

- Non-government proponents: list any staff (including auxiliaries) that are working on this project and identify the aspect of the project they will be working on.
- Government proponents: wages and salaries for regular government employees are not eligible for HCTF funding. List only auxiliary staff working on this project and identify the aspect of the project they will be working on.

Subcontractors/Consultants
- List any subcontractors and/or consultants and identify the aspect of the project they will be working on.

Other

- If crews or equipment operators are hired and their costs are estimated other than by a day rate, then identify them here (Example: for ecosystem restoration, contract crews to complete slash piles where the costs are per hectare).

- This is where you account for interns or students who are provided a stipend rather than a day rate.

- If this expense is only partially funded by HCTF, enter the Total cost (covered by another funding source) in Column G and only the amount requested from HCTF in Column H.

BUDGET B. Site/Project Costs

- Be sure to include enough details for our reviewers to evaluate whether your project can achieve its proposed outcomes within your expected budget.
- Will there be costs to maintain this investment? If yes, how do you propose to pay for them? The costs should be identified here in the Budget, and should align with the details on how they will be implemented that you provide in the Detailed Objectives & Activities sections.
- HCTF pays mileage at a rate of $0.54/km.
- Administration fees cannot be charged on equipment/capital purchases.
- Any capital expenditures, equipment purchases, site supplies and materials greater than $1000 must also be itemized and described in section G. Capital Expenditures, at the end of the budget spreadsheet. For clarity, this refers to items with a per unit cost >$1000 (not multiple, lower cost items whose total is greater than $1000).
- Signs - if an HCTF sign is to be placed at the project site, include the cost of the sign in the budget details.

BUDGET C. Overhead/Administration

- Provide details on the project overhead costs being requested from HCTF.
- If direct overhead costs are being charged to HCTF (phone, office supplies, etc.), then there should not be an administration fee (% of eligible costs) charged.
- Some items are more appropriately listed as a Site/Project Cost than Overhead. For example, a mobile phone for field crews is a Project Expense; a portion of photocopier lease payments would be included as Overhead, but printing 200 copies of a field guide for landowners is a Project Cost.
- It is assumed that contractor/consultant overhead costs are included in their day rate. If their costs are billed separately, you can include it here.
- Direct (i.e. internal) administration fees are not permitted on project proposals submitted by Provincial Government applicants.
- Applicants can request administration fees up to a maximum of 13.5% against eligible costs.
- All applicants are encouraged to minimize requests for administration fees or itemize detailed overhead costs.
- As noted earlier, administration fees cannot be charged on equipment or capital purchases.
- **Notwithstanding these guidelines, funding for overhead and administration costs is subject to available funds, and at its discretion, HCTF may reduce funding requests for overhead costs and administration fees.**

Administration Fees

If you've included an administration fee in your budget request, provide an explanation of how the amount was calculated in the text box titled Administration Fees.

Capital Expenditures / Equipment Purchases over $1,000

Describe and list any anticipated capital and materials costs (equipment purchases and equipment rentals, vehicle rentals, materials and supplies, and miscellaneous expenses) **greater than $1,000** as indicated in the budget above. For capital costs, list ONLY non-expendable items (e.g., GPS units), NOT expendable items (e.g., fuel, groceries). For clarify, this refers to items with a per unit cost >$1000 (not multiple, lower cost items whose total is greater than $1000). Make sure to include these items in Site/Project Costs (Section B), and provide further details here.

BUDGET D. HCTF BUDGET REQUEST SUMMARY   [For reference only]

Labour Costs	[calculated]
Project/Site Costs	[calculated]
Overhead Costs	[calculated]
Total HCTF Budget Requested*	[calculated]

*Note: the **Total HCTF Budget Requested** is calculated from the Budget amounts that you have entered. This is your "official request" and is the amount that will be used when your proposal is being reviewed.

When completing your application in **HCTF On-Line,** use this as a check to ensure the Budget details you entered are correct. You should also ensure that the total request matches in your Multi-Year Budget and the Executive Summary.

