



Land Stewardship Grant Program Guidelines Funding Cycle: 2020-2023

INTRODUCTION

The Land Stewardship Grant provides funding for operations and management costs on conservation lands owned and managed by non-governmental organizations (NGOs). This program is administered by the Habitat Conservation Trust Foundation and made possible through an endowment provided by the Province of British Columbia.

This program will provide successful proponents with three years of funding from April 1st, 2020 to March 31st, 2023. The application deadline is **October 16, 2019 at 4:30 pm PDT**, and successful applicants will be notified in February 2020. The previous round of funding was the first under this program and provided 12 grants ranging from \$2,500 to \$45,000 for a total of ~\$308,000.

The application form is in two parts: Application Form Part 1 (word document) and Application form Part 2: Budget and Activity Detail (spreadsheet). Please review this guidelines document in full prior to completing the forms.

GUIDING PRINCIPLES

The following principles will guide funding of projects and activities:

- **Accountability:** Funding recipients will develop 3-year-plans outlining specific goals, objectives and operational outcomes, including performance indicators; and provide annual reports on achievements of the goals, objectives and operational outcomes;
- **Maximum Conservation Benefit:** Grants will be used only for activities directly related to the conservation and enhancement of biological diversity, fish, fish habitat, wildlife or wildlife habitat;
- **Cost Effectiveness:** Applicants must use least cost/most benefit methods in applications; and
- **Best Management Practices:** Organizations must use best management practices and/or best science to maximize effectiveness of conservation activities.

ELIGIBILITY

Eligible organizations are defined as non-government, non-profit organizations who manage the conservation properties for which they are applying for funding.

Eligible properties are defined as fee-simple conservation lands in British Columbia that are both owned and managed by an NGO. Properties can be either an individual fee-simple parcel or a complex of fee-simple parcels that are managed as a unit by the NGO applying for funding. Lands owned by any level of government are excluded. Lands owned and managed for recreational, historical, agricultural, cultural or architectural values are not eligible for funding. Organizations wishing to apply for multiple properties

must limit the request to **three** properties only. We will accept applications for properties previously funded under this program; however, priority may be given to properties not previously funded if the program is over-subscribed.

There is no **eligible funding limit**. Previous grants awarded range from \$2,500 to \$45,000. If the program is over-subscribed, individual funding amounts may be reduced.

The **eligible and ineligible activities** list is provided as Appendix 1.

NOTES TO APPLICATION FORM PART 1 (WORD DOCUMENT)

1. Proponent (Applicant) Information

- The Project Leader should be the main contact and is the person to whom our notification of funding will be sent.

2. Amount requested from HCTF

- While we have no specific funding limit, please note that previous grants have ranged from \$2,500 to \$45,000, with an average funding amount of ~\$25,000.

3. Organization Details

- The information included here should provide confidence that the organization is stable and can complete the project as described with qualified staff, contractors, and/or volunteers.

4. Conservation Property Information

- Property/Project Name: Please consider using the “Project Name” as used in the Conservation Lands Database, which is available for viewing on [BC iMap](#). This will also be the name used for your grant in the HCTF project database.
- Geographic Coordinates: If you do not know the lat/long coordinates for your property you can find them using [Google Maps](#). Right-click on your property’s location on the map, and select “What’s here?” from the dropdown menu. The lat/long coordinates will appear in a new window.
- If the applicant is not the property owner, a letter must be provided from the property owner supporting the application. Both the owner and the applicant must be an NGO.
- 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. A letter must be provided from the leaseholder stating that such an agreement is in place, or a copy of the agreement signed by both parties must be provided.

5. Habitat Description/Values

- Include the reasons for the property’s acquisition, e.g. biodiversity, species at risk, connectivity, corridor, etc.
- Protecting or enhancing these values is the “why” for the goals and objectives in your plan

6. Property Management

- Vision/Management Goals: Outline your vision for the property that will serve to guide property management activities and the overall management goals that mirror the goals included in Part 2.
- Risks: Explain the risk to the property's conservation values as described in Part 5 if HCTF funding is not secured to complete the activities in Part 2.

7. Guiding Documents

- List (but do not attach) relevant documents that guide the land management/stewardship of the property/complex. If there is a management plan in place for the property/complex, please include it in this list. Other guiding documents may include invasive species management guidelines, restoration plans, etc.

8. Partnership and Community Engagement

- Include a list of other anticipated funding sources.
- If there is a partner with significant involvement in managing the property, consider providing a letter of support from the partner organization.

9. Financial Information

- Capital expenditures are defined for HCTF purposes as any individual item costing over \$1000. It is unlikely that any of your individual materials and supplies would be over \$1000. This does not include 100 plants at \$10 each, or two trail cameras at \$500 each. The cost of any capital items should be included under materials and supplies in Part 2 (Spreadsheet).
- Administration costs: If you do not charge an administration fee, please describe how administrative costs are covered, e.g. a portion administrative costs are included in staff labour changes, administrative costs are covered by the applicant through other funding sources, etc.

10. Property Map

- Include a minimum of one map of the property showing the property boundaries, and any significant features on the property (e.g. wetlands, sensitive ecosystems, bridges, trails), particularly those features that relate to project activities. The map should include details of the property (more than a location map). Secondary optional maps could include neighbouring conservation areas, sensitive ecosystems, air photo, etc.
- Maps may be imbedded in the application form or included as attachments.

NOTES TO APPLICATION FORM PART 2 (SPREADSHEET)

The green cells in the spreadsheet contain formulas that automatically calculate based on the entries into the spreadsheet. These cells are locked for editing.

Goals:

These should be broad statements of what your organization hopes to achieve on the property, such as a decrease in invasive species, or increased community involvement in protecting a threatened species

found on the property. Note that the same goal may be repeated on multiple rows of the spreadsheet, as you may have multiple objectives stemming from each goal ([see sample application](#)).

