The Caribou Habitat Restoration Fund (CHRF) application consists of four mandatory parts:

**Part 1. A):** Background Information on the area to be restored;

* Both new (projects that have never received CHRF funding) ad continuing (projects funded by the CHRF in 2019-20) need to fill out this section. If the information is the same as what you submitted last year, you are welcome to copy/paste information from your previous year’s proposal. The question numbers remain the same.

**Part 1. B):** Additional Questions forContinuing Projects Only

* You only need to fill out this section if you have previously received CHRF funding for this project.

**Part 2:** Activity and Budget Detail (Excel spreadsheet)

**Part 3:** PDF Map

**Part 4:** Shapefile of proposed restoration site

Applicants may also choose to include letters of support for the project with their application.

|  |
| --- |
| **NEW for 20-21:** applications for CHRF funding are to be submitted using HCTF’s Online Application portal. You will enter your answers for parts 1. A. and B. into the online application form and submit parts 2, 3, and 4 as attachments via the online application portal. You can use this document as a worksheet to compose your answers and then copy/paste them into the online system if you wish.  |

**If you are applying for funding to restore multiple areas, please ensure that you complete a separate application for each one.**

**Part 1. A): Background Information**

This part of the application is intended to provide background information on the area you plan to restore/ are restoring and an overview of your proposed activities.

You will enter your answers into the online CHRF application form available through HCTF Online. If you prefer, you can compose your answers in this Word document and then copy/paste them into the corresponding questions in the online application form. Be sure to answer every **question**. We don’t expect an essay: if you can **fully** (and clearly) answer a question using bullets or a few sentences, great! The specific details of your proposed activities and budget information will be entered in the Part 2 Activity and Budget Detail Excel spreadsheet, so you do not need to repeat them here.

1. **Site Name**:

*{Please provide a name for your restoration site/area. You will enter this same name on the Excel spreadsheet in Part 2.}*

1. **HCTF Project Year**: Year of year(s).

*{This is where you will identify how many years of funding from HCTF your project requires and what year this funding request is for. Example: Year 1 of 3 years - indicates that this application is for the first year of a 3-year HCTF-funded project. If you are requesting one year of funding only, you would write Year 1 of 1 year(s). Projects can be up to 5 years in length – projects running longer than this will need to begin a new administrative cycle at the end of Year 5. }*

1. **Project Leader First Name**:
**Project Leader Last Name:**

**Legal Name of Organization**:

**Mailing Address**:

**City**:

**Province**:

**Postal Code**:

**Email Address**:

**Phone**:

**Additional Proponents**:

*{Let us know who will be leading the work at this site and provide contact information. If you will also be using subcontractors, this information must be included in Part 2, the Activity and Budget Detail spreadsheet.}*

1. **Are you applying for funding for activities that are part of a multi-year project already underway that has not previously received CHRF funding? If yes, please summarize what has been accomplished by the project thus far.**

*{If the proposed activities are part of a multi-year project that is already underway that has not previously received CHRF funding, please tell us:*

* *the name of the project*
* *the name of the project lead/organization*
* *the amount invested in the project to date*
* *a brief summary of the what the project has accomplished thus far*

*If this is a multi-year project that has previously received CHRF funding, you will be asked for this information in Part 1. B) }*

1. **Proponent Qualifications**:

*{What are your (and/or your team’s) qualifications for undertaking the work in this proposal? Please provide a brief description of 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.}*

1. **Summary of comments from your discussion with the government regional caribou biologist**:

*{You are required to contact the government caribou biologist for your region to (1) confirm whether caribou restoration plans are available within the region to further inform proposals, and (2) to confirm the caribou, predator and other region-specific information. A list of regional government contacts is available* [*here*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#overview)*. Please indicate the name of the person you spoke to and any relevant comments they had about the project.}*

1. **A) Project Location**:

*{Please provide the distance from the nearest town or other known feature.}*

**B) Geographic coordinates**:

*{Please provide geographical coordinates for the site/area to be restored. Any location within the area to be restored is sufficient. For HCTF’s purposes, we would appreciate you providing this in decimal degrees (e.g. 48.422486, -123.385081) You can obtain this information by navigating to the location using Google Maps, right-clicking, selecting “What’s here?”, clicking on the coordinate hyperlink and then copying the geographic coordinates. You will also need to attach a map and shapefile: see Part 3 instructions at the end of this document for further details.}*

1. **Identify the caribou herd(s) which will benefit from the proposed restoration works at this site. Is the herd identified as a high or medium priority for this application cycle?**

*{Which herd ranges include the site? Please indicate whether the herd has been identified as a high or medium priority for this funding cycle as described* [*here*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#overview)*}*

