

- Once you have entered the information, it is **highly recommended** that you **SAVE** the document by clicking “Save and Close”. That will take you back to the [Proposal List View](#).
- To continue working, click on your project name. The proposal will open in the [Display View](#).
- Click “Edit Item” to open in [Edit View](#), and continue filling in fields in all sections.
- Please **SAVE OFTEN**, preferably as each section of the proposal is completed. (The proposal form times out after about 30 minutes. Any information entered and not saved could be lost.)
- If you leave the computer for more than a minute or two, you are advised to **SAVE and CLOSE**. Before the application deadline, you may reopen your proposal as often as you like to continue creating and editing.

[2. Resume editing a proposal you have already started:](#)

- To continue working, click on your project name. The proposal will open in the [Display View](#).
- Click “Edit Item” to open in [Edit View](#), and continue filling in fields in all sections.
- Please **SAVE OFTEN**, preferably as each section of the proposal is completed. (The proposal form times out after 30 minutes. Any information entered and not saved could be lost.)

[3. Copy and edit last year’s proposal:](#)

Proponents who have previously submitted through HCTFOnline portal have the option to copy a previous proposal into an appropriate 2020-21 form. Again, this option is not available to previous CHRf proponents.

It is your responsibility to ensure ALL sections are EDITED to reflect this year’s information, and that any NEW sections are filled in. (Note you cannot copy the previous year’s budget form. You must submit your budget on a 2020-21 spreadsheet form.)

To utilize the Copy function:

- In the [Proposal List View](#), click on the desired 2018-19 or 2019-20 proposal from the list of Past Proposals Submitted.
- It will open in the “[Display View](#)”.
- From the menu bar, click on “Make Copy”.
- A window will pop up. Click on “OK” to copy the proposal. The next window will ask for details:
 - Select the correct funding year (2020-21)
 - Select the correct proposal type
- Click on “Copy” (it may take some time for the copy to be made, depending on the length of the proposal). **Do NOT click on the Copy button more than once!**

IMPORTANT! The original proposal form you just copied will appear. Click CANCEL to close and you will go back to your Proposal View. Here you should see your copied form under the correct funding year, marked with a green *star.

- Click on the project title and open the 2020-21 form.
- Click on “Edit Item” to open in [Edit View](#), and work on your proposal.
- Please **SAVE OFTEN**, preferably as each section of the proposal is completed. (The proposal form times out after 30 minutes. Any information entered and not saved could be lost.)

- If you leave the computer, you are advised to **SAVE and CLOSE**. You may reopen your proposal as often as you like to continue creating and editing.

[3. Printing your proposal](#)

It is strongly recommended that you print a copy of your proposal as you will not have access to the HCTFOnline portal once the deadline has passed.

You may print your proposal from Display View.

To print a hard copy:

- Save and close the proposal form
- In the Proposal List View, click on the proposal. It will open in Display View.
- Click on “Print” on the menu bar.
- The **PRINT VIEW** will open.
- Right click to bring up the Right click menu (Context menu). Select Print.

To create a PDF (if your computer has the capacity)

- Follow the above instructions to get **PRINT VIEW**.
- Select the Print command from your browser, or right click to bring up the context menu.
- Choose “Print using system dialog”.
- Select “Adobe PDF” from your printer menu. Choose where to save the document on your computer, and print.

To create a Word copy:

- Follow the above instructions to get **PRINT VIEW**.
- Copy the text and paste into a Word document.
- Save to your computer.

[4. Deleting a proposal](#)

If you decide to abandon a proposal, you may completely delete it from your list of proposals.

- In Proposal List View, click on the relevant proposal name. It will open in Display View.
- From the menu bar, click **DELETE**.

Please contact Courtney Sieben (courtney.sieben@hctf.ca) if your proposal was accidentally deleted.

[6. Additional Requirements & Attachments](#)

Depending on the grant that you are applying for, you are required to submit a number of attachments with your application. All attachments must be submitted with the proposal. Late attachments may not be accepted.

- On the Attachments Tab, click on the “Select” button.
- Browse to locate the document from your computer files.
- Click “Open” to select the document
- Click “Save”, on the menu bar of your proposal, to upload and attach the document.
- To upload multiple files, click the Add button to add another attachment field.

The following table outlines the attachments needed for each grant.

