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| 2021-2022 Seed Project Worksheet |
| *Please note this form is intended to be used as a worksheet only. Any information entered in this form will need to be entered and submitted through the Survey Apply online system. Once this form has been completed you can then copy and paste directly from this document to the online form. Keep a copy for your records.* *Please refer to our* [*FAQ Page*](https://hctf.ca/wp-content/uploads/2020/09/2021-22-HCTF-FAQ-Page-Survey-Apply.pdf) *for helpful tips on getting started and using the Apply system.* |
| Section 1: General Information |
| HCTF Funding Year: |  | Total Amount Requested of HCTF: |  |
| Project Name:*(max 10 words)* |  | Organization Name: |  |
| Project Leader Name: |  | Address: |  |
| Email Address: |  | City: |  |
| Cell Phone: |  | Province: |  |
| Work Phone: |  | Postal Code: |  |
| Project Leader Title/Qualifications: |  | Additional Proponents:*(optional)* |  |
| Applicant Sector: | * Academic Institution
* First Nation
* Individual
* Industry
* Municipal/Regional Government
* NGO (Non-Governmental Organization)
* Provincial Government
* Other
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| **Section 2: Project Overview** |
| **Project Description:** Describe what your project will accomplish – HCTF will use this description for news releases and other communications listing successful projects (max 150 words). |
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| **Issue Statement:** Please provide more specific details about the issue/threats that you have identified above (max 250 words):* Explain the urgency /priority (provincially and/or regionally) of the conservation/management question and the risk if nothing is done;
* For multi-year proposals, identify any changes in the issue over previous years;
* Explain how the project is linked to larger ecosystem benefits and implications to fish and wildlife populations;

Describe how the results of your work will inform management or conservation actions; |
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| Provide rationale for submitting a Seed Grant proposal, instead of a full proposal under the Enhancement & Restoration and Stewardship Grant Program. |
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| **Project Region:** Please choose the region in which your project will occur. *Note that HCTF uses the old provincial region designations (e.g. the* [*Wildlife Management Units*](https://hctf.ca/wp-content/uploads/2020/09/WildlifeMgmtUnitsMap.gif)*).* | * 0-Province Wide or Multi-Region
* 1-Vancouver Island
* 2-Lower Mainland
* 3-Thompson-Nicola
* 4-Kootenay
* 5-Cariboo
* 6-Skeena
* 7-Omineca / Peace
* 8-Okanagan
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| **Project Location:** Provide a one-line description that includes distance to the nearest town or other known feature. |
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| **Map Location - Latitude & Longitude:** Provide the latitude/longitude coordinates of your primary project site. If your project spans multiple sites, please select only one for this map location. To 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) 4) Copy the coordinates and paste into this Field |
| **Latitude:** *(e.g. 48.422627)* | **Longitude:** *(e.g. -123.38480)* |
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| Court Award Funding: Information on available Court Award funding can be found on our web page under [*Eligibility & Restricted Funding Opportunities > Court Awards*](https://hctf.ca/grants/enhancement-grants/#overview) on our website. If you would like your proposal to be considered for Court Award funding, please provide the Court Award number(s) below. *(optional)* |
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| Target Species: Provide the name of the target species that your project activities will enhance, restore, or steward. Common names are preferred. *(optional)* |
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| 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 aware of your proposed activities and have the opportunity to provide input. If your proposed activities will involve invasive species assessment or treatments, you must discuss your project idea with a provincial government invasive species management professional (e.g. Invasive Plant Specialists within the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Members of the BC Inter-Ministry Invasive Species Working Group, Provincial Invasive Fauna Specialists with the Ministry of Environment and Climate Change Strategy, Regional Ecosystems Biologists with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development).*Click here to visit the* [*BC Government Directory*](https://dir.gov.bc.ca/) |
| 1. If not, have you discussed this project with the BC Regional Ministry Fish/Wildlife/Habitat Biologist?
 | Yes/No |
| 1. Provide the name of the BC Regional Ministry Biologist you contacted and describe your attempts to contact them to seek support (phone, email, etc.).
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| 1. Has the BC Regional Ministry Biologist provided input or support for your proposal? Provide the comments you received (positive or negative).
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| 1. If it was not possible to reach a BC Regional Ministry Biologist to discuss your proposal, explain why your proposed project is important in the larger regional/provincial context. List any provincial document (e.g., Strategy, Implementation plan, Recovery plan, Management plan) or provincial working group that is informing your project or that your project aligns with.
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| **Section 3: Project Details** |
| **Project Group:** These project groups correspond to the different HCTF funds and/or different technical review committees. Select the group that most closely describes the primary species or project type that your proposal addresses. Contact HCTF if you are not sure. | * Fisheries [except white sturgeon]
* White Sturgeon Only
* Wildlife [except wild sheep]
* Bighorn\Thinhorn Sheep Only
* Stewardship
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| **Invasive Species:** Does your proposal include any assessment, control, or management of invasive species?  | Yes/No |
| If yes, what invasive species will be targeted? Common names are preferred. |  |
| If yes, what methods will be used for each species? |  |
| For Stewardship proposals only: Describe how your proposal will create stewards? Provide details on your approach, expected outcomes, and the target group: |  |
| Does your proposal involve Citizen Science? | Yes/No |
| If yes, please provide the following information:1. How will the information collected be used to directly address a conservation issue for fish and wildlife or their habitats?
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| 1. What training methods will be provided for volunteers to ensure sound data collection (what format of training, how often, who will deliver)?
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| 1. What methods of Quality Assurance/Quality Control will be applied to data collected?
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| 1. How will data be stored, managed, and shared with decision makers or other relevant groups?
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| For outreach activities, who is the specific target audience? Explain how your outreach activities will ensure that you reach your target audience. |  |
| **Section 4: Objectives, Activities, Measures of Success, and Timelines** |
| **Overall Project Objective**: In broad terms, briefly describe the overall project’s objectives and outcomes (what difference it will make for fish, wildlife, and habitat in BC). The objectives should (max 500 words). |
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| **Seed Project Objectives and Methods:** Describe the how, when, why, and where of your Seed proposal (max 500 words). 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;
* Be measurable and be accomplished in the Seed funding time frame.

Under each objective in this section, list the associated activities and approximate 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).
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| **Section 5: Budget Information** |
| List the Activities that will be undertaken and the budget request needed to address the Objectives you described in the previous questions. Note: the project budget below should only include the total request for the HCTF portion only (maximum $5000). Other project funding is described in a later question. |
| **Activity #** | **Activity** | **Budget** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  | **Total:**  |
| Please list any **partnership funding (cash and in-kind)** for the seed activities: |
| **Section 6: Other Information** |
| **Permitting Requirements:** List the permits/authorizations required for the activities you have proposed and explain your plan for obtaining them. *Note: 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.* |
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| **Literature Cited:** Please 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.): *(optional)* |
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| **Recognizing HCTF's Contribution:** Please see[*HCTFs Communications page*](https://hctf.ca/media/) for guidelines and other details on how you should clearly acknowledge HCTF’s support. |
| **Reminder: Attachments to upload with your application*** Maps
* Supporting Documentation (e.g. LOS) *(optional)*
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