Enhancement & Restoration / Stewardship Grant (ERS)

GUIDANCE FOR APPLICANTS 2023–24

HABITAT CONSERVATION TRUST FOUNDATION

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Cover Image: Water sampling for mussels project (Photo Credit: K Fraser)

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1. Overview

This Guidance document provides information about the Enhancement & Restoration and Stewardship (ERS) grant program of the Habitat Conservation Trust Foundation (HCTF). This information is intended to help applicants develop their proposal ideas to fit with the HCTF mandate, goals and focus areas.

Within the ERS grant program are two separate grant application forms: Enhancement and Restoration (E&R) and Stewardship. Please visit the HCTF web pages noted below for detailed Instructions and Worksheets.

> ➤ *Enhancement & Restoration (E&R) Grants: Fisheries, Wildlife, Wild Sheep, Sturgeon*
> ➤ *Stewardship Grants*

Important Updates for the 2023–24 Intake!

- Our Stewardship grant is undergoing an update to better integrate with other HCTF grant programs. For 2023–24, HCTF will only accept Continuing Stewardship proposals (Seed and New Phase proposals will also be accepted).

- The maximum duration for any New Enhancement & Restoration proposals will now be 3 years (not 5 years). Existing Continuing Projects will be grandfathered to continue for their originally outlined duration.

Each year, HCTF provides funding for Enhancement & Restoration / Stewardship (ERS) Grants. These grants are provided to projects that:

- Focus on native freshwater fish, wildlife, and their habitats;
- Have the potential to achieve a significant conservation outcome;
- Align with our purposes as laid out in the *Wildlife Act.*

One of HCTF priorities is to support habitat enhancement and restoration, therefore proposals that involve on-the-ground habitat enhancement and/or restoration activities are strongly encouraged.

PROJECT GROUP SELECTION

Within the Enhancement & Restoration / Stewardship Grant (ERS) there are five project groups that correspond to different HCTF funding categories and corresponding Technical Review Committees (TRC):

Enhancement & Restoration (E&R) Grant:

- Fisheries [except white sturgeon]

- White Sturgeon only

- Wildlife [except wild sheep]

- Special Permits/Wild Sheep (Bighorn / Thinhorn Sheep only)

Stewardship Grant:

- Stewardship (see further information below)

On the application form, you will be asked to select one of the 5 Categories above. It's best if your proposal idea focuses on 1 of the categories and not a blend.

ENHANCEMENT & RESTORATION (E&R)

Enhancement and Restoration (E&R) proposals focus on the conservation and management of fish, wildlife, and their habitats. If your proposal involves engaging people to increase their knowledge, awareness, and understanding of fish, wildlife, and their habitats, you should submit a **Stewardship** proposal.

<u>**Wildlife Projects:**</u> Our priority is to fund restoration and enhancement projects that yield tangible outcomes for wildlife, fish, and their habitats. Therefore, any **inventory, monitoring or research proposals** focused on wildlife species will be vetted to ensure they:

1) support pending habitat management decisions,

2) identify or assess the feasibility of new restoration and enhancement opportunities, or

3) evaluate the effectiveness of projects funded by HCTF.

Sturgeon Projects: In the lower Fraser River, many years of intensive tagging projects have gathered standard life-history data to model population structure and estimate annual mortality and recruitment rates. As the foundational science work in the lower Fraser is nearing completion in the coming years, the HCTF Board supports a move to see NEW Sturgeon proposals that aim to achieve:

1) population assessments in the mid and upper Fraser River; and
2) juvenile habitat use, threats, and mixing between populations in the Fraser River and
3) habitat focused projects in the lower Fraser River that will address habitat requirements, habitat protection and habitat restoration initiatives.

Important note: Existing Sturgeon projects that are already approved for multiple years of funding will continue to be funded, contingent on satisfactory progress.

[*HCTF Priorities for Fraser River Sturgeon (2021–2026)*](#)

STEWARDSHIP

- Our Stewardship grant is undergoing an update to better integrate with other HCTF grant programs.
- **For 2023–24, HCTF will only accept <u>Continuing</u> Stewardship proposals in fall 2022 (Seed and New Phase proposals will also be accepted).**
- If you are planning a project involving outreach with a school or classroom, please apply to HCTF Education grants program

Stewardship Projects:

➢ Should focus on **engaging people** to increase their knowledge, awareness, and understanding of fish, wildlife, and their habitats.

