|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2021-2022 Stewardship Worksheet (New Project & New Phase) | | | | | | | |
| *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 | | | | |
| **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). | | | | | | | |
|  | | | | | | | |
| **Executive Summary:** Clearly and concisely summarize the current year of your project (max 750 words) and address the following:   * The overall goal: what is the broader conservation or management question to be addressed? * The project objectives, activities and methods, and why you have chosen the specific approach/methods; * Include supporting information from the relevant literature to justify the need for the project; * For multi-year proposals, what are your preliminary results and what is the goal for this year; * How will your project result in tangible benefits for the conservation/management of fish, wildlife and/or their habitat; * For this year, include the total cost of the project, partnership funds already obtained (indicate cash and/or in-kind), and the amount requested from HCTF in the proposal; | | | | | | | |
|  | | | | | | | |
| **Primary Threat:** From the list below, select the primary threat that your project will address. If there is no option available that exactly matches your project criteria, please still select one that is the most relevant.  *Refer to the*[*CMP Direct Threats*](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Conservation-Threats.pdf) *for more detailed information and examples specific to each category type.* | | | * Residential & Commercial Development * Agriculture & Aquaculture * Energy Production & Mining * Transportation & Service Corridors * Biological Resource Use (e.g. logging, fishing) * Recreation & Disturbance * Natural System Modifications (e.g. fire suppression, dams) * Invasive & Problematic Species * Pollution * Geological Events (e.g. earthquake, landslides) * Climate Change (e.g. effects of drought) | | | | |
| **Secondary Threat**: If applicable, please select an additional secondary threat that your project will address. *(optional)* | | | * Residential & Commercial Development * Agriculture & Aquaculture * Energy Production & Mining * Transportation & Service Corridors * Biological Resource Use (e.g. logging, fishing) * Recreation & Disturbance * Natural System Modifications (e.g. fire suppression, dams) * Invasive & Problematic Species * Pollution * Geological Events (e.g. earthquake, landslides) * Climate Change (e.g. effects of drought) | | | | |
| **Primary Action:** Please select the primary conservation action of your project (i.e. what types of activities will be conducted to reach the project goal?). If there is no option available that exactly matches your project criteria, please still select one that is the most relevant.  *Refer to the*[*CMP Conservation Actions*](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Conservation-Actions.pdf)*for more detailed information and examples specific to each category type.* | | | * 1.1 Land/Water Management: Site/Area Management * 1.2 Land/Water Management: Ecosystem & Natural Process (Re)Creation * 2.1 Species Management: Species Management * 2.2 Species Management: Species Re-Introduction & Translocation * 2.3 Species Management: Ex-Situ Conservation * 3.1 Awareness Raising: Outreach & Communications * 5.2 Livelihood & Economic Incentives: Better Products & Management Practices * 5.4 Livelihood & Economic Incentives: Direct Economic Incentives * 6.1 Conservation Designation & Planning: Protected Area Designation & Acquisition * 6.2 Conservation Designation & Planning: Easements & Resource Rights * 6.4 Conservation Designation & Planning: Conservation Planning * 6.5 Conservation Designation & Planning: Site Infrastructure * 7.2 Legal & Policy Frameworks: Policies & Guidelines * 8.1 Research & Monitoring: Applied Research & Status Monitoring * 8.2 Research & Monitoring: Evaluation, Effectiveness Measures & Learning * 9.2 Education & Training: Training & Capacity Development * 10.3 Institutional Development: Partnership Development | | | | |
| **Secondary Action**: If applicable, please select an additional secondary conservation action from the list below. *(optional)* | | | * 1.1 Land/Water Management: Site/Area Management * 1.2 Land/Water Management: Ecosystem & Natural Process (Re)Creation * 2.1 Species Management: Species Management * 2.2 Species Management: Species Re-Introduction & Translocation * 2.3 Species Management: Ex-Situ Conservation * 3.1 Awareness Raising: Outreach & Communications * 5.2 Livelihood & Economic Incentives: Better Products & Management Practices * 5.4 Livelihood & Economic Incentives: Direct Economic Incentives * 6.1 Conservation Designation & Planning: Protected Area Designation & Acquisition * 6.2 Conservation Designation & Planning: Easements & Resource Rights * 6.4 Conservation Designation & Planning: Conservation Planning * 6.5 Conservation Designation & Planning: Site Infrastructure * 7.2 Legal & Policy Frameworks: Policies & Guidelines * 8.1 Research & Monitoring: Applied Research & Status Monitoring * 8.2 Research & Monitoring: Evaluation, Effectiveness Measures & Learning * 9.2 Education & Training: Training & Capacity Development * 10.3 Institutional Development: Partnership Development | | | | |