1. **Why is this particular site a priority for caribou habitat restoration?**

*{Briefly summarize why this particular site was selected for restoration. If it is included in any existing restoration plans, please state this in your answer. You can elaborate on biophysical attributes in your answer to question #10, predation risk in your answer to question #11 and connectivity in your answer to question #16.}*

1. **Does the site provide contain any particular biophysical attributes important to the herd?**

{Provide information on the caribou habitat values provided by each site. Does the site contain biophysical attributes such as areas used for calving, rutting, wintering, etc.?}

1. **Do you have information on caribou predator use of this site?**

*{Please include information on current predation rates and predator use of the area that will be affected by your proposed restoration activities.)*

1. **A) What is the current degree of disturbance at the site? How was current disturbance data obtained?**

*{Describe the degree of disturbance (% and size, measured in linear distance or hectares as appropriate) at the site.}*

1. **What is the nature and cause of these disturbances?**

*{Describe the nature and cause of the disturbance (e.g. linear clearing, block clearing, crossing), and the disturbance timeline (if known). For this fiscal, priority will be given to restoring habitat impacted by industrial activities.}*

1. **How long do you anticipate it would take for this site to regenerate without intervention?**

*{Priority will be given to sites unlikely to regenerate naturally/without intervention in a timeframe relevant for caribou conservation.}*

1. Has the tenure status of the proposed sites been investigated? What is the proportion of disturbance that would potentially be available for restoration?

*{Describe the amount of disturbance that is under active disposition/tenure, as well as the amount that has reverted back to the crown or has uncertain tenure situations (to the extent known). Give a brief overview of the planned process to obtain or clarify this information.}*

1. Do you anticipate any problems accessing the site to complete restoration activities?
2. **How much habitat will be restored by the proposed activities? What will the resulting change be to overall level of disturbance (at the site or range level?)**

*{Describe how much habitat you anticipate will be restored by the proposed activities. Use this to estimate the change to overall disturbance level (1) following completion of the proposed activities and (2) once full benefits of restoration work are realized. Be sure to include the anticipated time (i.e. number of years) to reach this state. Consider that partial treatment of a linear feature may reduce or eliminate the impacts arising from the whole feature (e.g. wolf mobility reduced on a seismic line achieved by strategic treat of 20%)}*

1. **Will restoration of this site contribute to areas of intact habitat, recently restored or soon-to-be restored areas?**

*{Please tell us if the area you are planning to restore will connect/contribute to larger areas of intact, recently restored or soon-to-be restored habitat. If yes:*

1. *Please provide information on the approximate size (ha) of the adjacent intact/recently/soon-to-be restored habitat and the area this restoration work will add to that amount (if applicable).*
2. *Please indicate these intact/recently/soon-to-be restored areas on the site map (see Part 3, Map) and shapefile (see Part 4, Shapefile).*}
3. **What is the risk that value of this restoration work will be negated by future anthropogenic disturbances at the site? What is the risk of further habitat degradation within the rest of the range?**

*{Please describe any legislative tools that are in place to protect the restored area from future disturbance. Also include information about future developments planned or anticipated on or near the site that might compromise the value of the restoration works to caribou. We want to ensure, to the greatest extent possible, that CHRF funded-works will not have their value depleted by future disturbances or be used to justify new anthropogenic disturbances within the herd’s range.}*

1. **Briefly summarize the proposed restoration activities for the site in the table below** (you will provide detailed descriptions of the activities you are requesting funding for in 2020-21 in the Part 2 Activity and Budget Detail spreadsheet)**. Include the projected timing for each activity** (project length may be up to 5 years – see Q. 2) **Please ensure that all proposed activities comply with the** [**Eligible Activities List**](https://hctf.ca/wp-content/uploads/2019/07/CHRF_Eligible_Activities_List_2020-21.pdf) **for this program.**

|  |  |  |
| --- | --- | --- |
|  | Activity  | Anticipated Timing(e.g. February 2021) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*{*As stated in the question*, we’re looking for a brief, high-level summary of the restoration activities you plan to do at the site for all of the years you plan to request CHRF funding (see your answer to Q.2). You can add more rows to the table if needed. For the timing column, specify the month and year you anticipate the project will begin. You will provide a much more detailed description of the activities you’ve planned for fiscal 20-21 in the accompanying Part 2 Excel spreadsheet.}*

1. **A) How will the proposed restoration activities in Q. 18 benefit caribou populations (herds identified in Q#8)?**

*{Provide a rationale for why this restoration work will provide significant benefits for caribou, e.g., evidence that predator use of the seismic lines you plan to restore has increased caribou mortality for this particular herd.}*