➢ Should have the ultimate goal of **changing behaviors and/or attitudes** towards fish, wildlife and habitat conservation.

➢ **May involve direct action** in which people are stewarding the land (e.g., restoring a wetland, creating specific habitat features, removing invasive plants).

➢ **May involve indirect action** in which proponents work with others to achieve positive outcomes for fish and wildlife (e.g., landowner contact programs, citizen science, hands-on community engagement programs).

➢ Must be based on **current best practices** to increase conservation behaviors in the target audience.

➢ If your proposal involves outreach activities, be sure to describe who the **specific target audience** is and explain how you will reach your target audience.

➢ Where there are **Citizen Science** elements, proposals should also:

- Describe how the information collected will be used to directly address a conservation issue for fish and wildlife or their habitats.

- Describe what training methods will be provided for volunteers to ensure sound data collection (what format of training, how often, who will deliver).

- Describe what methods of Quality Assurance/Quality Control will be applied to data collected.

- Describe how data will be stored, managed and shared with decision makers or other relevant groups.

   Schools interested in grants should contact HCTF Education.

2. Eligibility

APPLICANT ELIGIBILITY

HCTF Enhancement & Restoration and Stewardship grants are available to anyone who has a good idea that benefits fish, wildlife and habitat in British Columbia. Proponents can include:

- Provincial government agencies
- First Nations
- Municipal/Regional government
- NGO (Non-government organizations)
- Academic Institutions
- Individuals (consultants who apply should provide their credentials and explain their experience in completing the proposed work)
- Industry

HCTF strongly encourages collaboration and cost-shared proposals. Project leaders should explore the possibility of partnerships with other organizations or agencies (local, provincial, or federal).

INELIGIBLE PROJECT ACTIVITIES

The following activities and types of projects are not eligible for funding from HCTF in the Enhancement and Restoration or Stewardship Grants (this applies to all categories of Enhancement & Restoration and Stewardship proposals).

Note: Other HCTF grants have different eligibility criteria and application processes (Caribou Habitat Restoration Fund, Land Acquisitions, PCAF). Please check the specific webpages for these other programs.

Ineligible activities under Enhancement & Restoration or Stewardship Grants include:

- Non-applied research. (Note that research focused on understanding population baselines and conservation status of species (excluding stand-alone inventory), and/or research that identifies key opportunities for restoration, enhancement, maintenance, or acquisition is eligible for HCTF funding)

- Training costs for project personnel

- Law enforcement activities

- Fish rearing, farming, stocking, or hatchery projects

- Wildlife rescue or rehabilitation centers

- Captive breeding and rearing, except for activities or circumstances that will result in clear and positive outcomes for recovery of native species populations

- Feeding of wildlife species, except for activities that are part of population recovery projects

- Control of native wildlife

- Salaries for regular Provincial government employees (wages for Auxiliary employees dedicated to the proposed project are eligible)

- Salmon-only projects that do not also benefit provincially managed fish species or their habitats

- Marine projects, except for activities that occur in estuary habitat

- Mapping-only projects. Note that mapping may be a component of a larger, eligible HCTF proposal

- Development or production of curriculum guidebooks or publication materials for fishing and hunting, or tour activities

- Hosting or organizing conferences (note that presenting/speaking at conferences may be an eligible activity if it is clearly tied to the management of the species/habitat in your project and it is a cost-effective way to share project results)

- Production or sponsorship of commercial programs

- Stand-alone interpretative materials, signs and services that are not part of a larger, eligible HCTF project

- Creation or management of stand-alone electronic databases, websites, or file systems

- Repairs and maintenance of aerators (Ministry proponents should apply to the Fisheries O & M program)

- Stand-alone inventory studies because this is a core government responsibility

- Stand-alone water quality monitoring projects

3. Project Status: New, Continuing, and New Phase

- HCTF operates on a standard fiscal year, running from April 1 – March 31. For example, a proposal submitted on November 1, 2021, would request funding to support project activities to take place between April 1, 2022, and March 31, 2023.