| **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 | | | | |
| **Project Location:** Provide a one-line description that includes distance to the nearest town or other known feature. | | | | | | | |
|  | | | | | | | |
| **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)* | | | |
|  | | | |  | | | |
| 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)* | | | | | | | |
|  | | | | | | | |
| Target Species: Provide the name of the target species that your project activities will enhance, restore, or steward. Common names are preferred. *(optional)* | | | | | | | |
|  | | | | | | | |
| 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. Are you a BC Regional Ministry Biologist? | | | | Yes/No | | | |
| 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.). | | | |  | | | |
| 1. Has the BC Regional Ministry Biologist provided input or support for your proposal? Provide the comments you received (positive or negative). | | | |  | | | |
| 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. | | | |  | | | |
| **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 | | | |
| Project Type: Please identify the type of work your project will focus on. | | | | * Applied Research * Habitat Restoration & Enhancement * Population Monitoring & Assessment * Creating Stewards [for Stewardship applicants only] | | | |
| If your project involves on-the-ground habitat restoration or enhancement, what habitat type will be restored/enhanced? *(optional)* | | | |  | | | |
| What is the estimated area to be restored or enhanced (m2 or ha)? *(optional)* | | | |  | | | |
| **Security of Conservation Investment:** The HCTF Board wants to invest in projects that have long-term, broad-scale conservation benefits. That is, restoration activities will not be undone in the short-term (e.g., riparian plantings removed by the landowner the following year). Projects that involve on-the-ground habitat improvements (such as wetland restoration, riparian planting, forest thinning, etc.) must provide supporting information describing the expected longevity and extent of conservation benefits. | | | | | | | |
| 1. Please confirm the status/ownership of the land base (i.e. public or private) and any designation (e.g. provincial park): | | | |  | | | |
| 1. Describe what measures are in place to ensure that your conservation or restoration efforts will not be impacted by others (e.g. recreational users, resource extraction activities, adjacent landowners): | | | |  | | | |
| **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? | | | |  | | | |
| Does your proposed target species fit into any Provincial priority lists set by the Provincial government?  [*Click here for the Priority Invasive Species List*](https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/invasive-species/priority-species) | | | | Yes/No | | | |
| If not, does your proposed target species fit into any regional priority lists developed by local governments or non-profit organizations that focus on invasive species management? Please list the other priority lists which apply. | | | |  | | | |
| 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? | | | |  | | | |
| 1. What training methods will be provided for volunteers to ensure sound data collection (what format of training, how often, who will deliver)? | | | |  | | | |
| 1. What methods of Quality Assurance/Quality Control will be applied to data collected? | | | |  | | | |
| 1. How will data be stored, managed, and shared with decision makers or other relevant groups? | | | |  | | | |
| For outreach activities, who is the specific target audience? Explain how your outreach activities will ensure that you reach your target audience. | | | |  | | | |
| **Section 4: Project Status** | | | | | | | |
| **Project Status:** For more information on [*HCTF’s Project Status types, click here*](https://hctf.ca/wp-content/uploads/2020/09/HCTFProjectStatus.pdf)*.* | | | | * New (Year 1) * Continuing (Year 2 – 5) * Continuing (New 5-Year Cycle) | | | |
| **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; | | | | | | | |
|  | | | | | | | |
| Is this a Single-Year or Multi-Year proposal? | | | | * Single Year * Multi-Year | | | |
| **This is Year \_\_ of \_\_Year(s) of HCTF funding:**  HCTF projects must have a clearly identified lifespan with a well-defined beginning and end. This is where you will identify how many years your project requires and what year this funding request is for. If your proposal is connected to a funded Seed project, the seed project is separate and does not count as Year 1.  *(dropdown options are between 1 and 5 only)* | | | | | | | |
| Year \_\_ of \_\_Year(s) | | | | | | | |
| For Multi-Year, please select how many years of HCTF funding you are looking for.  ***Important!****A reminder that you must submit an application for review and approval for every year of requested funding. This question is used for forecasting purposes only.* | | | |  | | | |
| Was this project previously funded by a seed project? | | | | Yes/No | | | |
