



LAND STEWARDSHIP GRANT PROGRAM GUIDELINES Funding Cycle 2023-2026

INTRODUCTION

The Land Stewardship Grant provides funding for operations and management costs on conservation lands actively managed by non-governmental organizations (NGOs). This program is administered by the Habitat Conservation Trust Foundation and made possible through an endowment provided by the Province of British Columbia. The previous round of funding from 2020 - 2023 provided 12 grants ranging from \$7,900 to \$47,000 for a total of ~\$300,000.

This program will provide successful proponents with three years of funding from April 1st, 2023 to March 31st, 2026. The application deadline is **October 19, 2022 at 4:30 pm PDT**. Successful applicants will be notified in February 2023.

Please review this guideline document in full, prior to completing the application form. The application form is in two parts: Part 1 (word document) and Part 2: Budget and Activity Detail (xls spreadsheet). Worksheets for these forms are posted on the [APPLY tab](#) on the Land Stewardship Grant page the HCTF website.

GUIDING PRINCIPLES

The following principles will guide funding of projects and activities:

- **Accountability:** Funding recipients will develop 3-year-plans outlining specific goals, objectives and operational outcomes, including performance indicators; and provide annual reports on achievements of the goals, objectives and operational outcomes. See the example application form for detailed examples;
- **Maximum Conservation Benefit:** Grants will be used only for activities directly related to the conservation and enhancement of biological diversity, fish, fish habitat, wildlife or wildlife habitat;
- **Cost Effectiveness:** Applicants must use least cost/most benefit methods in applications; and
- **Best Management Practices:** Organizations must use best management practices and/or best science to maximize effectiveness of conservation activities.

ELIGIBILITY

Eligible organizations are defined as non-government, non-profit organizations who manage the conservation properties for which they are applying for funding.

Eligible properties are defined as fee-simple conservation lands in British Columbia that are both owned and managed by an NGO. Properties can be either an individual fee-simple parcel or a complex of fee-simple parcels that are managed as a unit by the NGO applying for funding. Lands owned and managed by federal, provincial or municipal/regional governments are excluded. Lands owned and managed for recreational, historical, agricultural or architectural values are not eligible for funding. Organizations wishing to apply for multiple properties must limit the request to **three** properties only. We will accept applications for properties previously funded under this program; however, priority may be given to properties not previously funded if the program is over-subscribed.

There is no **eligible funding limit**. Previous grants awarded range from \$2,500 to \$47,000. If the program is over-subscribed, individual funding amounts may be reduced. Generally HCTF expects to see significant conservation outcomes at higher levels of funding.

The **eligible and ineligible activities** list is provided as Appendix 1.

APPLICATION GUIDELINES FOR PART 1 (WORD DOCUMENT)

1. Proponent (Applicant) Information
 - The Project Leader should be the main contact and is the person to whom our notification of funding will be sent.
2. Amount requested from HCTF
 - While we have no specific funding limit, please note that previous grants have ranged from \$2,500 to \$47,000, with an average funding amount of ~\$25,000.
3. Organization Details
 - The information included here should provide confidence that the organization is stable and can complete the project as described with qualified staff, contractors, and/or volunteers.
4. Conservation Property Information
 - Property/Project Name: If your property already exists in the Conservation Lands Database please use the existing “Project Name” which is available for viewing on [BC iMap](#). This will also be the name used for your grant in the HCTF project database.
 - Geographic Coordinates: If you do not know the lat/long coordinates for your property you can find them using [Google Maps](#). Right-click on your property’s location on the map, and select “What’s here?” from the dropdown menu. The lat/long coordinates will appear in a new window.
 - If the applicant is not the property owner, a letter must be provided from the property owner supporting the application and providing permission to access the property and conduct the work. Both the owner and the applicant must be an NGO.
 - If the property is leased to another party, there must be an agreement in place giving your organization management authority to undertake the activities presented in your application. A letter must be provided from the leaseholder stating that such an agreement is in place, or a copy of the agreement signed by both parties must be provided.
5. Habitat Description/Values
 - Explain the reasons for the property’s acquisition, e.g. importance to biodiversity, species at risk, connectivity, habitat corridor, etc.
 - Protecting or enhancing these values is the “why” for the goals and objectives in your plan
6. Property Management
 - Vision/Management Goals: Outline your vision for the property that will serve to guide property management activities and the overall management goals that mirror the goals included in Part 2.
 - Risks: Explain the risk to the property’s conservation values as described in Part 5 if HCTF funding is not secured to complete the activities in Part 2.
7. Guiding Documents

- List (but do not attach) relevant documents that guide the land management/stewardship of the property/complex. If there is a management plan in place for the property/complex, please include it in this list. Other guiding documents may include invasive species management guidelines, restoration plans, etc.

8. Partnership and Community Engagement

- Include a list of other anticipated funding sources.
- If there is a partner with significant involvement in managing the property, consider providing a letter of support from the partner organization.
- Please include details if this project involves a partnership with or working towards building partnerships with First Nations or Indigenous communities.