- HCTF will support multi-year projects (Maximum 3 years) but the approvals are issued one year at a time. *You must submit a continuing application for each year of your Multi-year project.*

There are 3 types of proposals based on their status:

1. **NEW** (first-time proposals or proposals that were not approved initially)

2. **NEW PHASE** (proposals starting a new 3-year phase)

3. **CONTINUING** (proposals that have been approved for Multi-year funding and are in Year 2, or 3)*

This does not apply to Projects approved before 2022 that were approved for Multi-year funding for 4 or 5 years. As of November 2022, the maximum duration for New Multi-year proposals in Enhancement and Restoration or Stewardship Grants is 3 years.

NEW PROJECTS

A project is considered NEW if:

- It has not been funded by HCTF before;

- It is related to a previously funded HCTF project, but the objectives and/or activities have changed substantially from those originally approved;

- It was not approved for funding in a previous year, but has been revised to address the Technical Review Committee's and/or the Board's concerns.

  - If you are re-applying for HCTF funding for a project that was not approved in the past, please select "New".

  - If changes have been made to the project scope or technical approach of a Continuing Project, please apply as a New project.

  - Continuing projects that were approved for "One Year Only" should apply as a New project.

CONTINUING PROJECTS (YEAR 2 – YEAR 3)

A project is considered Continuing if:

- It has been approved as a multi-year project;

- It is in its second or subsequent year of HCTF funding;

- It was previously funded by HCTF and the objectives are essentially the same as originally approved.

  - Continuing projects must provide information on Progress-to-date for the previous years' work, and explain how the current year's work will contribute to the overall project objectives. Continuing proposals that do not contain sufficient detail about previous results and outcomes in the "Progress to Date" section may be scored lower.

  - If changes have been made to the project scope or technical approach of a Continuing Project, this is a 'New Project' application.

- o Proponents should not self-extend. For example, if a 3-year Multi-year proposal is approved, the Year 3 proposal must be the final year. If funding for a 4th and 5th year is desired, the Year 4 request must be submitted as a New proposal as Year 1 of 2.

- o Continuing projects that were approved for "One Year Only" also need to apply as a 'New Project'.

- o Please note the technical reviewers will assess the funding request relative to the multi-year forecast in previous proposals. Therefore, please ensure that your Continuing year proposal requests are reasonably close to the Multi-year budget that was approved in Year 1.

NEW PHASE (NEW 3-YEAR CYCLE)

Note: For Stewardship applicants, HCTF will only accept <u>Continuing</u> proposals in fall 2022 (Seeds and New Phase proposals will also be accepted).

HCTF administers Continuing projects in 3-year cycles. Projects with a lifespan longer than 3 years must be identified and approved by HCTF at the initiation of the new 3-year cycle project.

- Once a longer-term continuing project has completed an initial 3 years, the applicant must submit a New Phase proposal for Year 1 and use the same project name and number (provided the proposed work is for a similar ongoing project). HCTF will re-evaluate the project's goals and objectives considering HCTF's other funding priorities

- If the New Phase proposal is approved for multi-year funding, subsequent Years (i.e., Year 2, 3) must be submitted as Continuing proposals. This type of proposal should explain exactly what has been accomplished over the past 3 years (5 for older projects) and provide a detailed work plan for the next 3-year cycle.

4. ERS Seed Proposals (maximum $5,000)

- Seed grants are intended for proponents who need to do some planning and preliminary work before submitting a full new proposal for an enhancement/restoration or stewardship project.

- The Maximum request is $5,000 (Note: Receiving approved seed funding does not guarantee funding for a subsequent full proposal)

- Seed funding can be used to help fill information gaps, explore project feasibility, identify project partners, and prepare technical information to develop a full proposal.

- Seed funding is not intended to be used for small, stand-alone projects. Seed grant activities are meant to culminate in the submission of a full HCTF proposal (NEW), ideally within two years. Note that the Seed project does not count as year one when submitting a full proposal.

- A Word version of the Seed proposal template is available on HCTF's website

All Seed proposals are submitted online through a separate Survey Apply program entitled "Seed Grants (E&R/Stewardship only)".

5. ERS Review Process

Each proposal goes through a multi-level, objective, technical review process prior to final Board decisions. All Board decisions are final and HCTF does not have an appeal process.

STAGE 1: PRIMARY REVIEW

- All NEW proposals undergo a Primary Review (except for Wild Sheep). The Primary Review is a detailed review conducted by a subject expert to assess and score technical merit. The Primary reviewer may be a TRC member or may be external to the TRC.