**B) Why did you choose these particular restoration activities for the site?**

* *{For restoration treatments, explain why the particular treatments were selected. Include information on site condition and how these treatments will address the limiting factors at the site.*
* *For activities such as planning, installation of signage, purchase of plant stock, etc. explain why the activities are necessary to achieve your habitat restoration goals for the site.*
* *For monitoring, explain why you have chosen the specific data collection methods you propose.}*

**C) How do you plan** **to evaluate your success?**

*{Please summarize how you will evaluate your level of success in achieving the benefits for caribou described in part (A) of this question. Please see the Monitoring section (Step 4) of the “Summary – Operational Framework for Caribou Habitat Restoration” document for information on restoration targets and evaluation criteria/indicators.}*

1. **What permits/authorizations are required for this work? Are plans in place to obtain these permits/authorizations within the necessary timeline?**

*{List the permits/authorizations required for the activities you’ve proposed and explain your plan for obtaining 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.}*

1. **Please confirm you are not requesting funding for activities necessary to fulfill your (or another entity’s) statutory or legal obligations:**
2. **What impact do you anticipate the proposed activities will have on other species?**

*{The primary objective of your proposed activities must be restoring habitat for caribou; however, we recognize that they will likely have impacts (positive and negative) for other species. Describe them here.}*

1. **Please confirm that you have, or will (as part of the proposed activities) collect pre-treatment baseline data that will inform treatment prescriptions and allow for future effectiveness monitoring. Briefly summarize the data you’ve collected or will collect (i.e. tree and shrub height densities, line of sight), including methodology.**

*{Implementation monitoring or monitoring of previous restoration work can be included in your application, providing you have the required baseline data to accurately assess progress. As monitoring is a key component of this program, we require that you collect baseline data that can be used for future monitoring (occurring after this fiscal). Please see the Monitoring section (Step 4) of the “Summary – Operational Framework for Caribou Habitat Restoration” document for information on data collection.}*

1. **Did (or will) your restoration prescription for this site include consideration of the predicted impacts of climate change? If yes, how? If no, why not?**

*{Given the long timeline for full restoration benefits to be realized in some of these areas, we want to know that site selection and treatment prescription is informed by predicted impacts of climate change. If this is not applicable to this subproject, please state this.}*

1. **Please describe the level of First Nations involvement in the restoration of caribou habitat at this site.**

*{Summarize any First Nations involvement, including consultation, letters of support, in-kind support, contracting services, etc.}*

1. **Are you collaborating with other organizations/agencies on this project? Please list them here, and briefly describe their involvement.**

*{Please list and briefly describe the involvement of any partners in the proposed restoration work. You will specify any cash or in-kind contributions in the Excel spreadsheet (Part 2)}*

1. **Please describe public support or opposition to your proposed activities, if applicable.**

*{If you anticipate that any of the activities you propose will be contentious, please identify those concerns and your plan for addressing them. If you know there is public support for the work you’ve proposed, identify those supporters.}*

1. **Are you aware of additional recovery actions being implemented for this herd?**

*{Please list any other recovery actions (e.g. maternal penning, predator control) being implemented for the herd(s) benefitting from this restoration project}*

**Part 1. B): Additional Questions for Continuing Projects**

*Please Note: Applicants only need to fill out this section if they have previously received CHRF funding for this project.*

1. **HCTF Project # for this continuing project:**

*{Please provide the HCTF number previously assigned to this project (e.g. 3-422). You can find this number in your project approval email or your conditional grant agreement.}*

1. **Describe progress on this project to date.**

*{Please list progress on the activities you listed in Part 2 of the Activity and Budget spreadsheet you submitted as part of last year’s proposal}*

1. **Have any of the project objectives or activities changed?**

*{Please describe any changes to the project objectives or planned activities from what was submitted in last year’s proposal. If you had a project change request approved by HCTF, please mention it in this section.}*

1. **Response to HCTF Technical Committee and Board Comments:**

*{If the Technical Review Committee and/or the HCTF Board expressed some concerns or provided suggestions on your proposal last year, please explain below how you have addressed these comments. If you have addressed the concerns elsewhere in the proposal, please state that here.}*

**Part 2: Activity and Budget Detail Spreadsheet**

The Excel spreadsheet (included in the application package) is where you’ll provide details on your proposed activities for 2020-21, their expected outcomes, and the amount of money you are requesting from HCTF.

