



HABITAT  
CONSERVATION TRUST  
FOUNDATION

# **HCTF Stewardship Grant Proposal Writing Guidelines**

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# HCTF Stewardship Proposal Writing Guidelines

## Part 1 – All Proposals (except Seed)

This document is intended to help you in preparing and writing your proposal for the HCTF Stewardship Grant. 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.

Please be sure to describe what dimensions/ elements of stewardship your project includes (i.e. citizen science, community stewardship, engagement, etc.)

#### 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 the person who will lead this project and who 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.

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## 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** provide a 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 the 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

- There are 3 project groups (Wildlife, Fisheries, Stewardship) which roughly correspond to the different HCTF funds and/or different technical review committees for both the Stewardship Grant and the Enhancement and Restoration Grant streams.
- Stewardship proposals should select the Stewardship group option.
- Proposals focused on wildlife or fisheries activities should focus on the appropriate group.

### 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 please provide 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.

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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** (if applicable)

If your stewardship project will directly benefit or enhance specific fish/ wildlife species, please identify them here. Please use common names, and you may provide up to 5 focal species for your project. If the project is not targeting specific species, you may leave this section blank.

## **HCTF Project #**

For Continuing HCTF 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.

**We recommend that you contact a relevant regional biologist to seek feedback on your proposal. Have you discussed this project with a BC government biologist? (Yes/No) Please provide the name of this person and a summary of their response.**

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 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. If this is a continuing proposal, you must update this section each year.

Include 1 or 2 sentences on each of the following:

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- The problem addressed by this proposal
- The overall project objectives
- Accomplishments to date (if applicable)
- The objectives of this year's proposed work
- How objectives will be met (methods)
- How success will be measured (outcomes)
- How your project will create stewards and contribute to conservation/management of fish, wildlife and/or their habitat
- 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]

Stewardship proposals should briefly:

- Include a statement of need
- Include facts and/or statistics that support the need for the project
- Describe how your project is creating stewards and how the activities will lead to desired conservation outcome
- Explain who the target audience is and how this project will reach that audience
- If the project includes on-the-ground-restoration work, explain the methods to be used
- If the project involves inventory work, provide details on the specific protocols or survey methods to be used
- Indicate how the project is linked to larger ecosystem benefits and will benefit fish and wildlife populations and their habitats

## PROGRESS

[Continuing projects only]

*Because annual grant reports are due later in the year (April 15<sup>th</sup>), our reviewers do not have the opportunity to read this information at the time of proposal review. Therefore, proposals must include a brief summary of the overall project accomplishments to date to assist the reviewers to evaluate proposals.*

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

Briefly summarize the overall project accomplishments to date:

- Summarize the objectives completed to date and how well the project is progressing towards achieving those objectives
- If there have been delays or unexpected challenges, briefly explain that here
- 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

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- 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.

**Note: Any changes in project activities/objectives, or budget reallocations (>10%) must be approved by HCTF. If you submitted a project changes request in the previous fiscal, please describe the approved project changes for this project (Maximum 250 words)**

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

- Indicate any challenges, unexpected outcomes, or recommendations that have occurred to date
- Identify any changes/revisions to the project since the project was approved by HCTF 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. The number of objectives can vary depending on the project but generally 2-5 objectives are recommended

*[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.]*

Objectives should:

- Describe what you want to accomplish, usually a desired future state (i.e. how your project will make a difference to conservation)
- Describe the steps needed to reach the overall project goal
- Focus on what you want to achieve, not what you have to do
- Not be a list of activities

### EXAMPLE: Summary of Objectives

Objective #1

Within 5 years, amphibian breeding numbers increased by 30% in restored area.
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Objective #2

Local school children demonstrate improved knowledge of wetland conservation and participate in wetland day programs.
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Objective #3

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Wetland habitat is enhanced at 10 properties through the actions of landowners who become conservation stewards and actively participate in environmental stewardship on their properties.

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

- Using 10-15 words, list all the activities that will be done to achieve each Objective
- Usually 2-5 activities are recommended for each objective
- If you have more than 5 activities, you will need to lump them or add them into the Detailed Description text box using the same numbering system
- Identify the expected timing for each activity (start and end dates)
- For each activity, include a specific Measure of success that will be used to track progress and success of the project

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
- Include a timeline of when the activities will occur

## EXAMPLE: Summary Table of Activities

<b>Objective 1:</b> Within 5 years, the number of breeding amphibians (toads and salamanders) increases by 30% in restored area.			
<b>Activity #</b>	<b>Activity Name</b>	<b>Measures of Success</b>	<b>Timeline</b>
1.1	Remove invasive plant species	Square metres cleared of invasives (Target 300m <sup>2</sup> )	June 2020
1.2	Plant native vegetation	# shrub/tree species planted, square metres re-planted, % survival of plantings (Target 500 shrubs planted, 200m <sup>2</sup> replanted, plant survival 80%)	June 2021
1.3	Increase habitat complexity and cover by installing large woody debris structures	# of floating log structures installed (Target 10)	August 2020
1.4	Monitor amphibian population change post restoration, including baseline data collection	Egg mass surveys conducted biweekly; % increase in amphibian egg masses (Target 50%)	May to Sept 2020