| If yes, provide the previously assigned HCTF project number *(e.g. 1-234)* and a summary of the seed project activities and outcomes. | | | |  | | | |
| Have you applied with this proposal previously and were unsuccessful? (i.e. was the project not approved last year and you are reattempting to secure funding with HCTF.) | | | | Yes/No | | | |
| If yes, provide previous HCTF project number: *(e.g. 1-234)* | | | |  | | | |
| Does this proposal build on a previously funded HCTF project? | | | | Yes/No | | | |
| If yes, provide previous HCTF project number *(e.g. 1-234)* and describe how this project is linked. | | | |  | | | |
| How many years of continuous HCTF funding have you received since the start of this project? | | | |  | | | |
| Provide previous HCTF Project Number:  *(e.g. 1-234)* | | | |  | | | |
| **Response to Technical Committee and Board Comments:** For New proposals that were not approved and Continuing proposals, it is important to respond to any comments, feedback or suggestions provided by the Technical Review Committee or the HCTF Board in the previous year. These comments were sent to you as part of the approval notification email you received in March.  Use this section to explain how you have addressed those concerns, by providing further information, or by incorporating these suggestions in your project (if it was not possible to incorporate them, provide an explanation for why). Provide your response in a list so that it is clear how you addressed each comment (max 500 words).  If this is the first time you are applying to HCTF with this proposal idea, please put N/A. | | | | | | | |
|  | | | | | | | |
| **Project Progress to Date:** Summarize any previous work that your current proposal builds upon, in particular if you have received HCTF funding for any components of your project to date. If this current proposal is part of a larger comprehensive project that is not funded by HCTF, please explain how those other activities are informing or linked to this current request for HCTF funding (max 1000 words). | | | | | | | |
|  | | | | | | | |
| **Project Changes:** Any changes in project activities/objectives, or budget reallocations (greater than 10%) must be approved by HCTF. If you submitted a project change request for this project in a previously funded year, please describe the approved project changes for this project (max 250 words). | | | | | | | |
|  | | | | | | | |
| **Section 5: Objectives, Activities, Measures of Success, and Timelines** | | | | | | | |
| The summary table below should focus on the Objectives, Activities, and Measures of Success for the funding year in this proposal. Each **Objective** should describe what you want to accomplish, not what you have to do (Example: “To assess movement and habitat use patterns of elk”).  **Activities** are the specific actions taken to achieve the objective (Example: “Deploy 12 GPS collars on elk”). List no more than 5 activities under each objective. If you have more than 5 activities, you will need to lump them.  For each activity, include a specific **Measure of Success** (MOS) that will be used to track progress and success of the project. MOS are an indicator and should include quantitative targets that can be easily measured (These same MOS will be used in your annual grant report to track progress and evaluate success).  The table should also include a proposed **Timeline** of activities. This can be a range if it will span several months (Example: April – May 2021).  In the text box under the table (**Objective 1 – Details**), provide details for each objective, including:   * The specific methodology or activities to be undertaken for each objective, including parameters to be measured and animal care procedures. * The rationale for your chosen approach with relevant citations of scientific literature and references to any previous work related to this project. * The intended outcome for each objective. The outcome is a longer-term desired state and speaks to the impact your project will make on conservation of fish and wildlife or changing attitudes and behaviors. (Example: “Improve the understanding of threats facing wolverine populations and develop best practices to increase survival”). * For activities that are intended to enhance/restore habitat for specific wildlife (fire, brushing, thinning, invasive plant management), provide the proportion of the species range that will be treated (Example: We are planning to treat 10% of Bighorn sheep range in the Bull River area with invasive plant management). * If your project requires sampling or surveys, be sure to describe the sampling design or plan. Include: * Sample sizes and how and when samples will be taken. * An explanation of how relevant data or information gathered will be shared, including plans for integration into provincial databases. * If your project involves data collection by volunteers, explain the training methods to be used and identify who will provide the training.   *\*IMPORTANT - Fisheries proposals should clearly indicate the specific area of habitat to be restored (m2), or how much you expect fish production to increase (# fish, or %).*  **EXAMPLE:  Summary Table of Activities**   * [**Stewardship** Example Table click here.](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Example-Table-Stewardship.pdf) * [**Fisheries** Example Table click here.](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Example-Table-Fisheries.pdf) * [**Wildlife** Example Table click here.](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Example-Table-Wildlife.pdf) | | | | | | | |