BUDGET   E. OTHER FUNDING PARTNERS

In-kind contributions are the provision of goods or services, regarded as necessary to carry out the tasks and achieve the goals of the project, which are valued in monetary terms and accounted for as part of the partner's contribution to the budget (i.e., goods or services which are donated, but for which you would otherwise have to pay). For example:

> Goods: Construction materials or other specialized materials, equipment, etc.
> Services: Use of facilities, professional services, expertise (e.g., staff time), equipment and operator, etc.

If there are both Goods and Services contributions from a partner, please enter each on separate lines. If a partner is contributing both in-kind and cash to your project, you may enter those on the same line.

- Identify the partner organizations that are contributing in-kind and cash amounts.
- For In-Kind Type, select from drop-down menu the type of contribution (goods or services) that constitute the in-kind contribution.
- In the Cash Confirmed column, enter either yes or no to indicate whether or not the amount from the Cash Requested column has been confirmed. **Do not** use this field to indicate whether or not an in-kind contribution is confirmed as this will give a faulty calculation of your project budget.
- The Total is calculated by the sum of In-kind and Cash Requested.
- Reminder: In the In-Kind Contributions text box on the Budget tab of the online application form, explain how you calculated the monetary value of these contributions (e.g., for professional services identify how many hours or days and at what rate).

BUDGET   F. MULTI-YEAR BUDGET   [Multi-Year Projects only]

The Multi-Year Budget Summary table is an "at-a-glance" view of the funding history and projections for your project.

- Enter each Funding Year for the project (this should be consistent with the funding year identified in the online form's Start tab and Budget tab);
- For each Funding Year, identify the annual HCTF budget requested (Column E). For future years of the project, provide an estimated budget;
- Ensure the budget you enter for the current year matches the Total HCTF Budget amount calculated in Section D of this spreadsheet.
- Identify Total Other Funding (refer to Budget Section E. Other Funding Partners for cash plus in kind contributions);
- The Project Total is a calculated field ("HCTF Requested/Projected" plus "Total Other Funding").

It is expected that the multi-year budget plan outlined here will be maintained in future proposals. Any variances will need to be supported by a rationale in future proposals. Variances from past years should be explained in the Multi-Year Budget Comments text box in the online form's Budget tab.

RESPONSE TO TECHNICAL COMMITTEE AND BOARD COMMENTS

(Maximum 2 pages or about 900 words)

It is advisable to incorporate a response to any comments, feedback or suggestions provided by the Technical Review Committee or the HCTF Board. These comments were sent to you as part of the approval notification letter you would have received in March. Use this space to address any questions, concerns or suggestions provided by the Technical Committee or Board.

- If you have already addressed these elsewhere in your application, please state that here.

- For Continuing projects – provide a response to the Committee or Board Comments on last year's proposal. If you had funding conditions last year, reviewers will know whether you met them but will not necessarily read your submissions; if relevant, include a summary of any technical funding condition responses here.

- For New projects - if you are re-submitting an application that was previously not approved due to technical concerns identified by the Committee or Board, please respond to those concerns here.

- Your response here is an important part of the reviewers' assessment of your current proposal.

- **Failure to respond to Committee or Board Comments may impact future funding decisions on your project.**

ATTACHMENTS

Map Description

A map is required for all projects. The map should be detailed enough to indicate where the project site is, but at a scale that also includes a known geographic location such as a town or major feature such as a large lake or river system. Attach a jpeg image no larger than 1 MB.

- Use the Map Description text box to provide a title and description of the map.
- Please do not attach png images or html links to google maps.

Other Attachments

In addition to the Map and Budget attachments, you are allowed up to 3 supporting attachments which must be **1 MB or less** *each*.

- Attachments can be letters of support (on the supporting organization's letterhead or a copy of an original email);
- For non-government applicants, a letter of support from the provincial fish/wildlife/ecosystem biologist in the region of your project is desirable;
- Do not send reports or other long documents as attachments.
- Please do NOT attach .png images, html links to google maps, or PDFs with protected signature fields.
- Supporting documents submitted separately by email will not be processed with your proposal application. If you have a large attachment that has been requested by last year's review committee, please contact HCTF (Courtney.sieben@hctf.ca)
- Don't forget to attach the Budget spreadsheet that you saved to your computer!
- Note that reviewers may not have time to read additional documents in detail; do NOT rely on attachments to provide critical details of activities or methodologies.

