



## Invasive Mussels Lake Monitoring Fund Program Guidelines for 2023 Field Season

### Introduction

The purpose of the Invasive Mussels Lake Monitoring Fund is to ensure lakes and rivers across the province of BC are actively sampled and monitored for the presence of invasive zebra and quagga mussels. HCTF is administering this fund to provide support to various agencies and community organizations across the province to participate in the sampling of waterbodies. This program has been funded through a contribution to HCTF from the Ministry of Environment and Climate Change Strategy (ENV). In 2019, additional funds were secured by ENV through the Canada Nature Fund for Aquatic Species at Risk administered by Fisheries and Oceans Canada. This is the fifth year of funding under this program.

As of 2022 invasive mussels monitoring and reporting is being administered through the Ministry of Water, Land and Resource Stewardship (WLR). WLR has published an updated *2023 BC Dreissenid Mussel Lake Monitoring Field Protocol*, hereafter referred to as the Field Protocol. There have been some changes to the protocol over the last year, including updates to the priority waterbodies list; please review the updated protocol in detail before completing your HCTF application.

### Eligibility & Grant Information

#### Eligible Applicants

Invasive Mussels Lake Monitoring Grants are available to community groups, non-profit organizations, local, regional and provincial governments, First Nations, and others. For applicants to be successful, the application must demonstrate that applicants have proven experience, knowledge, and capacity to carry out the activities in the proposal. Activities may be conducted by paid staff, volunteers, or a combination, but the applicant must clearly demonstrate that they have the experience necessary to complete the proposed activities according to the sampling methods as outlined in the Field Protocol, including direct experience with sampling of waterbodies.

#### Eligible Waterbodies

The Field Protocol includes a list of priority waterbodies from which grant proponents must select waterbodies to sample. The waterbodies identified with a sampling frequency of bi-weekly in the Field Protocol are the highest priority. It's not expected that all the priority waterbodies within your region are selected for sampling. Please consider the additional cost vs. benefit to add a given waterbody. If you plan to sample more than one or two additional waterbodies over what you have sampled in previous years, please contact HCTF to discuss before you submit your proposal. For larger and more

complex priority waterbodies, a minimum number of sample site locations have been provided; however, additional sites may be proposed for sampling. Rational for including additional sites must be included as part of the proposal.

### **Eligible Activities and Expenses**

This grant opportunity is available only for the following specific activities, as outlined in the Field Protocol, including:

- Collecting plankton tow water samples from waterbodies as identified by the province to test for the presence of zebra and quagga mussel veliger larvae.
- Material costs to build substrate samplers to test for the presence of adult or juvenile zebra and quagga mussels. Substrate samplers may be deployed at locations where plankton tow samples are being taken or at other waterbodies opportunistically. The application does not require a list of locations of where substrate samplers will be deployed; however, successful proponents will be asked for a list of waterbodies where substrate samplers were deployed in the Grant Report.
- Preserving, packaging, and mailing samples to the designated lab only.

### **Eligible expenses to complete the above activities include:**

- Labour costs to pay employees and/or contractors to complete the plankton tow sampling
- Costs associated with supporting volunteers to complete the plankton tow sampling
- Equipment, materials and supplies directly relating to the plankton tow sampling work, as identified in the Field Protocol:
  - Sampling equipment (e.g., plankton net, preservative, sample containers, etc.)
  - Equipment and supplies required for equipment decontamination
  - Fuel costs for boats used for monitoring
  - GPS units, pH meter, pH strips, thermometer, and other technical equipment required with justification provided
- Materials costs to build substrate samplers
- Travel expenses for travel from the main place of business or boat storage location to the sampling sites. Note that HCTF pays mileage at a maximum of \$0.61 per km
- Costs for equipment and materials required for disinfecting boats and equipment between waterbodies
- Postage/courier costs for shipping samples to the lab
- Administration fee to cover overhead costs, maximum of 15%

### **Ineligible expenses**

- Salary expenses for regular provincial government employees
- Any expenses unrelated to the sampling activities
- If an administration fee is charged, separate additional charges for overhead (photocopying, office space, etc.) are not eligible
- General volunteer recruitment expenses

- Training costs
- Labour, travel, and other expenses for substrate sampling

Note: WLRS will cover the costs associated with the analysis of all samples collected through this Fund. As a result, these costs do **not** need to be included in the proposal budget. WLRS may need to limit the number of samples per application; this decision will depend on the number of applications received and total available funds. WLRS must be contacted regarding the cost for analyzing any additional plankton tow samples that are collected using additional funds (funds not provided by HCTF). WLRS is responsible for all communications with the laboratory including receiving lake monitoring results. WLRS must be contacted for the results from the laboratory analysis, the lab should not be contacted directly.

### **Grant Amount**

There are no specific restrictions on the amount of funding which may be provided, but typical grants for this program are in the \$5-15K range. Requests significantly over \$15K will require a strong rationale.

### **Funding Period**

This call for applications is for the 2023 field season only. We anticipate sending notifications of funding in early April 2023, and reports will be due in November 2023.

### **Application Information and Deadline**

The grant application form and instructions are available on the HCTF website. The deadline for completed applications is Friday **February 3rd, 2023 at 4:30 pm Pacific Time**.

### [Proposal review](#)

Proposals will be reviewed based on the following criteria:

- The application aligns with the priority waterbody list and frequency of sampling provided in the 2023 Field Protocol. Justification is provided for proposed sample sites within the waterbody. Examples of information to support justification includes level of boating activity, proximity of site to recreational infrastructure (boat launches, docks/marinas, campgrounds) and proximity to inflows and outflows.
- The application provides sufficient evidence that the proponent has the technical skills and knowledge, as well as the organizational capacity, to complete quality veliger sampling according to the Field Protocol. This includes detailing how the Field Protocol will be followed for all aspects of sample collection (plankton tow, preservation, equipment disinfection and shipping of samples).
- The project budget is cost effective and sufficient to complete the proposed activities. The cost per sample may be used to assess proposals.
- Proponents with funding from other sources, cash or in-kind, may score higher; however, matched funding is not a requirement.

- Recent (within last two years) letters of support from relevant experts that speak to the capacity of the organization to complete this type of work will strengthen the application.

### Funding Decisions and Grant Agreement

Notification of funding decisions should be available in early April 2023. Successful applicants must review and sign a funding agreement. An up-front payment of up to 70% of the grant will be made after both parties have signed the funding agreement and a valid certificate of insurance has been received.

### Reporting & Performance Measures

A final report detailing activities completed, samples collected, and costs incurred will be due on November 30<sup>th</sup>, 2023. Once this report is received and approved, the final grant payment will be made. We will also look at feedback from the laboratory (e.g., sample quality, days between sample collection and shipping to the lab, data provided to the lab with the sample).

### Questions?

Any questions about this funding opportunity should be directed to Barb von Sacken at [bvonsacken@hctf.ca](mailto:bvonsacken@hctf.ca) or 250 940 3013.