The excel document contains two separate worksheets (“Fiscal 20-21 Budget” and “Multiyear Budget”) that can be accessed via the tabs at the bottom of the screen:



**Instructions for completing the “Fiscal 20-21 Budget” spreadsheet (Tab #1):**

1. Add the restoration site name at the top of the form (please ensure this matches the site name used in Part 1: Background Information).
2. In column A, describe each activity for which you are requesting HCTF CHRF funding. Please ensure they all comply with the [CHRF Eligible Activities List](https://hctf.ca/wp-content/uploads/2019/07/CHRF_Eligible_Activities_List_2020-21.pdf). We have provided a sample showing the level of detail we expect [with](https://hctf.ca/wp-content/uploads/2018/07/Part_2_CHRF_18-19_Activities_and_Budget_Detail_spreadsheet_SAMPLE.xlsx) the application package. Currently, there is room to provide details for 7 different activities at each site. If you need to add more, please follow the directions provided in the spreadsheet to avoid formula issues. If you require assistance, please contact Shannon West by emailing shannon.west@hctf.ca or calling 250-940-9789.
3. In column B, enter the objective of the activity/treatment.
4. In column C, enter the expected results of the activity/treatment. These need to be measurable.
5. In column D, please include any notes that you feel would be helpful to those reviewing your application.
6. In columns F, G, I, J, L and M, provide details on the money you are requesting from HCTF for each activity. Please break down the budget for each activity by Labour, Materials, and Travel.
	1. Labour: please include the number of person days and day rate in the description field. Salary/wages for regular government employees are not an eligible expense.
	2. Materials: please note that capital assets (items with a **per unit** cost over $1000) are not eligible for funding under this program.
	3. Travel: HCTF pays mileage at a rate of $0.54/km.
7. Cell O17 is where you’ll enter any overhead costs or administration fees for the project. Please include a brief explanation of how this fee was calculated in the blue text field.
* 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.
* 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.
* Direct (i.e. internal) administration fees are not permitted on project proposals submitted by Provincial Government applicants.
* Applicants can request administration fees up to a maximum of 13.5% against eligible costs.
* 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.
1. The “Other Funding Sources” table, is where you will provide information on cash and in-kind support for the project from other organizations. Priority will be given to proposals demonstrating they have secured significant in-kind/cash support.

***In-kind contributions*** are the provision of goods or services necessary to carry out the project activities. These 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.

In the light orange box under the table, please provide an explanation of how you calculated the monetary value of any in-kind contributions (e.g., for professional services identify how many hours or days and at what rate).

Note that the Total Contributions from Other Funding Partners (green cell) should match the “Total Other Funding” value for fiscal 20-21 in the Multi-Year Budget Table (see instructions next page).

**Additional Instructions for the Part 2 Spreadsheet:**

The “Total” cells and columns are designed to populate automatically, so please avoid editing the formulas.

*Note on hidden columns:* You may notice that there are some hidden columns in the spreadsheet. These will be used in the reporting stage of approved applications, so please do not edit or delete them; they have only been hidden to avoid confusion/data entry errors and to make the spreadsheet more manageable at the application stage.

**Instructions for completing the “MultiYear Budget” spreadsheet (Tab #2):**

The multi-year budget table is an “at-a-glance” view of projected funding requests for this project: you only need to complete this spreadsheet if you are planning to apply for multiple years of funding from HCTF. **If you do not anticipate asking HCTF for more money for this project in future years, you do not need to fill out the multiyear budget table.**

1. In column B “Fiscal Year”, enter the fiscal year for which you are requesting funding and any future years that you anticipate requesting funding for this project (up to a maximum of 5 years).
2. In column C “$ Requested from HCTF”, enter the amount you are requesting from HCTF for this fiscal (ensure that the amount entered matches the total in the Part 2 spreadsheet). Then, enter your projected funding request from HCTF for this project in future years. 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 applications.
3. Column D “HCTF $ Approved” is where you will record HCTF CHRF funding approved for each year of the project. Most applicants will leave this column blank for now.
4. Column E “Total Other Funding” is where you’ll enter the total amount of cash and in-kind contributions that you anticipate receiving for each year of the project. The amount you enter for 20-21 should match the “Total Contributions from Other Funding Partners” (green cell) from the first tab of the workbook.
5. Column F “Total Annual Budget” will be automatically calculated: it is the total of HCTF and other contributions for the project.
6. If you feel a brief explanation is necessary for any of the information you’ve entered in the multiyear budget table, please enter it in the space provided.

**Part 3: Map**

Please include a colour map (preferably a pdf) with your application. Please 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).

**Part 4: Shape File**

Please submit a shapefile 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** WKID: 3005 Authority: EPSG. 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**

Applicants may choose to provide letters of support for the project with their application. Please include the site name within the file name.

**Questions?**

If you have any questions about how to complete your application or experience technical issues with any of the forms, please contact Shannon West, Manager of Program Development with HCTF on 250-940-9789 or by emailing shannon.west@hctf.ca