List of Attachments

Provide a list of the filenames of each attachment and a brief description of the contents (if not evident from the filename). For example, "Attachment 1" is acceptable as a filename, but the file should also be described (e.g., 2017-18 letter from regional biologist). This helps ensure that all your attachments are accounted for as your proposal is reviewed.

SUBMIT

We suggest you print your proposal before submitting it; you will not be able to access it online, even for viewing, after the proposal deadline. Refer to the Print Instructions on the left-hand menu of **HCTF Online** or in the HCTF Online User Manual.

The **Submit** button on this page is your final step –

- Select the Submit button
- Save the form – this will automatically send your proposal directly to HCTF for logging in.

If you have any questions, please contact HCTF Biological and Evaluation Services by phone or email.

Thank you for your application to HCTF!

Part 2 – Seed Proposals

START

Funding Year

Choose the fiscal year the funding is requested from the pick list.

Project Name

Use a name that concisely identifies the project (e.g. species, habitat, and/or location) with **10 words or less**.

Project Description

Describe what your project will accomplish in 3 lines or less – HCTF will use this description for news releases and other communications listing successful projects.

PROPONENT INFORMATION

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Mailing Address of Legal Organization

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Author of Proposal

Provide the name of the author who wrote this proposal, if it is different from Project Leader.

Additional Proponents

If applicable, please include name, affiliation, and email of any additional proponents for this proposal. An additional proponent refers to other <u>key project personnel</u>, who could be considered an alternate project leader.

PROJECT OVERVIEW

Project Group

These project groups roughly correspond to different HCTF enhancement accounts and/or different technical review committees. Select the group that most closely describes the primary species or project type that your proposal addresses.

Some projects may be difficult to group and in this case, you should select "Don't Know." For example, your project may have aspects of both fisheries and wildlife, or the stewardship activities may only be one component of the project.

- Fisheries [except White Sturgeon]
- White Sturgeon only
- Wildlife [except Grizzly Bear or wild sheep]
- Grizzly Bear only
- Bighorn/Thinhorn Sheep only
- Stewardship or Information/Education [as primary objective]
- Don't know (if more than one group or you're not sure, check this one and HCTF will assign a group)

Some projects may be difficult to group and in this case, you should select "Don't Know." For example, your project may have aspects of both fisheries and wildlife, or the stewardship activities may only be one component of the project.

Project Location

Provide a one-line description that includes distance to the nearest town or other known feature. This helps to orient the reviewers to your project's location.

Project Map Location

An [interactive map of HCTF projects](#) is provided on our website. If approved, your project will be included, so we need the latitude/longitude coordinates of your primary project site. If your project spans multiple sites, please either select one of them for this map location or provide a main location to be used for our map (e.g., your field office).

How to easily find the location coordinates of your project using Google maps:
1) Open [Google Maps](#) in your browser.
2) Right-click the approximate area on the map where your project activities are taking place.

3) Select "What's Here"?
4) Under the search box, an info card with coordinates will appear.(e.g.48.422627 – 123.384803)
5) Copy the coordinates and paste into HCTF Online Project Location Field.

Species to be enhanced

Identify the primary species being enhanced or benefitting from your project. Please use common names, and provide up to 5 focal species for your project.

HCTF Project #

If this is a revised proposal that was submitted previously but not approved, please use the same project #.

Have you discussed this project with the regional BC government Ministry biologist? (Yes/No) **Please provide the name of this person and any relevant comments.**

The BC Ministry of Forests, Lands and Natural Resource Operations and Rural Development (and, in some cases, the BC Ministry of Environment) has the mandate for managing the fish, wildlife and habitat resources in the province. It is important that the relevant provincial government biologist (fish, wildlife, and/or ecosystems biologist) in the region where your project will be implemented be made aware of your proposed activities.

EXECUTIVE SUMMARY AND ISSUE

Executive Summary

N/A for Seed Proposal

Issue *(~500 words or less)*

The issue section should briefly:
- Outline the conservation problem to be addressed, including the urgency /priority (provincially and/or regionally) and the risk if nothing is done;
- Include facts and stats that support the need to address this issue;
- Identify potential benefits to fish and wildlife , and habitat;
- If appropriate, include linkages to any relevant regional management plans; and,
- Where possible, outline potential management applications of the full proposal.