STAGE 2: TECHNICAL REVIEW COMMITTEE (TRC) EVALUATION

- All Applications (i.e., Seed, New, and Continuing proposals) are evaluated on technical merits by a committee of experts, composed of both government and non-government biologists. The technical reviewers meet to discuss and score proposals and make a funding recommendation based on their technical evaluation and the Primary Review. The TRC recommendations, comments, and scores are sent to the HCTF Board for consideration in making funding decisions.

- The HCTF Board of Directors reviews all proposals and TRC recommendations to make final funding decisions. The comments and recommendations from the previous years are considered by the Board. Funding decisions are final and there is no appeal process. The Board meeting takes place in early March.

- All applicants will receive email notifications by late March regarding funding decisions.

- HCTF staff cannot discuss or share any information regarding funding decisions before notifications are issued in March.

DEVELOPING YOUR PROPOSAL IDEA

- Consider the overall mandate and goals of HCTF when developing your proposal.

- For an idea of what HCTF has funded in the past and approved amounts, you can review *HCTF's previous List of Approved Projects*.

WHAT DO OUR PRIMARY REVIEWERS LOOK FOR?

- Does the proposal define the management or conservation issue well?

- Is the need for this project clearly supported?

- Are the project objectives clearly explained and linked to the issue statement?

- Are the objectives realistic and attainable?

- How well are the activities and methods explained?

- Is the timeline realistic?

- Does the proposal provide a plan or strategy to evaluate success with specific targets?

- How well are the measures of success explained?

- How well does the proposal describe larger ecosystem benefits and implications to fish and wildlife populations?

- Are the potential positive and negative impacts of the project explained?

- Is the project budget realistic and cost effective?

- Are partner contributions in place (funding or in-kind)?

Download the "*Technical Assessment of your Proposal: Review Criteria at a Glance*" for more information about what our technical reviewers look for.

WHAT DO OUR TECHNICAL REVIEWERS LOOK FOR?

- Issue— Does the proposal clearly explains how this work will contribute to positive conservation outcomes for fish, wildlife, and their habitats.

- Technical merit—Are the proposed methods appropriate and feasible, and will effectively address the issue identified

- Deliverables and evaluation—Does the proposal identifies practical, specific, measurable indicators of success* for both the implementation and the outcomes themselves

- Cost/benefit—Is the project budget is reasonable to achieve the proposed benefits for fish, wildlife, and habitats

***Measures of Success**: Specific quantitative targets that can be used to track desired change and project success. They can be short, medium or long term. Although it is common to report on outputs (e.g., number of collars deployed, square meters of habitat restored), assessing conservation success also depends on evaluating higher level outcomes (e.g., reduction in mortality of sheep, increases in elk abundance).

WHAT DOES OUR BOARD LOOK FOR?

- Alignment with HCTF priorities and strategic plan

- Eligibility of activities and expenses

- Cost-effectiveness—Do the proposed benefits justify the investment of HCTF funds compared to other projects?

- Conservation need—Did the proposal build a compelling case that the project will lead to positive conservation outcomes for fisheries, wildlife, and habitat in BC?

- Are there management applications from this work?

- Endurance of conservation benefits – Will the benefits to fish/ wildlife/ habitat persist over time?

6.   Developing the Proposal Budget

There is no upper limit on funding requests but there is a 3-year limit to project funding*. Enhancement and Restoration (E&R) Grant budgets typically range from $10,000 to over $100,000 annually. Stewardship budgets generally range from $10,000 – $70,000.

HCTF often receives higher requests than the amount of funding available. We suggest targeting your funding request to be as modest as possible. Proposals requesting funds in excess of $100,000 per year will be reviewed with higher scrutiny to ensure the potential conservation benefits justify this level of investment. When reviewing proposals, our Board considers the multi-year implications of investment.

* **After 3 years of continued HCTF funding, a proponent can apply for another cycle of funding as a New Phase 3-Year proposal (see page 12).**

Please visit the HCTF web pages noted below to download the updated HCTF Budget Spreadsheet (excel template) and the separate HCTF Budget Instructions for more detailed information.

- o Please download and complete the *HCTF Budget Table (Excel template)* to upload as part of your application.

- o For further details refer to the *HCTF Budget Table Instructions.*

MULTI-YEAR FUNDING

- All Multi-year proposals must complete the Multi-Year budget table to provide an "at-a-glance" view of the annual forecast of expected project funding to be requested in each future year.