Table 1: Grant Attachments			
	Enhancement & Restoration Grant	Stewardship Grant	Caribou Habitat Restoration Fund Grant
i	2020-21 Budget Excel Spreadsheet	2020-21 Budget Excel Spreadsheet	CHRF Activity & Budget Detail Spreadsheet
ii	Map	Map	Map
iii	Letters of support (up to three)	Letters of support (up to three)	Letters of support (OPTIONAL)
iv	-	-	Shapefile

i) Budget Spreadsheet

a) For both the **Enhancement and Restoration** grants and **Stewardship** grants, please use the HCTF 2020-21 Budget spreadsheet. This spreadsheet must be completed for all proposal types except Seed proposals.

- Download the 2020-21 Budget Excel spreadsheet from the Budget Tab. **Save to your computer.**
- Open the downloaded Budget spreadsheet and click the “Enable Editing” button before you start to fill in the budget information.
- **Do not type in any of the calculated fields which are in red font.**
- Fill in the spreadsheet and **save the completed spreadsheet to your computer.**
- When you are ready, go to the Attachments Tab to upload your completed budget spreadsheet file.
- Note: If you downloaded and completed the 2019-20 budget form as a worksheet, you can upload that finished form – it is the same as the spreadsheet available from the application budget tab.

b) For the **Caribou Habitat Restoration Fund (CHRF)** grant, please use the CHRF Activity & Budget Detail spreadsheet and be sure to follow the detailed instructions in Part 2 of the CHRF Proposal Writing Guidelines saved on the HCTFOnline portal home page.

- Download the 2020-21 CHRF Activity & Budget Detail spreadsheet from the home page. **Save to your computer.**
- Open the downloaded Activity & Budget Detail spreadsheet and click the “Enable Editing” button before you start to fill in the budget information.
- **Save the completed spreadsheet to your computer.**
- When you are ready, go to the Attachments Tab to upload your completed budget spreadsheet file.

- Note: If you downloaded and completed the 2020-21 CHRF Activity & Budget Detail spreadsheet form as a worksheet, you can upload that finished form – it is the same as the spreadsheet available from the application budget tab.

ii) Map

- **A map is required for all projects and all granting streams.**
- Please see specific proposal writing instructions for the grant you are applying to for more details.

iii) Letters of Support

- For the **E&R** grants or the **Stewardship** grants, applicants can provide *up to three* letters of support for the project with their application.
- For **CHRF** proponents, attaching letters of support is *optional*. If you choose to provide support letters, please include the site name within the file name.

iv) Shapefile (FOR CHRF PROPOSALS ONLY)

- CHRF proponents must submit a shapefile (up to 50MB) of the site you intend to restore using **ESRI standard Shapefile** format. All data must be spatially referenced to **NAD83** and projected to **BC Environmental Albers**. All shapefiles must be submitted with a **.prj** file defining this projection and coordinate system See CHRF Proposal Writing Guidelines for more details.

For more information on attachments, see the specific proposal writing guidelines for the granting stream you are applying for.

7. Submitting your grant application

When ready to submit:

- Print the proposal for your records following the Print Instructions in this Guide.
- Open proposal and navigate to “Edit View” by clicking on “Edit Item”.
- Click on the Submit Tab
- Click on the Submit radio button
- Click the “Save and Close” button in menu bar

You will receive an automatic email confirming your application has been successfully submitted. The email will be sent to the address you used to obtain your username and password. If you do not receive this, please contact us.

Please contact Courtney Sieben (courtney.sieben@hctf.ca) if there are problems after the proposal has been submitted.

Part 2: Screenshots of HCTF Online

Home Page – Welcome



HABITAT
CONSERVATION TRUST
FOUNDATION

HCTF Online EDIT LINKS

HCTF Online

Home

2020-21 Proposal Writing Instructions

Online User Guide

Print Instructions

Proposal Forms

New Project - Single Year

New Project - Multi Year

New Project - Seed

Continuing - Multi-Year

Continuing - Year 1 of New 5-Year Cycle

Caribou Habitat Restoration Fund

HCTF Admin

Proposals - Submitted

Proposals - Approved

2020-21 Proposals

2019-20 Proposals

2018-19 Proposals

2017-18 Proposals

2016-17 Proposals

2015-16 Proposals

EDIT LINKS

Welcome to the HCTF Online Application System

Reminder: The deadline to apply for HCTF funds is Friday, November 1st by 4:30pm.

Please refer to the HCTFOnline User Guide for tips on navigating the application system.

