The Excel spreadsheet is where you’ll provide details on your proposed activities for 2022-23, the amount of money you are requesting from HCTF, and the amount of partnership funding you anticipate receiving for this project.

1. Put your restoration site name in the project name field at the top of the form (please ensure this matches the site name you used in question #1 of the CHRF application form).
2. In section A, describe each activity included within your seed grant proposal and the amount of funding you are requesting from HCTF. The maximum amount you can request for a CHRF seed grant is $10,000.
3. In section B, provide information on cash and in-kind support for the project from other organizations.

In-kind contributions are the provision of goods or services necessary to carry out the project activities. These are valued in monetary terms and accounted for as part of the partner’s contribution to the budget (i.e., goods or services which are donated, but for which you would otherwise have to pay). For example:

Goods: Construction materials or other specialized materials, equipment, etc.

Services: Use of facilities, professional services, expertise (e.g., staff time), equipment and operator, etc.

If there are both Goods and Services contributions from a partner, please enter each on separate lines. If a partner is contributing both in-kind and cash to your project, you may enter those on the same line.

In the “Additional Comments” field under the table, please provide an explanation of how you calculated the monetary value of any in-kind contributions (e.g., for professional services identify how many hours or days and at what rate).

**Additional Instructions for the Activity and Budget Detail Spreadsheet:**

The red “Total” cells are designed to populate automatically, so please avoid editing the formulas.

**Questions?**

If you have any questions about how to complete your application, please contact Shannon West, Manager of Program Development with HCTF on 250-940-9789 or by emailing [shannon.west@hctf.ca](mailto:shannon.west@hctf.ca)