



Invasive Mussels Lake Monitoring Fund Application Instructions

These instructions mirror the Part 1: Application Form with instructions in italics under each question. The Part 2: Budget and Sampling List includes instructions within the spreadsheet – look for a red triangle in the corner of the cell and hover over the cell to view the instructions.

Please review the Invasive Mussels Lake Monitoring Fund Grant Guidelines & Application Instructions and the *British Columbia Dreissenid Mussel Lake Monitoring Field Protocol* prior to completing this form. We will review your answers below to ensure you have read and understand the protocol, so please be descriptive in your answers.

This form must be accompanied with Part 2: Budget and Sampling list (Excel Spreadsheet); please complete both tabs on the spreadsheet.

1.0 Basic Project and Contact Information

Project Title: *Enter Project Title here*

Amount Requested from HCTF: <i>Should match amount in budget table in Part 2(a)</i>	
Waterbody/ies proposed for sampling:	<i>List all water bodies to be sampled, just individual waterbody names, not locations within the waterbody.</i>
Project Leader Name:	<i>This person should be the best contact if we have questions to follow up on your application.</i>
Organization Name:	
Mailing address:	
Phone number(s):	<i>Include multiple contact numbers, indicating if they are office or cell phone numbers</i>
Email:	

2.0 Proponent Information

- 2.1 Provide a short description of your organization, e.g., type (government, NGO, community group), mandate, history:

This section should be relatively brief, maximum 300 words.

- 2.2 Describe your experience with water quality sampling, explaining how your skills and experience and capacity will allow you to successfully undertake the proposed activities.

This section is your opportunity to demonstrate your ability to undertake water sampling to ensure there is a high level of confidence in your capacity. If part of your planning includes additional training to undertake the sampling program, provide details here. Note that training costs are not eligible for HCTF funding under this program but may be funded by other sources as part of your project.

3.0 Project Details

- 3.1 Provide your expected timeline for the season: expected start date and expected end date of the sampling season.

Overall approximate start and end date of sampling based on the approximate time your selected lakes are at the appropriate temperature as per the Field Protocol. Note that detailed start and end dates for each lake are included in Part 2.

- 3.2 Provide a list of waterbodies you wish to sample from the provided waterbody list for plankton tow sampling, selected sample sites within each waterbody and a justification for the sampling sites selected. This section should complement the information provided in Part 2.

Waterbody	Sample Site	Justification
<i>e.g Three Mile Lake</i>	<i>Maple Bay Marina</i>	<i>High boat traffic area, easily accessible for sampling, marina staff are supportive of sampling throughout the season</i>

- 3.3 Provide an explanation if there are any variances in your selected waterbodies or sampling frequency compared to the recommendations in the protocol including the priority waterbody list.

Variances from the sampling types and frequencies recommended in the protocol and waterbody list should be reported here with rationale. Example, "We plan to sample ABC Lake monthly. It is recommended for bi-weekly sampling but we have X number of sample sites and feel that with this high number of sites sampling monthly is sufficient. We will ensure sampling occurs on the lake bi-weekly across the various sites (i.e. sampling through time and space)."

HCTF is unlikely to fund sampling that occurs on lakes that are not on the waterbody list and more frequently than recommended; however, you can indicate here if you are seeking additional funding from other sources to sample over and above what is recommended. First you must contact the Ministry of Environment and Climate Change Strategy (ENV) to determine if the cost for analysis will be supported and covered by ENV. Example: "We plan to sample bi-weekly on all waterbodies in our proposal and are seeking other funding to cover the additional sampling over and above the recommendation for those waterbodies recommended for monthly sampling."

- 3.4 Describe your sample preservation methods, including the preservative you plan to use.

This section should include whether you plan to use 95% ethanol or 99% isopropyl alcohol. Include information on how you plan to check the pH of your sample and add buffer, if needed.

- 3.5 Describe ancillary data you plan to collect and equipment to be used.

Information on ancillary data you plan to collect if conducting veliger sampling (e.g., pH, Temperature).

- 3.6 Describe your decontamination protocol.

This should include information about how you plan to manage sampling multiple waterbodies and avoid contamination.

- 3.7 Describe any partnerships you have with other organizations, consultants, government, etc. that may be assisting with this work and in what capacity. Also, any discussions you may have undertaken with other organizations in your region who may also be applying for funding under this program. Note that a list of last year's grant recipients is included on the HCTF website.

Complete this section if you have any partnerships and/or anticipate that other groups in your region may also be applying for funding. Please disclose all partnerships and assistance from external partners including labour and equipment. We hope that different groups within the same geographic area have discussed their proposed sampling locations with each other to prevent sampling at the

same location within the same waterbody over the same time period. We understand there may be multiple groups sampling larger waterbodies.

If you do not have any partnerships and do not anticipate that there are other applicants in your region, you may say “N/A” for this section.

4.0 Checklist and Submission Instructions

Please ensure you include the following with your application:

Required:

- Part 1 Application Form (as word document or PDF)
- Part 2 Budget and Sampling List (Excel Spreadsheet)

Optional, but recommended:

- Letters of support

Send your application to Christina Waddle, Conservation Specialist, at christina.waddle@hctf.ca by **4:30 pm on February 3rd, 2020**. Please provide the spreadsheet as an excel file, and the main application form as a word document or PDF. If your files are too large to send as email attachments (larger than 10MB), please contact Christina Waddle at 250-940-3011. We will confirm via email when your application has been received.