Objectives:

Objectives are statements detailing a desired future state resulting from the proposed activities. Objectives work towards accomplishing your goals that you hope to achieve by the end of this grant cycle. See [sample application](#) for examples. Please use a new row in column F for each objective. The application form has room for 8 separate objectives. If you would like to list more than 8 objectives for the property, please email Christina at christina.waddle@hctf.ca and we'll modify the spreadsheet for you.

Expected Outcome/Performance Indicators by End of Year 3:

In column G, describe the expected results of completing the activities listed in column H by the end of the three year grant cycle. Please ensure all of your outcomes are specific with measurable targets. We encourage organizations to evaluate the effectiveness of their activities.

Activities:

In column H, describe the activities to be carried out to accomplish your objectives. Please ensure that you provide enough detail in your descriptions of activities for our technical review committee to evaluate their effectiveness and appropriateness. This could include a brief description of the methods you plan to use, where appropriate. Where possible, please include information on the planned timing or duration of the activity.

There is space to list three separate activities for each objective. If you would like to request funding from HCTF for more than three activities related to a particular objective, please email Christina at christina.waddle@hctf.ca and we'll modify the spreadsheet for you.

Budgeting:

You will need to provide budget figures for each activity included in your application. Entering budget amounts for staff labour, contract labour, travel, and materials and supplies will automatically fill the "Activity Total" column for each row. The budget numbers you provide are **for the entire 3-year granting cycle**: we have not asked you to forecast your expenditures by year. However, you will be required to report on activities completed, outcomes achieved, and grant money spent on an annual basis. In addition to keeping receipts for any travel and material and supplies costs, you will be expected to track the amount of labour (in person-days rounded to the nearest half-day) dedicated to each activity in your application.

If you know you will require additional cash or in-kind contributions to complete an activity, please indicate this in column Q. Enter the amount of these additional contributions that have been confirmed in column R.

Once you have entered in the budget amounts for all of your activities, your total request for capital assets, labour, travel, and materials and supplies will be automatically calculated in cell B14. If your organization charges an administration fee, please enter it as a percentage in cell B15. The dollar value of the administration fee will be automatically calculated in cell B16, as well your total funding request to HCTF (B17).

CHECKLIST AND SUBMISSION INSTRUCTIONS

Please ensure you include the following with your application.

Required:

- Application Form Part 1 (as word document or PDF)
- Application Form Part 2 - Budget and Activity Detail spreadsheet (as excel file)
- Maps – if not imbedded in the application

Optional:

- Letter from NGO landowner, if the landowner is not the applicant
- Letter from or agreement with leaseholder, if applicable
- Letter(s) of support where appropriate, including from land management partner if applicable

Send your application to Christina Waddle, Conservation Specialist, at christina.waddle@hctf.ca by 4:30 pm on **October 16, 2019**. If your files are too large to send as email attachments (>10MB), please submit as a DropBox link, or contact us. We will confirm via email when your application has been received.

Appendix 1: Land Stewardship Grant Eligible Activities List

The Land Stewardship Grant is intended to provide funding for day-to-day conservation property management activities only, as defined below. It cannot be used as an endowment.

1. Operations

Those land management activities on eligible properties that involve the management and administration of lands and waters including:

- Mapping and boundary delineation
- Management planning, specifically high-priority management plans, resource conservation plans, enhancement or restoration plans
- Undertaking resource inventory and analysis
- Managing human activities on the lands – management activities associated with community education regarding the purpose of the lands and the value of the natural assets¹
- Providing operational oversight of the maintenance activities taking place on the lands, including management of volunteers undertaking maintenance activities

2. Maintenance

Those activities on eligible properties that involve maintaining, repairing, restoring and controlling of land, including:

- Restoring and maintaining site-specific² natural habitats such as planting eroded slopes and riparian zones
- Propagation of native plants for the purposes of planting on the property to restore habitat
- Repairing and maintaining built assets (e.g., fences, simple shelters, dams, culverts) if they provide a demonstrable conservation benefit
- Building new assets required for conservation (e.g., exclusion zones, information shelters, new fencing)
- Removing invasive species

¹ This could include interpretive signage and small kiosks but does not include interpretive programming (e.g. educational programs, festivals, educational talks).

² This fund is not intended to fund large enhancement and restoration projects on a landscape scale. HCTF's [Enhancement and Restoration Grant](#) may be a suitable source of funding for larger projects.

Ineligible Activities or Expenses

Ineligible activities include, (but are not limited to):

- Conservation covenant monitoring
- Legal fees
- Insurance costs
- Strategic/higher level land use planning or ecosystem planning
- Residential tenancy agreements/rentals
- General festivals/tours/events that do not directly pertain to O&M of the properties
- General patrols
- General lease administration (e.g., right-of-way's, lease modifications, tax exemptions)
- Organizational fundraising
- Cultural, heritage, historical or architectural operations and maintenance activities
- Non-applied research (research not directly related to a management purpose)
- Training costs for contractors
- Enforcement activities
- Fish rearing, farming, stocking or hatcheries projects
- Rehabilitation, captive breeding, feeding or control of wildlife species
- Salmon only or marine projects that do not benefit freshwater species or habitats
- Guides for fishing and hunting, tours, or school curriculum
- Information projects on regulations or stocking
- Conferences, lecture series, or conventions
- Production or sponsorship of commercial programs
- Interpretive services
- Creation or management of electronic databases, websites or file systems
- Propagation of native plants for sale (commercial purposes)

Questions? Please contact Christina Waddle, Conservation Specialist at christina.waddle@hctf.ca or 250-940-3011.