- If specific funding amounts are not certain for future years, estimates are acceptable.

- The Multi-year budget should remain similar in subsequent proposals. If a Continuing proposal for Year 2–3 includes a significantly higher amount than forecast in the initially approved proposal for Year 1, a strong justification for the increase is required.

CAPITAL ASSET REQUESTS

To maximize the on-the-ground impact of every conservation dollar, HCTF will consider requests for capital assets where they are necessary to complete the project and where the cost per asset does not exceed $3,500. This threshold may be lifted in certain circumstances, such as for immobile assets (e.g., cattleguards).

Please contact HCTF to discuss if you wish to request an asset over $3,500 because additional information will be required. Note that any asset purchased must only be used for conservation purposes.

MATCHING CONTRIBUTIONS

HCTF does not have a specific matching requirement at this time, however, HCTF prefers to see proposals in which other partners are involved (such as government, organizations, industry, Indigenous groups) and may contribute funding or in-kind support.

- In-kind contributions are provided by other organizations/agencies and are needed to conduct the project. In-kind contributions can be Goods (e.g., Construction materials or equipment) or Services (e.g., Use of facilities, staff time, equipment operator).

- In-kind goods or services are valued in monetary terms ($) and are part of the project budget (i.e., goods or services are donated, but for which you would otherwise have to pay).

- In your budget file you must explain how you calculated the monetary value of in-kind contributions (e.g., 20 hours of expertise x $100/hour = $2,000 value for in-kind service).

- It's recommended to include a letter of support in your proposal from one or more partners who have agreed to contribute to the project.

ADMIN FEE

- Admin or Overhead costs include phone, office space, office supplies, etc.

- Administration fees cannot be charged on equipment/capital purchases.

- Some items are more appropriately listed as a Site/Project Cost than Overhead. For example, a mobile phone for field crews is a Project expense.

- 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.

- Admin fees are not permitted on proposals submitted by Provincial Government applicants.

- HCTF allows administration fees up to a maximum of 15% of the total amount requested. Your proposal must show how you calculated your Admin fee.

Note: 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.

7.   Completing the Application Form

Word worksheets are available on the HCTF website. We highly recommended drafting your proposal on the Word worksheets first, and once complete you can copy and paste the information into the online form in the *HCTF Survey Apply System.*

The *FAQ document* will provide further details about getting started and using Survey Apply.

PROJECT LEADER

- The project leader will be the primary contact for all project-related correspondence and email notifications including funding decisions. Pending approval, this person will be the signatory on the Conditional Grant Agreement.

LEGAL ORGANIZATION/BILLING ADDRESS

- This name and address will be used to issue payments and to generate the Conditional Grant Agreement. Pending approval, this organization will be legally responsible for this project.

HCTF PROJECT

- For Continuing projects, please use the same HCTF project # (X-XXX) which can be found in your Notification email sent in March. If this is a revised proposal that was submitted previously but not approved, please use the same project #.

LINKS TO PREVIOUS HCTF PROJECT

- Identify if this project has evolved from another project, that is, it is related but not the same project; for example, the objectives and/or activities have changed substantially, or the project has moved to a new location. If this new application is the result of a Seed project, please indicate that HCTF # here.

CONTACTING THE BC MINISTRY BIOLOGIST

- It is best to contact the Provincial Biologist most closely associated with your proposed work or who works with the species or habitats that you are proposing to work with to discuss your project idea.

- If you are not able to discuss your proposal with a Provincial Biologist, you must explain how your project aligns with a provincial or regional program, such as a Management Plan, Conservation Plan, Recovery Plan or other broader provincial strategy.

- 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, Members of the BC Inter-Ministry Invasive Species Working Group, Provincial Invasive Fauna Specialists, Regional Ecosystems Biologists).

PROJECT TYPE

- **Applied Research**: refers to scientific projects with a practical application that will address a specific conservation or management question.

- **Habitat Restoration & Enhancement**: refers to projects with physical on-the-ground work, such as planting, thinning, breaching a dike, creating nesting or denning habitat.

- **Population Monitoring & Assessment**: refers to projects focused on surveying or enumerating animals to assess population size or update population models to inform specific conservation action.

- **Creating Stewards [for Stewardship applicants only]:** This option does not apply to proposals in the fish, wildlife, Sturgeon or Sheep categories.