Don't forget to **PRINT** a copy of your application after your submit.

Open Granting Streams:

1. If you are applying for either the **Enhancement and Restoration Grant**

Please read the appropriate Proposal Writing Instructions for the contact Courtney.Sieben@hctf.ca.

- [E&R Proposal Writing Instructions](#)
- [Stewardship Proposal Writing Instructions](#)

Proposal Forms:

1. [2020-21 Budget Spreadsheet \(for all forms, except seed\)](#)
2. [New Project - Single Year](#)
3. [New Project - Year 1 of a Multi-Year Project](#)
4. [New Project - Seed](#)
5. [Continuing Project - Multi-Year](#)
6. [Continuing Project - Year 1 of New 5-Year Funding Cycle](#)

2. If you are applying for the **Caribou Habitat Restoration Fund (CHRF) Grant**:

Please familiarize yourself with the CHRF Proposal Writing Instructions, the CHRF Online User Guide and our [webpage](#).

Proposal Forms:

1. [2020-21 CHRF Activity and Detail Budget Spreadsheet](#)
2. [CHRF Application form](#)

Choose the appropriate application form for the grant program you are applying for.

Enhancement & Restoration and Stewardship grants use the same proposal forms, whereas Caribou Habitat Restoration fund has its own form.

Note you can access the application forms on this homepage, as well as on the side bar.

Edit View



HCTF Online EDIT LINKS

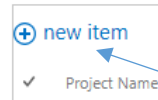
New Project - Single Year

- Home
- 2020-21 Proposal Writing Instructions
- Online User Guide
- Print Instructions
- Proposal Forms
 - New Project - Single Year**
 - New Project - Multi Year
 - New Project - Seed
 - Continuing - Multi-Year
 - Continuing - Year 1 of New 5-Year Cycle

For *Enhancement and Restoration* and *Stewardship* proposal

If you have a new project that has not been funded by HCTF before and you will be applying for only one year of fundi

1. To start with a blank 2020-21 form: Click on "+new item".
2. Or, to resume writing a 2020-21 form you have already started, click on the project name in the
3. Or, if applicable, you may start a 2020-21 proposal by bringing forward information from a prev approved. Please see User Guide for detailed instructions on the copy function and make sure to bi



After you have selected the appropriate application form, click the **+new item** button to create a new proposal. Don't forget to select the correct funding year (i.e. 2020-21).

BROWSE NEW PROJECT - SINGLE YEAR

Save and Close Cancel ezEdit Help About

Manage Settings & Help

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 - New Project - Single Year
 - New Project - Multi Year
 - New Project - Seed
 - Continuing - Multi-Year
 - Continuing - Year 1 of New 5-Year Cycle
 - Caribou Habitat Restoration Fund
- HCTF Admin

Save and Close Cancel

* indicates a required field

Start Proponent Project Overview Executive Summary/Issue

****Please save your proposal after completing the first section and remember**

Funding Year *
2020-21

Project Name
Use a name that concisely identifies the project (species/habitat/location) with

Project Description

Font Name Size Real...

Edit View. This is where you enter and edit text. PLEASE save often.

TIP! Before taking a break from your work, please SAVE and CLOSE to avoid losing data. It is easy to reopen from List View, and you will be certain that you resume your editing on a "live" form.

Display View

BROWSE PAGE DISPLAY - NEW PROJECT SINGLE YEAR

Edit Item Cancel Delete Print Make Copy ezEdit Help About

Home 2020-21 Proposal Writing Instructions Online User Guide Print Instructions Proposal Forms

- New Project - Single Year
- New Project - Multi Year
- New Project - Seed
- Continuing - Multi-Year
- Continuing - Year 1 of New 5-Year Cycle
- Caribou Habitat Restoration Fund

Edit Item Cancel Delete Print Make Copy

Start Proponent Project Overview Executive Summary/Issue Objectives Security of Ir

****Please save your proposal after completing the first section and remember to save often.**

Funding Year
2019-20

Project Name
Test Large Attachments
Use a name that concisely identifies the project (species/

Project Description
Describe what your project will accomplish. Maximum 3 lines.

Author of Proposal

Display View. Your proposal will open to this view. Here you can choose what you want to do with your proposal.

To Edit, click Edit Item. It will take you to Edit view, and you can work on the text.

Viewing a previously submitted proposal

HCTF Online EDIT LINKS

Continuing - Multi-Year

If you have an approved project that is continuing, use this form.

