



# Public Conservation Assistance Fund (PCAF) INSTRUCTION GUIDE

Thanks for your interest in PCAF. Please make sure to check the *PCAF Application Rules & Guidelines* document for more information about eligibility, funding requirements, and other project considerations.

Contact Information	
<i>Sponsoring group or individual: (if your application is approved, the cheque will be issued in this name.)</i>	<b>Sponsoring group?</b> This group, organization, or individual will be the legal entity.
<i>Mailing address: (cheque and correspondence will be mailed to this address)</i>	
<i>Name of project coordinator:</i>	<b>Email address?</b> If you do not have an email, please indicate the best way to get in touch.
<i>Email:</i>	
<i>Phone number(s):</i>	
<i>Fax:</i>	

Project Information	
<i>Amount of grant requested: (from calculations, pg.4)</i>	<b>Multi-year?</b> You must indicate if you expect your project to require multi-year funding. Projects may only apply for a maximum of \$10,000 per year, up to a limit of \$20,000 in total over all years. A new application must be submitted for each year.
<i>Project location: (to the nearest community)</i>	
<i>Will the project be multi-year? Yes or No</i>	
<i>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)</i>	<b>Continuing?</b> If you are applying for repeat funding, you must submit a PCAF report with a statement of expenditures for last year and a description of the work you have completed to date.
<i>Is this project affiliated with an approved HCTF project? Please indicate project #.(see instructions for eligibility information)</i>	
<b>HCTF partner?</b> If your project is linked to another approved HCTF project, please let us know. Provide a separate sheet with an explanation of how this is a discrete project from other HCTF-funded projects. Please see the PCAF Application Rules & Guidelines for more info.	



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**Mandatory Letter of Support attached:**      YES   

*(see PCAF Application Rules & Guidelines more information on the mandatory LOS from the appropriate provincial regional fish or wildlife biologist)*

This is a mandatory requirement. Please contact your regional BC Ministry of Environment (MOE) or Ministry of Forests, Lands and Natural Resource Operations (FLNRO) and obtain a letter of support from the Regional Manager, or appropriate Regional Biologist. An email from the provincial staff person can be sent to the Habitat Conservation Trust Foundation ([hctf@hctf.ca](mailto:hctf@hctf.ca)). We recommend that applicants request this letter of support at least 2 weeks before the deadline to allow provincial government staff adequate time to review the application and draft the letter or email.

Please see the Application Rules & Guidelines for information on contacting the regional offices, and for additional reminders about legalities and permissions you may have to acquire.

**Brief project description:**

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**Benefits to fish, wildlife, and the public:**

*(Please describe the problem addressed by this project and explain the conservation benefits.)*

	Clearly describe what problem or issue you aim to address and the expected conservation benefits of your project with respect to habitat or species.	
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**Objectives:**

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

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**Methods/activities:**

*(Describe how you are planning to carry out the project activities listed above.)*

	Most of these should be “on the ground” activities. Please provide a brief timeline for each activity, when it will start and how long it will take (e.g. October-November 2019)	
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## 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).*

**At least half (≥50%) of your matching funds must come from volunteer labour.** Please list the actual activities your volunteers will be doing for the hours you have indicated in the budget section. The more detail you can provide here, the better. Where possible, for each activity indicate the volunteer hours required to complete the work.

## Other groups or agencies involved in planning/implementing your project: *(Please list)*

It is recommended that you involve your regional fish and wildlife staff as soon as possible, especially during the planning phase of your project.

## Other funding partners: *(Please list)*

Money (grants) you have received from other organizations cannot be counted as an allowable donation (i.e. matching funds) for PCAF.

## Additional letters of support attached: *(Please list a maximum of 3 additional LOS)*

Feel free to attach relevant letters of support for your project, but please keep it down to the best three! Make sure you also include any required letters of permission from landowners if you need to access private property for your project.



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## Project Budget

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

Budget is for the current year only.

<i>A. Matching Funds Calculation ( Please see Application Guidelines for additional details )</i>	<i>Subtotals</i>	<i>Total Dollars</i>
<p>How many volunteers are involved in this project? ____</p> <p>Volunteer labour – Give estimated # volunteer hours x \$15.00. This must amount to at <u>least half</u> of your matching funds. (    ) hours x \$15.00=</p>	<p>Try to involve as many members of your community as possible.</p> <p>How many total volunteer hours are estimated?</p>	
<i>Volunteer labour total =</i>		\$
<p><i>Allowable donations - Please give details of funds, donated services, materials and space as needed.</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p><b>Allowable donations</b> include the value of donated labour, materials, or equipment (e.g., if a specialist donates a day's worth of services, you may claim that day's wage as a financial contribution.) You may NOT claim wages for people claimed as volunteers above, or project personnel paid from associated HCTF projects (or other grant funding). Cash donations, such as community fundraising are allowable; however, money received from other formal granting organizations cannot be counted. See the Application Rules &amp; Guidelines for more details.</p>	
<i>Allowable donation total =</i>		\$
<i>Part A: Matching Funds total =</i>		\$
<p><i>B. Public Conservation Assistance Fund Request</i></p> <p><i>Allowable expenditures - Please give complete budget describing what you are asking PCAF to fund. Please be as needed.</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p><b>Allowable expenditures</b> include materials and equipment, transportation, fuel, fees for a contracted specialist required for your project, reasonable costs of meals, rental or use of equipment or facilities (generally short-term). Communication products must be part of the PCAF project or conservation issue addressed by the project. Designs costs for newsletters and websites are not allowable. Wages, mileage charges, and maintenance are not eligible PCAF expenses. Please check the Application Rules &amp; Guidelines for more information.</p>	
<i>Part B: PCAF request total =</i>		\$