PROJECT STATUS

o   Select NEW, CONTINUING or NEW PHASE (Note: Only Continuing and New phase Stewardship proposals will be accepted for 2023–24)

o   Continuing proposals should have the same objectives and activities as originally approved in Year 1, although some aspects (e.g., location, timing) may be altered slightly. <u>New Objectives, Activities and methods should not be added to Continuing proposals.</u>

o   The Maximum duration for Multi-year proposals is now 3 years

SECURITY OF CONSERVATION INVESTMENT

- The HCTF Board wants to invest in projects that have a high likelihood of success with 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 of conservation benefits.

The application form will require you to:

- Confirm the status/ownership of the land base (i.e., public, or private) and any designation (e.g., provincial park). Note: In some cases, you may be required to submit a letter of support from the landowner as part of a funding condition to confirm access and permission.

- 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).

ISSUE STATEMENT

- o This section should explain the specific conservation threat or issue that your project will address (1–3 paragraphs). Include citations from Scientific literature to support the need for this type of work.

- o This section is not meant to be an Executive Summary to explain the entire project and all the activities that will be conducted.

- o Include background information to explain the urgency and/or priority for this work. *Why is this project needed now?*

- o Describe how the results of your project will be used to inform conservation and/or management action. *How will this project make a difference to fish, wildlife, and their habitats?*

RESPONSE TO TECHNICAL & BOARD COMMENTS

- o If you have applied previously, make sure to address all prior year feedback (Board comments, technical review comments, and funding conditions) in your proposal even if you were approved before.

- o Refer to the Concerns and Feedback listed in the Notification email you received in March. List each point from the Notification in your proposal and explain how you incorporated the feedback or explain why not.

PROJECT PROGRESS TO DATE (RECOMMEND 5–10 PARAGRAPHS)

- o For Continuing and New Phase proposals, explain the project results and outcomes achieved in previous years. Include specifics such as the number of samples collected, locations, results of data analysis, meetings, partner organizations etc.

- o If this proposal is part of a larger project not funded by HCTF, explain how the proposed work builds on other activities

PROJECT OBJECTIVES, ACTIVITIES AND MEASURES OF SUCCESS

Objectives should:

- o Describe an outcome, what you want to accomplish which is usually a desired future state (i.e., how your project will make a difference to conservation)

- o Describe the steps needed to reach the overall project goal

- o Focus on what you want to achieve, not what you have to do

- o Not be a list of activities or methods

- o Be measurable and can be accomplished in a specific timeframe. If appropriate, list both short-term objectives (current fiscal year) and long-term objectives for multi-year projects

- o Be the basis for the activities of your project and also serve as the basis for the evaluation of your project

- o Include keywords such as "to improve", "to reduce", and "to increase"

Under each objective, list the associated activities, measures of success, and timelines.

- o Using 10–15 words, list all the activities that will be done to achieve each Objective

- o Usually 2–5 activities are recommended for each objective

- o If you have more than 5 activities, you will need to lump them or add them into the Detailed Description text box using the same numbering system

- o Identify the expected timing for each activity and make sure it corresponds to the appropriate fiscal year (start and end dates, eg., May–July 2022)

- o For each activity, include a specific Measure of Success that will be used to track progress and evaluate success of the project

MEASURES OF SUCCESS (MOS)

These will be used to evaluate how well project objectives are achieved. (***Important Note: You will use these same Measures when reporting project results in the annual Grant Report and the HCTF Final Year Grant Report***).

- Measures of Success (MOS) relate directly to the objective and/or activity

- MOS are an indicator of the desired long-term outcomes under each objective and/or activity

- MOS should include quantitative targets that can be easily measured to track desired change and project success (e.g., replant 200m of habitat). They can be short, medium or long term.

- Short-term outputs (e.g., number of workshops held) can be useful to track project progress. However, assessing conservation success also depends on evaluating longer-term outcomes, so you should include at least 2–3 long-term outcome measures of success (e.g., population increase for species of interest, increased awareness in community through post-program survey).

DETAILED OBJECTIVES (MINIMUM 2–4 PARAGRAPHS FOR EACH)

Provide a detailed explanation for the proposed approach, sample size, locations and methods for each Objective (i.e., what, when, how, why, where). This section should also describe how you will measure outcomes of the project. A minimum of 2–4 paragraphs is recommended for each Objective. Note: Proposals that lack sufficient detail in this section may score lower.