9. Financial Information

- Capital expenditures are defined for HCTF purposes as any individual item costing over \$1000. It is unlikely that any of your individual materials and supplies would be over \$1000. This does not include 100 plants at \$10 each, or two trail cameras at \$500 each. If applicable the cost of any capital items should be included under materials and supplies in Part 2 (xls Spreadsheet).
- Administration costs: If your organization charges an administrative fee, include as a percentage. If you do not charge an administration fee, please describe how administrative costs are covered, e.g. a portion administrative costs are included in staff labour charges, administrative costs are covered by the applicant through other funding sources, etc.

10. Property Map

- Include a minimum of one map of the property showing the property boundaries, and any significant features on the property (e.g. wetlands, sensitive ecosystems, dams, bridges, trails), particularly those features that relate to project activities. The map should include details of the property (more than a location map), with a legend and North arrow. Secondary optional maps could include neighbouring conservation areas, sensitive ecosystems, air photo, etc.
- Maps may be imbedded in the application form or included as separate attachments.

APPLICATION GUIDELINES FOR PART 2 (XLS SPREADSHEET)

The green cells in the spreadsheet contain formulas that automatically calculate based on the entries into the spreadsheet. These cells are locked for editing. Do not enter any data in the green cells.

Goals:

In column E, list the project goals. These should be broad statements of what your organization hopes to achieve on the property. For example: a decrease in invasive species, increased community involvement in protecting a threatened species, or restoring and enhancing specific habitat found on the property. Note that the same goal may be repeated on multiple rows of the spreadsheet, as you may have multiple objectives stemming from each goal ([see sample application](#)).

Objectives:

Objectives are statements detailing a desired future state resulting from the proposed activities. For example: Invasive species are controlled or removed based on the most effective techniques. Objectives work towards accomplishing the goals that you hope to achieve by the end of this grant cycle. Please use a new row in column F for each objective. The application form has room for 8 separate objectives. If you would like to list more than 8 objectives for the property, please email Barb at bvonsacken@hctf.ca and we'll modify the spreadsheet for you.

Expected Outcome/Performance Indicators by End of Year 3:

In column G, describe the expected results of completing the activities listed in column H by the end of the three year grant cycle. Please ensure all of your outcomes are specific with measurable targets, eg. All yellow flag iris removed from 1 ha wetland on property according to BMPs developed for this species and relevant to this property. We encourage organizations to evaluate the effectiveness of their activities by conducting appropriate monitoring.

Activities:

In column H, describe the activities to be carried out to accomplish your objectives. Please ensure that you provide enough detail in your descriptions of activities for our technical review committee to evaluate their effectiveness and appropriateness. This could include a brief description of the methods you plan to use, where appropriate. Where possible, please include information on the planned timing or duration of the activity and if there is a standard protocol or methodology you will follow.

There is space to list three separate activities for each objective. If you would like to request funding from HCTF for more than three activities related to a particular objective, please email Barb at bvonsacken@hctf.ca and we'll modify the spreadsheet for you.

Budgeting:

You will need to provide budget figures for each activity included in your application. You do not need to fill in ANY of the green highlighted cells. Entering budget amounts for staff labour, contract labour, travel, and materials and supplies will automatically fill the "Activity Total" and "Labour Subtotal" column for each row. The budget numbers you provide are **for the entire 3-year granting cycle**: we have not asked you to forecast your expenditures by year. However, you will be required to report on activities completed, outcomes achieved, and grant money spent on an annual- basis. In addition to keeping receipts for any travel and material and supplies costs, you will be expected to track the amount of labour (in person-days rounded to the nearest half-day) dedicated to each activity in your application.

If you know you will require additional cash or in-kind contributions to complete an activity, please indicate this in column Q. Enter the amount of these additional contributions that have been confirmed in column R.

Once you have entered in the budget amounts for all of your activities, labour, travel, and materials and supplies, including capital assets if applicable, the total request will be automatically calculated in cell B14. If your organization charges an administration fee, please enter it as a percentage, eg 15% in cell B15. **Note**, the maximum allowable administration fee is now 15%. The dollar value of the administration fee will be automatically calculated in cell B16, as well your total funding request to HCTF will be automatically calculated in cell B17.

CHECKLIST AND SUBMISSION INSTRUCTIONS

Please proofread your application and check that the budget includes the same proposed Goals, Objectives and Activities. Include the following with your application.

Required:

- Application Form Part 1 (as word document or PDF)
- Application Form Part 2 - Budget and Activity Detail spreadsheet (as excel file)
Maps – if not imbedded in the application
- Letter from NGO landowner, if the landowner is not the applicant
- Letter from or agreement with leaseholder, if applicable

Optional:

- Letter(s) of support where appropriate, including from land management partner if applicable

Submit your application by 4:30 pm on **October 19, 2022** to Barb von Sacken, Conservation Specialist, at bvonsacken@hctf.ca. If your files are too large to send as email attachments (>10MB), please submit as a Onedrive link, or contact us. We will confirm via email when your application has been received. Late submissions cannot be accepted.