<b>Objective 2:</b> Local school children demonstrate improved knowledge of wetland conservation and participate in wetland day programs.			
<b>Activity #</b>	<b>Activity Name</b>	<b>Measures of Success</b>	<b>Timeline</b>
2.1	Involve local schools in wetland enhancement to educate youth about wetlands and amphibian species at risk; including invasive species removal days and planting	# of students participating; # of visits to the wetland over the full school year (Target 200 students, 15 visits)	Sept 2020 to June 2021
2.2	Install educational signage to encourage people to report amphibian sightings	# signs installed; # of sightings reported (Target 3 signs, 25 reports of amphibian sightings)	July 2020

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2.3	Run surveys to assess change in the student’s awareness and activities undertaken since the participating in the program	% of students participating are involved in other environmental stewardship activities (Target 40%)	June 2021
2.4	Host a family day(s) and encourage students to bring their families to visit the wetland	Number of individuals attending the family day and signing pledge to protect wetlands (Target 100 people)	June 2021

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(s)* you will use to measure success in this table, in your detailed description you must be sure to include *targets*. For example,

Activity 1.1 – Metric: Square metres cleared of invasives; Target: 300 square metres cleared of invasives

Activity 1.2 – Metrics: # shrub/tree species planted, square metres re-planted, % survival of plantings; Target: 500 shrubs planted, 200 square metres replanted, 80% survival of plantings after 1 year

Activity 2.3 – Metric: % of students participating are involved in other environmental stewardship activities Target: 40% of students participating are taking action to improve environmental stewardship after participating in the program

### 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, the methods to be used, and specific activities. Use the same numbers as in the summary lists above. The number of objectives can vary depending on the project but generally 2-5 objectives are recommended. Under each objective, you should list the specific activities that will be conducted to meet the objective.

Each objective should:

- Specify and identify outcomes
- **Not** be goals, methods or project activities
- Link to the Issue statement – clearly identify how the project will create stewards and make a difference to conservation
- Be measurable and can 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
- Indicate the details of how the project will be implemented
- If applicable, indicate how future maintenance will be funded
- Include keywords such as “to improve”, “to reduce”, and “to increase”

Each activity should:

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- Clearly describe the specific methodology or activities to be undertaken for each objective
- Cite pertinent scientific literature with references to any previous work related to this project (if unpublished papers are cited, then links to access must be included)
- Provide the details about the how, when, why, and where of the project
- State and justify the rationale for your approach and methods
- Provide a timeline of activities

If your project requires sampling or surveys, 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 plan that details sample sizes and how and when samples will be taken
- An explanation of how relevant data or information gathered will be shared, including plans for integration into provincial databases
- If your project involves data collection by volunteers, explain the training methods to be used and identify who will provide the training
- Provide a detailed description of animal care and handling including restraint methods (physical and/or chemical), procedures to be performed, and samples taken

Where relevant, describe any **risks** associated with these activities:

- Identify liability concerns and where ownership of liability will lie (especially regarding construction projects), tenure or public access
- Indicate how long benefits of any agreements and education/outreach efforts are expected to persist. What are the risks to the longevity of these efforts (i.e. increased knowledge does not last forever in individuals or groups and will need to be repeated to sustain benefits)? How will these risks be mitigated?
- Indicate if there will be costs to maintain the project investment(s), for example non-legal land stewardship agreement and education efforts will need to be renewed on a regular basis. If there are future maintenance costs, 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** are used to evaluate how well project objectives are achieved. [*You will use these same Measures when reporting project results in the annual Stewardship Grant Report and the HCTF Stewardship Final Year Grant Report.*]

The Measures should be specific quantitative targets that can be used to track desired change and project success. They can be short, medium or long term. Short-term outputs (e.g. number of workshops held) can be useful to track project progress. However, assessing conservation success also depends on evaluating longer-term outcomes (e.g. changes in awareness or behaviours), so you should include at least 2-3 long term outcome measures of success (e.g. population increase for species of interest, increased awareness in community through post-program survey).

Measures of success:

- Relate directly to the objective and/or activity
- Are an indicator of the desired long-term outcomes under each objective and/or activity

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- Can be used to track annual progress as short-term outputs
- Should include quantitative targets that can be easily measured
- Will be used in your annual grant report to track progress and evaluate success

For each objective and/or activity:

- 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
- 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.