You may provide the metric(s) for MOS in the table; however the detailed description should include specific numerical targets. For example,

- Activity 1.1 – Metric: Square meters cleared of invasives; Target: 300 square meters cleared of invasives

- Activity 1.2 – Metrics: # shrub/tree species planted, square meters replanted, % survival of plantings; Target: 500 shrubs planted, 200 square meters replanted, 80% survival of plantings after 1 year

- Activity 2.3 – Metric: % of students participating are involved in other environmental stewardship activities; Target: 40% of students participating are taking action to improve environmental stewardship after participating in the program

PARTNERSHIPS AND LETTERS OF SUPPORT

- 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.

- Letters of support are recommended to demonstrate you have partner organizations involved in your project or to demonstrate support from Indigenous groups or other organizations.

- For non-government applicants, a letter of support from the provincial fish/wildlife/ecosystem biologist in the region of your project is highly recommended.

- 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, Members of the BC Inter-Ministry Invasive Species Working Group, Provincial Invasive Fauna Specialists, Regional Ecosystems Biologists).

PERMITTING REQUIREMENTS

- It is the proponent's responsibility to secure all the necessary regulatory permits and authorizations before initiating the project.

- Many permits can take up to several months to secure and adequate time should be factored into project planning to account for this.

- In this section, list all the permits and authorizations that are necessary to conduct this project with the expecting timing.

- *British Columbia's archaeological sites are protected under the [Heritage Conservation Act](#) (HCA). This applies whether sites are located on public or private land, and whether the site is known or unknown. Under the HCA, protected sites or objects have legal requirements and may not be altered or changed in any manner without a permit.*

8. Submitting your Application

The application deadline for projects taking place in 2023–2024 is 4:30pm PST on Friday, November 4, 2022.

Submission of Enhancement & Restoration and Stewardship Grant Applications is through the [HCTF Survey Apply System](#). Please note that all applications and supporting documents must be submitted using Survey Apply. ***HCTF cannot accept applications or supplemental information by email***.

The online system typically opens by mid-September, but Application worksheets (Word versions) are available on the HCTF website earlier for drafting your proposal.

Note: All proposal groups/categories (i.e., Fisheries, Wildlife, Stewardship, Wild Sheep, White Sturgeon) are submitted through the Survey Apply program "Enhancement & Restoration and Stewardship Grants" (ERS). The application form contains a drop-down question so applicants can select their proposal group.

All Seed proposals are submitted through a separate Survey Apply program form "Seed Grants (E&R/Stewardship only)".

By submitting your 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.

E&R APPLICATION CHECKLIST

To ensure you submit a strong proposal, make sure to:

- ✓ Explain how your project matches HCTF goals

- ✓ Describe why the question or issue is important to address now

- ✓ Include details about your approach and methods: What, Where, How, When, Why

- ✓ Show how the results of your project will inform management and conservation of fish and/or wildlife, or habitat

- ✓ Include sufficient detail in the proposal; do not rely on attachments or other supplemental material. Your proposal should be a stand-alone document to explain your project and, (for continuing projects), should provide enough information for reviewers to evaluate year-to-year progress.

- ✓ Complete all sections in the form

- ✓ Include sufficient details in the budget table so reviewers can evaluate cost-effectiveness

- ✓ Check that your proposed expenditures are in the correct budget table sections (Labour, Site Costs etc.)

- ✓ Fill in the Multi-Year Budget table and Capital Assets table if relevant.

- ✓ Explain any administration fees and list anticipated partner contributions.

- ✓ Complete the "Response to Technical Review and Board Comments section" and address all feedback from a previous proposal (refer to your March Notification). Even if you have addressed the concerns elsewhere in the proposal, or in a response to a funding condition, you should complete this section to ensure the reviewers see this additional information.

✓ Upload letters of support as required

✓ Upload any supplemental reports only if they were specifically requested by the TRC or Board

✓ Proofread your proposal for clarity, typos, and good grammar

If you have questions about your project's eligibility, your proposal, what our reviewers are looking for, or any other details of application, contact our [Grants Officer](mailto:Lisa.Wielinga@hctf.ca) (Lisa.Wielinga@hctf.ca) to ask!

Please contact us well ahead of the deadline, as we are often very busy on deadline day and our response time may be delayed.