**HCTF Project File #:** \_\_\_\_\_\_\_\_\_\_\_\_\_ *(HCTF to complete)*

Please submit a separate Application Form for each property/complex for which you are applying under this program. Please review the Program Guidelines and Eligible Activities List in full before filling out this form. If you have further questions, please contact Christina Waddle at HCTF at christina.waddle@hctf.ca or 250-940-3011.

1. **PROPONENT (APPLICANT) INFORMATION**

|  |  |
| --- | --- |
| Project Leader: |  |
| Field Contact (optional): |  |
| Role of Project Leader in Organization: |  |
| Organization Name: |  |
| Address |  |
| City: |  | Province: |  | Postal Code: |  |
| Phone: |  | Alternative Phone: |  |
| Email: |  |
| Website: |  |

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1. **AMOUNT REQUESTED FROM HCTF**

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| What is the total amount of funding requested from HCTF? Ensure that this number matches the total request in Part 2: Budget and Activity Detail. |
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1. **ORGANIZATION DETAILS**

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| --- | --- |
| Date of incorporation: |  |
| BC Society No. (if applicable): |  |
| CRA Charitable registration number (if applicable): |  |
| Briefly describe your organization including history, vision, mission, approximate annual budget, funding sources, and number of staff and volunteers involved. Describe your experience with conservation land management. Maximum 500 words. |
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1. **CONSERVATION PROPERTY INFORMATION**

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| --- | --- |
| Property/Project Name: |  |
| Other names used (if applicable): |  |
| Property Identification Number(s) (PID): |  |
| Geographic Coordinates (Lat, Long): |  |
| Property size (Ha): |  |
| Does your organization have fee simple ownership of this property? | Yes [ ]  | No [ ]  |
| If yes, how long has your organization owned this property?  |  |
| If no, provide the name the NGO who has fee simple ownership of the property.\* |  |
| Is the property leased to any other party?\*\* | Yes [ ]  | No [ ]  |
| If yes, provide the name of the leaseholder. |  |
| Have you previously received any HCTF funding for the property or activities on the property? | Yes [ ]  | No [ ]  |
| \*If the property is owned by another NGO, you **must** include a letter from the NGO property owner stating that they support the application.\*\*If the property is leased to another party, there must be an agreement in place giving your organization management authority to undertake the activities presented in your application.  |

1. **HABITAT DESCRIPTION/VALUES**

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| Provide a description of the ecological significance of this property. Max 500 words. |
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1. **PROPERTY MANAGEMENT**

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| Describe your vision for the property and list your management goals, which should be included as Goals in Part 2 of the application.  |
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| Provide a brief statement on the risks to the property’s conservation values if you do not receive HCTF funding to complete the work described in Part 2. |
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1. **GUIDING DOCUMENTS**

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| List any documents used to guide management at the site (e.g. management plan, access management plan, restoration plan, invasive species management guide). Please include the year the document was completed.  |
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1. **PARTNERSHIP AND COMMUNITY ENGAGEMENT**

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| List any anticipated project partners and the nature of their contribution (e.g. labour, materials, funding and/or expertise).  |
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| Describe local community involvement in conserving and maintaining the property (200 words max). |
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| Is the property accessible to the general public? If there are property access restrictions, what are they, and what is their purpose? |
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1. **FINANCIAL INFORMATION**

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| Are any materials and supplies requested considered capital expenditures (e.g. individual items over $1000 each)? If so, please provide additional rationale for the purchase.  |
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| Do you charge an administration fee? If yes, what is the percentage? If no, describe how you will cover administrative expenses. |
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1. **PROPERTY MAP**

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| Insert or attach one or more map(s) of the property or complex. The map should include property boundaries, and any significant features on the property. |