## SECURITY OF CONSERVATION INVESTMENT

### **Security of Conservation Investment** (*Maximum 0.5 page or about 250 words*)

The HCTF Board wants to invest in projects that have long-term, broad-scale conservation benefits. That is, projects that 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).

Please confirm the status of the land base (i.e. public or private) and address the following:

- Projects that involve physical work on the land base (i.e. on-the-ground habitat improvements such as wetland restoration, riparian planting, forest thinning, etc.) must provide sufficient assurance about the longevity and extent of conservation benefits.
- Provide an assessment of the level of risk that the land use could change in the future (change in access, change in ownership), that could undo benefits from the project.

### **Examples:**

1. A private land stewardship proposal includes information about engagement with landowners to demonstrate long-term stewardship commitments (e.g., stewardship agreements where the landowner commits to maintain riparian plantings). A proposal could also outline ways to continue outreach and engagement over the longer term, for example after properties change ownership.
2. A prescribed fire proposal on Crown land references a land use plan which identifies the area as important wildlife habitat, and therefore unlikely to be subject to industrial use in the medium-term.
3. A riparian restoration proposal occurring on First Nation's lands explains how the restoration activities will contribute towards improved stream function as a whole, by enhancing 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

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*(Maximum 1 page or about 500 words)*

In this section, you'll describe how you plan to communicate 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 list of the corresponding Objectives. You may wish to include information in this section about wider communications about the project, versus the target audience for stewardship activities.

## 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 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 a list of the relevant activities here or community engagement in the wider community beyond those groups directly involved in your project.

If applicable, please:

- List all clubs, community groups, or schools that will participate in your project
- Briefly describe how these groups will be involved

## 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 of HCTF funding 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 HCTF project.

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

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

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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 3<sup>rd</sup> 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

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- 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 \$0.55/km.
- 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.

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- Direct (i.e. internal) administration fees are not permitted on project proposals submitted by Provincial Government applicants.
- HCTF allows 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.
- Administration fees cannot be charged on equipment/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.**

### 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. 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.

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

Labour Costs	[calculated]
Project/Site Costs	[calculated]
Overhead Costs	[calculated]
<b>Total HCTF Budget Requested*</b>	[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**, double-check this amount to ensure the Budget details you entered are correct. You should also check 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.

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- 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 important to respond 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 email you received in March. Use this section to explain how you have addressed 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

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them but will not necessarily read your submissions; if relevant, include a summary of any 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
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- 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.

# HCTF Stewardship Proposal Writing Guidelines

## SUBMIT

We recommend 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

#### **Project Leader Name and Title**

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

#### **Email Address**

This is the email address where correspondence will be sent, including notification of approval status, grant agreement information, and other project details.

#### **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](#) on 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.

#### **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 key project personnel, who could be considered an alternate project leader.

# HCTF Stewardship Proposal Writing Guidelines

## PROJECT OVERVIEW

### Project Group

These project groups roughly correspond to the different HCTF funds and/or different technical review committees for both the Stewardship Grant and the Enhancement and Restoration Grant streams.

Stewardship proposals should select the Stewardship group option.

### 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 (if applicable)

If your stewardship project will directly benefit or enhance fish/ wildlife species, please identify them here. Please use common names, and provide up to 5 focal species for your project. If the project is not targeting specific species, you may leave this section blank.

### 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 a BC government 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.

# HCTF Stewardship Proposal Writing Guidelines

## EXECUTIVE SUMMARY AND ISSUE

### Executive Summary

*N/A for Seed Proposal*

### Issue (~500 words or less)

Stewardship proposals should briefly:

- Include a statement of need
- Include facts and statistics that support the need for the project
- Describe how your project is creating stewards and how the activities will lead to desired conservation outcome
- Explain who the target audience is and how this project will reach that audience
- Indicate how the project is linked to larger ecosystem benefits and will benefit fish and wildlife populations and their habitats

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

This section should briefly:

- Explain the need for a Seed grant before preparing a full Stewardship proposal
- State how the full Stewardship proposal intends to address the problem identified in the issue statement

## OBJECTIVES

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 address 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 (how this project will create stewards and 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 issue statement
- 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

# HCTF Stewardship Proposal Writing Guidelines

- 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
- Provide a timeline of when the activities will occur (start and end dates)

## BUDGET

The detailed budget spreadsheet required for all other HCTF proposals is not 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

Describe any other funding partnerships.

### Note:

- HCTF expects that Seed funding will be used to develop a full proposal. Sometimes the results of a Seed project show that the project idea is not feasible and therefore a full HCTF proposal is not submitted.
- Whether or not a full proposal results from your Seed grant, a Grant Report is still required at the end of the funding year to report on the activities completed and expenditures made with Seed funding.

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