- To start with a blank 2018-19 form: Click on "+new item".
- Or, to resume writing a 2018-19 form you have already started, click on the project name in the list below.
- Or, if applicable, you may start a 2018-19 proposal by bringing forward information from a previously submitted proposal. Bring up to date.

(See User Guide for detailed instructions)

+ new item

✓ Project Name	
No Title	

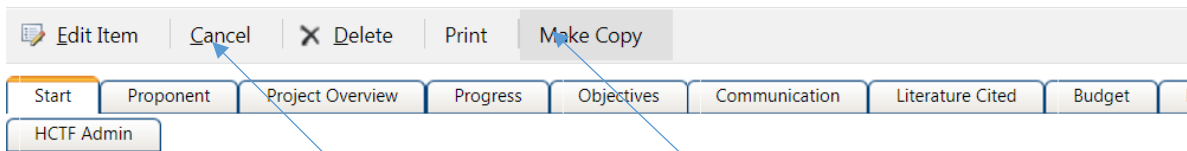
If you have any problems with your proposal, please contact Jane Algard (Jane.Algard@hctf.ca).

Past Proposals Submitted – Do NOT open, edit, or resubmit these past proposals. You MAY open, and use the Copy Function to populate a 2018-19 proposal form. **IMPORTANT: After using the copy function, CLOSE the old form. The newly copied form will appear in your Proposal List, distinguished with a GREEN STAR.** You MUST EDIT all fields to make sure it is accurate for the current year. See User Guide for details.

✓ Project Name	Funding Year
5-Year Peace Region Mountain Goat Population Assessment	2017-18

If you submitted a proposal through the HCTFOnline portal in a previous year, it will be listed under Past Proposals Submitted. You have the option to pull this proposal into a 2020-21 form. You can then Edit the version that is copied into the current form, and submit it for this year's proposal. Be sure to follow instructions!

Copy a Previously Submitted Proposal



****Please save your proposal after completing the first section and to save often.**

Funding Year
2017-18

Project Name
5-Year Peace Region Mountain Goat Population Assessment
Please use the same project name.

Project Description
Goat harvest is being managed conservatively in the Peace Region due to a lack of minimal harvest opportunities. This 5-year assessment will determine population

To make a copy, select the previously submitted project. It will open in Display View. Select Make a Copy. You will see the message box above. Click OK.

Copy may take a minute to load.

IMPORTANT TIP: The proposal you will see is the Original! Close this version by clicking Cancel. You will be taken back to List View. Your new copy will be flagged with a **green star***. Use this as a base to edit your current proposal.

Continuing - Multi-Year

If you have an approved project that is continuing, use this form.

1. To start with a blank 2018-19 form: Click on "+ new item".
 2. Or, to resume writing a 2018-19 form you have already started, click on "Continue" under the project name.
 3. Or, if applicable, you may start a 2018-19 proposal by bringing forward information from a previous year. Click on "Bring up to date" under the project name.
- (See User Guide for detailed instructions)

+ new item

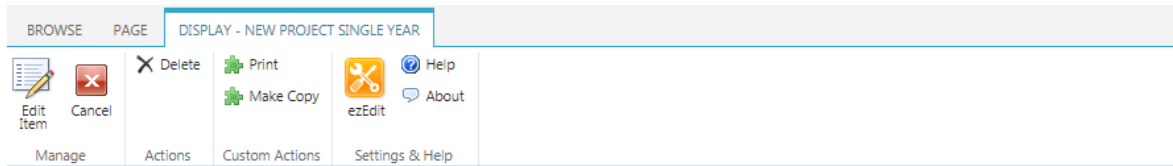
- ✓ Project Name
- ✓ No Title ✳
- 5-Year Peace Region Mountain Goat Population Assessment ✳

If you have any problems with your proposal, please contact Jane Algard (Jane.Algard@hctf.ca).

