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| 2023-2024 ERS SEED 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* [*Guidance document*](https://hctf.ca/wp-content/uploads/2021/09/2023-24-Guidance-for-Applicants-%E2%80%93-ERS-Grant-1.pdf) *and* [*FAQ Page*](https://hctf.ca/wp-content/uploads/2020/09/Application-FAQ-Page-Survey-Apply.pdf) *for helpful tips on getting started and using the Apply system.* |
| Section 1: General Information |
| HCTF Funding Year: *HCTF operates on a standard fiscal year, running from 1 April – 31 March.* | 2023-24 |
| Project Name: *Use a name that concisely identifies the project (e.g., species, habitat, and/or location) (max 10 words).* |  |
| Total Amount Requested from HCTF: *Please double-check to make sure this number matches the total amount requested from HCTF on the budget spreadsheet (max $5,000).* | **$** |
| **Project Leader Contact Info***This will be the primary contact for all project related correspondence and email notifications. Pending approval, the name listed here will be the responsible signatory for the Conditional Grant Agreement.* |
| Project Leader Name: |  |
| Email Address: |  |
| Work Phone: |  |
| Cell Phone *(optional):* |  |
| **Legal Organization and Billing Address***The name and address listed here will be used to issue payments. Pending approval, the organization listed here will be legally responsible for this project.* |
| Legal Organization Name: |  |
| Billing Address: |  |
| City: |  |
| Province: |  |
| Postal Code: |  |
| Applicant Sector  | [dropdown selection]:* Academic Institution
* First Nation
* Individual
* Industry
* Municipal/Regional Government
* NGO (Non-Governmental Organization)
* Provincial Government
* Other
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| Project Leader Title/Qualifications:Provide a brief description of the Project Leader’s role and qualifications as they relate to the proposed project. |  |
| Additional Proponents: *(optional)*Please include the name, email, qualifications, and a brief description of their specific role on the project.Additional proponents listed here must have full knowledge of all aspects of the proposal and have agreed to be involved in the project. |  |
| **Section 2: Project Overview** |
| **Project Description:**Briefly describe what your project will accomplish. HCTF will use this summarized description for communications about successful projects **(max 3 sentences).**  |
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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;
* 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 a rationale for submitting a Seed Grant proposal, instead of a full proposal under the Enhancement & Restoration and/or Stewardship Grant Program (1 paragraph). |
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| **Project Region:** Please select 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)*).* | [dropdown selection]:* 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 the distance to the nearest town or other known feature. This helps to orient the reviewers to your project’s location. |
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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 [*Overview Tab > +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. Note: applications for restricted funding are subject to the same HCTF technical review process along with all other proposals *(optional)* |
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| Target Species Names(s): 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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| Many HCTF-funded projects take place on the territories of Indigenous communities or involve partnerships with Indigenous communities. Please describe any communication you have had with Indigenous communities about your proposal and include details of those contacts and a summary of any feedback you received. |
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| The BC Ministry of Forests (and, in some cases, the BC Ministry of Land, Water and Resource Stewardship [including the Together for Wildlife Strategy]) 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, 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).*Click here to visit the* [*BC Government Directory*](https://dir.gov.bc.ca/) |
| 1. Are you a BC Regional Ministry Biologist?

*(If “Yes” you can jump to section 3)* | Yes[ ]  No[ ]  |
| 1. If not, have you discussed this project with a BC Ministry Fish/Wildlife/Habitat Biologist working in the area of your project?
 | Yes[ ]  No[ ]  |
| 1. Provide the name of the BC 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 Ministry Biologist provided specific input on your proposal? Provide the comments you received (positive or negative).
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| 1. If it was not possible to reach a BC 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. | [dropdown selection]:* 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 mapping, treatments, or management of invasive plant or animal 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. *(optional)* |  |
| **Section 4: Objectives, Activities, Measures of Success, and Timelines** |
| **Overall Project Objective**: In broad terms, briefly describe the overall project’s objectives and expected outcomes (what difference it will make for fish, wildlife, and habitat in BC) (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 (1 year).

Under each objective in this section, list the associated activities and approximate timelines.* Provide a brief title for 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: Financial Information** |
| **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.). |  |
| **Section 6: Other Information** |
| **Permitting Requirements:** List the permits/authorizations required for the activities you have proposed and explain your timeline for obtaining them. Refer to [Front Counter BC](https://portal.nrs.gov.bc.ca/web/client/application-list) application list for more info.*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.): |
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| **Certification:** [ ] By submitting this application you certify that all the information presented is true and accurate and that all partners and additional proponents have agreed to participate in this project**.**  |
| **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. |
| [ ] I have read the above guidelines and understand that I will be required to acknowledge HCTF’s support of this project, if approved for funding. |
| **Attachments to upload with your application form:*** **HCTF Budget Table**
* It is mandatory to upload the HCTF Budget Table along with your online application form.
* *Please download and complete the*[*HCTF ERS Seed Budget Spreadsheet (Excel template)*](https://hctf.ca/wp-content/uploads/2021/09/2023-24_ERS-SEED-Proposal-Budget.xlsx) *and then upload as part of your application.*
* *If you made recent changes to your budget in this section, be sure to navigate back to the "Total Amount Requested from HCTF" on the first page of your application form to ensure both totals match.*
* **Map Upload Guidelines**
* *It is required that a map is be included for all projects.*
* *Maps should be detailed enough to indicate where the project site is, but at a scale that also includes a known geographic location such as a town or major feature such as a large lake or river system.*
* *Maps should include the direction (i.e., North arrow) and scale bar, so the distance between the project site and known feature can be measured. If there are multiple sites, please clearly mark each site.*
* **Supporting Documentation *(optional – max 3 files****)*
* *You are allowed up to 3 supporting attachments (please limit to one letter per attachment).*
* *Attachments can be letters of support (on the supporting organization’s letterhead or a copy of an original email);*
* *For non-government applicants, a letter of support from the provincial fish/wildlife/ecosystem biologist in the region of your project is recommended. The letter should be specific to your project and explain how the results will be used in the Region.*
* *Do not send reports or other long documents unless requested by the TRC or Board.*
* *Please do NOT attach .png images, html links to google maps, or PDFs with protected signature fields.*
* *Supporting documents submitted separately by email will not be processed with your proposal application.*
* *Please note that reviewers may not have time to read additional documents in detail; do NOT rely on attachments to provide critical details of activities or methodologies.*
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