| How many objectives do you want to complete?  *(max 5 objectives)* | | | |  | | | |
| **Summary Table of Activities:** | | | | | | | |
| **Objective 1:**  *(max 25 words)* | |  | | | | | |
| **Activity #** | **Activities** | | | **Measures of Success** | | | **Timeline** |
| 1.1 |  | | |  | | |  |
| 1.2 |  | | |  | | |  |
| 1.3 |  | | |  | | |  |
| 1.4 |  | | |  | | |  |
| 1.5 |  | | |  | | |  |
| **Objective 1 – Details:**  *(max 500 words)* | |  | | | | | |
| **Objective 2:**  *(max 25 words)* | |  | | | | | |
| **Activity #** | **Activities** | | | **Measures of Success** | | | **Timeline** |
| 2.1 |  | | |  | | |  |
| 2.2 |  | | |  | | |  |
| 2.3 |  | | |  | | |  |
| 2.4 |  | | |  | | |  |
| 2.5 |  | | |  | | |  |
| **Objective 2 – Details:**  *(max 500 words)* | |  | | | | | |
| **Objective 3:**  *(max 25 words)* | |  | | | | | |
| **Activity #** | **Activities** | | | **Measures of Success** | | | **Timeline** |
| 3.1 |  | | |  | | |  |
| 3.2 |  | | |  | | |  |
| 3.3 |  | | |  | | |  |
| 3.4 |  | | |  | | |  |
| 3.5 |  | | |  | | |  |
| **Objective 3 – Details:**  *(max 500 words)* | |  | | | | | |
| **Objective 4:**  *(max 25 words)* | |  | | | | | |
| **Activity #** | **Activities** | | | **Measures of Success** | | | **Timeline** |
| 4.1 |  | | |  | | |  |
| 4.2 |  | | |  | | |  |
| 4.3 |  | | |  | | |  |
| 4.4 |  | | |  | | |  |
| 4.5 |  | | |  | | |  |
| **Objective 4 – Details:**  *(max 500 words)* | |  | | | | | |
| **Objective 5:**  *(max 25 words)* | |  | | | | | |
| **Activity #** | **Activities** | | | **Measures of Success** | | | **Timeline** |
| 5.1 |  | | |  | | |  |
| 5.2 |  | | |  | | |  |
| 5.3 |  | | |  | | |  |
| 5.4 |  | | |  | | |  |
| 5.5 |  | | |  | | |  |
| **Objective 5 – Details:**  *(max 500 words)* | |  | | | | | |
| **Multiyear Objectives and Activities:** For multi-year proposals, please provide a summary of the objectives and activities that you have planned for future years (i.e. will occur beyond the current fiscal). Provide a general timeline for each (e.g. Year 2 (2022-23) or May 2022). *Note that you will be able to provide further details in your proposal next year. A bulleted list for each year is acceptable.* *(optional)* | | | |  | | | |
| **Section 6: Budget Information** | | | | | | | |
| Complete the separate[*HCTF Budget Spreadsheet (Excel template)*](https://hctf.ca/wp-content/uploads/2020/09/2021-22-HCTF-Budget-Table.xlsx)  For further detail see the[*HCTF Budget Table Instructions*](https://hctf.ca/wp-content/uploads/2020/09/2021-22HCTF-Budget-Table-Instructions.pdf) | | | | | | | |
| **Capital Expenditures / Equipment Purchases over $1,000: Describe and list any anticipated capital and equipment purchases greater than $1,000 as indicated in the budget above. For capital costs, list ONLY non-expendable items (e.g., GPS units), NOT expendable items (e.g. groceries). Capital assets are those items with a per unit cost greater than $1000 (not multiple, lower cost items whose total is greater than $1000). Expendable items and lower cost items should be included in Site/Project Costs (Section B). Refer to HCTF’s Capital Asset Policy here:**  [*Eligibility & Restricted Funding Opportunities > Capital Asset Requests*](https://hctf.ca/grants/enhancement-grants/#overview) | | | | | | | |
| **Partnership Funding Confirmation:** If unconfirmed partnership funding is not available, will the project proceed? | | | | Yes/No | | | |
| If yes, describe if/how the project will be scaled back and if any objectives/activities will be dropped. Provide reference to which ones (e.g. Objective 1, Activity 1.4, etc.). | | | |  | | | |
| **Description of In-Kind Contributions (Budget Section E):** For each partner providing an in-kind contribution listed in Section E of the budget spreadsheet, describe what the contribution is (e.g., staff time, equipment etc.) and explain how you calculated the monetary value of these contributions including hourly or day rates. For example: “10 shovels @ $35 each, or Staff time 25 hours @ $100/hr” (max 250 words). | | | | | | | |
|  | | | | | | | |
| **Multi-Year Budget Comments (Budget Section F):** If you intend to apply for multiple years of HCTF funding, use this field to provide any comments in addition to the table in the spreadsheet (max 250 words). *(optional)* | | | | | | | |
|  | | | | | | | |
| **Section 7: 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.* | | | | | | | |
|  | | | | | | | |
| **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.): | | | | | | | |
|  | | | | | | | |
| **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**   * HCTF Budget Spreadsheet * Maps * Supporting Documentation (e.g. LOS) *(optional)* | | | | | | | |