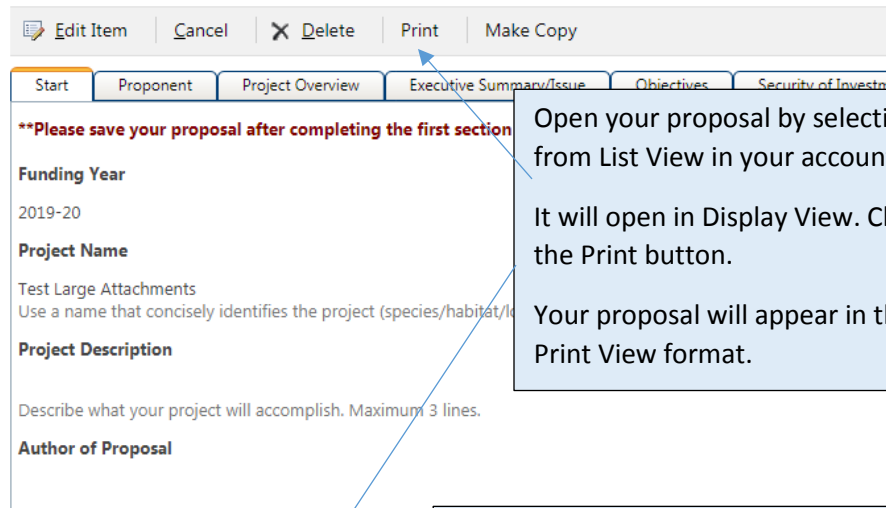
Past Proposals Submitted – Do NOT open, edit, or resubmit these past proposals. You MAY open, and use the form. **IMPORTANT: After using the copy function, CLOSE the old form. The newly copied form will appear with a GREEN STAR.** You MUST EDIT all fields to make sure it is accurate for the current year. See User Guide for details.

- ✓ Project Name
- 5-Year Peace Region Mountain Goat Population Assessment

Print your Proposal



- Home
- 2020-21 Proposal Writing Instructions
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 - New Project - Single Year
 - New Project - Multi Year
 - New Project - Seed
 - Continuing - Multi-Year
 - Continuing - Year 1 of New 5-Year Cycle
 - Caribou Habitat Restoration Fund
- HCTF Admin



Open your proposal by selecting from List View in your account.

It will open in Display View. Click the Print button.

Your proposal will appear in the Print View format.

To print a hard copy: Right click to bring up the Context Menu (Right click menu). Choose Print.

For an electronic file: Choose "Print using system dialogue", and set Adobe PDF as your printer. Save to your computer.

TIP: Once your proposal is imported to our system, it will be reformatted for easier viewing. You may obtain a copy of this at a later date.

TIP: If you want a **Word document**, you may convert the PDF, or you can copy and paste from the print

HCTF Enhancement Proposal 2020-21

New Single Year Project: Test Large Attachments

Proponent Information

Author of Proposal:

Project Leader:

Title:

Organization:

Address:

City:

Phone:

Email Address:

Additional Proponents:

Proponent Qualifications:

Project Overview

Project Description:

Project Group:

Project Location:

Project Map Location:

Budget Spreadsheet – Enhancement & Restoration and Stewardship

Fill out, save to YOUR computer, and then upload to the Attachments Tab

PROTECTED VIEW Be careful—email attachments can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

C10

Be sure to enable editing.

HCTF On-Line: 2020-21 Budget

Proponent Name:

Project Name:

A. Labour Costs

Note Please do not overwrite calculation fields in the budget spreadsheet as this will result in an incorrect total amount requested from HCTF. Calculation fields are those with the red font.**

Human Resources: Wages & Salaries

Position	Total Person Days	HCTF Person Days	Rate/Day	Total HCTF Amount
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Overriding our formulas fields will misrepresent your budget request.

Budget Spreadsheet – Caribou Habitat Restoration Fund

Fill out, save to YOUR computer, and then upload to the Attachments Tab

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

L5 Description

Be sure to enable editing.

Part 2: Activity and Budget Detail Form, HCTF CHRF Application 2020-21

Site Name:

What activities/ treatments will be used for this site to meet the goals described in the site plan?	What are the objectives of those activities/ treatments	Expected results of activities/ treatment at March 31, 2021	Notes	Labour		Materials		Description
				Description (identify subcontractors)	Amount requested from HCTF (\$) for labour	Description	Amount requested from HCTF (\$) for materials	

Fiscal 20-21 Budget MultiYear Budget

Attachments Tab – *Enhancement & Restoration* and *Stewardship* Grants

Save Close

* indicates a required field

Start Proponent Project Overview Progress Objectives Communication Literature Cited Budget

Map Description

Attach map, budget, and up to 3 supporting documents.

Include a map showing enhancement sites and study areas in relation to known geographic areas. Please limit image size to less than 1MB. A PDF or a JPEG file is acceptable.