Rationale for submitting a Seed Project *(maximum 250 words)*

This section should briefly:
- State how the full proposal intends to solve the problem identified in the issue statement;
- Explain the need for a Seed grant before preparing a full proposal.

HCTF Seed Proposal Writing Instructions

You should describe both the objectives of this Seed funding (what you will accomplish this year) and the objectives of the overall project for which you will be preparing a full proposal. Reviewers will need enough information to be able to assess whether your project could lead to addressing an important conservation and/or enhancement or restoration issue.

Overall Project Objectives *(max 500 words)*

In broad terms, briefly describe the proposed overall project's objectives and outcomes (what difference it will make for fish, wildlife, and habitat in BC). The objectives should:

- Identify potential operational outcomes;
- **Not** be methods or project activities;
- Be based on the issues statement; and,
- Include keywords such as "to improve", "to reduce", and "to increase".

Seed Funding Objectives & Methods *(max 500 words)*

This section is describing the how, when, why, and where of your Seed proposal.

Provide a brief title of about 10-15 words for each objective. The objectives should:

- Specify how the Seed Funding will contribute to a full HCTF Project Proposal in future years;
- Be measurable and be accomplished in the Seed funding time frame.

Under each objective in this section, list the associated activities and timelines.

- Provide a brief title describing each activity;
- Clearly describe the specific methodology or activities to be undertaken for each objective;
- State and justify the reasons for the selection of activities;
- Describe the staffing of the project; and,
- Provide a timeline of when the activities will occur.

The detailed budget spreadsheet required for all other HCTF proposals is <u>not</u> required for Seed projects. Please provide the following:

Section 1 – HCTF Seed grant request expenditures. (Specifically, how will you spend your HCTF Seed grant?)

- List the Activities that will be undertaken to address the Objectives you described above for your Seed proposal.

- Provide a breakdown of the budget for each activity.

Section 2 – Partnership funding for Seed grant activities

Please let us know if you have other funding partnerships for these seed proposal activities.

Note:

- HCTF expects that Seed funding will result in a full proposal. Sometimes the Seed project shows that a project is not feasible and therefore a full HCTF proposal is not submitted.
- Whether or not a proposal results from this project, a Grant Report is still required at the end of the funding year to report on the activities completed and expenditures made under the Seed funding.

ATTACHMENTS

Map Description

A map is required for all projects. The map should be detailed enough to indicate where the project site is, but at a scale that also includes a known geographic location such as a town or major feature such as a large lake or river system. Attach a jpeg image no larger than 1 MB.

- Use the Map Description text box to provide a title and description of the map.
- Please do not attach .png images or html links to google maps.

Other Attachments

In addition to the Map, you are allowed up to 3 supporting attachments which must be **1 MB or less each**.

- Attachments can be letters of support (on the supporting organization's letterhead or a copy of an original email);
- For non-government applicants, a letter of support from the provincial fish/wildlife/ecosystem biologist in the region of your project is desirable;
- Do not send reports or other long documents as attachments.
- Please do NOT attach .png images, html links to google maps, or PDFs with protected signature fields.
- Supporting documents submitted separately by email will not be processed with your proposal application. If you have a large attachment that has been requested by last year's review committee, please contact HCTF (courtney.sieben@hctf.ca)
- Note that reviewers may not have time to read additional documents in detail; do NOT rely on attachments to provide critical details of activities or methodologies.

List of Attachments

Provide a list of the filenames of each attachment and a brief description of the contents (if not evident from the filename). For example, "Attachment 1" is acceptable as a filename, but the file should also be described (e.g., 2017-18 letter from regional biologist). This helps ensure that all your attachments are accounted for as your proposal is reviewed.

SUBMIT

We suggest you print your proposal before submitting it; you will not be able to access it online, even for viewing, after the proposal deadline. Refer to the Print Instructions on the left-hand menu of **HCTF Online**.

The **Submit** button on this page is your final step –
- Select the Submit button
- Save the form – this will automatically send your proposal directly to HCTF for logging in.

If you have any questions, please contact HCTF Biological and Evaluation Services by phone or email.

Thank you for your application to HCTF!