You may attach up to three supporting documents. Each document should be less than 1MB. Please list and describe the attachments.

DO NOT submit a document with a locked fields as it may not be included with your application.

Attachments:
Please include map, supporting documents and budget spreadsheet to the attachment field below.
Please do not attach .png images, html links to google maps, locked PDF documents, or PDFs with protected signature fields.

You cannot add the attachment until you save the item

Select Remove



Select Remove

Add Delete

Click this to specify additional documents to upload.

Important: Once you have located the document to upload, complete upload by clicking **SAVE!!**

Attachments Tab – Caribou Habitat Restoration Fund Grants

 Save and Close |  Cancel

Important: Once you have located the document to upload, complete upload by clicking **SAVE!!**

* indicates a required field

Start | Proponent | Project Overview | Caribou Herd | Restoration Site | Anticipated Results | Restoration Activiti

Please include the following in the attachment field below:

- **CHRF Activity & Budget Detail Spreadsheet - (Click [HERE](#))**
 - Download the 2020-21 CHRF Budget Excel spreadsheet from the home page. **Save to your computer.**
 - Open the downloaded CHRF Budget spreadsheet and click the "Enable Editing" button before you start to fill in the budget information.
 - **Save the completed spreadsheet to your computer.**
 - When you are ready, upload your completed budget spreadsheet file.
 - Note: If you downloaded and completed the 2020-21 CHRF Activity and Details Budget Spreadsheet form as a worksheet, you can upload that finished form – it is the same as the spreadsheet available.
- **Map**
 - include a colour map (preferably a pdf) with your application.
 - include the site name within the file name. The map will need to show (1) caribou herd range; (2) important areas for caribou within this range; (3) the area being restored; (4) nearby areas of intact/recently restored habitat, if applicable. If possible, please indicate other areas of anthropogenic disturbance and other disturbances (i.e. fire).
- **Shapefile**

CHRF proponents must submit a shapefile (up to 50MB) of the site you intend to restore using **ESRI standard Shapefile** format. All data must be spatially referenced to **NAD83** and projected to **BC Environmental Albers**. All shapefiles must be submitted with a **.prj** file defining this projection and coordinate system.

Projection Information:

 - Projection: Albers Conic Equal Area
 - Central Meridian: -126.0 degrees
 - First standard parallel: 50.0 degrees
 - Second standard parallel: 58.5 degrees
 - Latitude of reference: 45.0 degrees
 - False Easting: 1000000 metres
 - False Northing: 0 metres
 - All spatial data must be topologically correct (no overlaps, no gaps).
- **(Optional) Letters of Support**

Attaching letters of support is optional. If you choose to provide support letters, please include the site name within the file name.

DO NOT submit a document with a locked fields as it may not be included with your application.

Please do not attach .png images, html links to google maps, locked PDF documents, or PDFs with protected signature fields.

The attachments will not be submitted until you click the "save" button at the top of the page.

You cannot add the attachment until you save the item

Attach map, budget, and Shapefile. It is optional to submit a Letter of Support.

Click this to specify additional documents to upload.

Submit

The screenshot shows the submission interface with a top bar containing 'Save and Close' and 'Cancel' buttons. Below this is a navigation menu with tabs for 'Start', 'Proponent', 'Project Overview', and 'Submitted Results'. A callout box points to the 'Save and Close' button, stating: 'Proposal will be submitted ONLY when you click "Save and Close".' Below the navigation menu, there is a warning: 'Please follow the steps below if you are submitting a proposal to HCTF. Once the HCTFOnline application portal closes on November 1st, 2019, you will no longer have access to your proposal. We advise you to PRINT a copy of your proposal now, before submitting. Refer to print instructions on the side bar.' A list of steps follows: '1. Select the Submit button', '2. Click Save button', and '3. Click Close button.' A callout box points to the 'Submit' radio button, stating: 'When you are ready, select Submit.' Below the list are two radio buttons: 'Edit' and 'Submit', with 'Submit' selected. A final callout box points to the 'Submit' radio button, stating: 'An email to confirm that the proposal has been successfully submitted will be sent to the email attached to profile. Please do not edit proposal'.

An automatic confirmation will be delivered to the email you used to establish your user id and password.

TIP! If you do not receive notification within 1 hour, please notify HCTF and we will sort it out as soon as we can!

Good luck, and don't hesitate to contact us for assistance!

(courtney.sieben@hctf.ca, or 250 940-9781)