



Invasive Mussels Lake Monitoring Fund Application Instructions

These instructions mirror the Part 1: Application Form, with instructions in italics under each question. The Part 2: Budget and Sampling List includes instructions within the spreadsheet – look for a red triangle in the corner of the cell and hover over the cell to view the instructions.

Please review the Invasive Mussels Lake Monitoring Fund Grant Guidelines, the 2023 *British Columbia Dreissenid Mussel Lake Monitoring Field Protocol* (herein referred to as the *Field Protocol*) and this Instruction document prior to completing your application. We will review your answers to ensure you have read and understand the Field Protocol, so please be descriptive in your answers.

The application must be accompanied by Part 2: Budget and Sampling list (Excel Spreadsheet); please complete both tabs on the spreadsheet.

1.0 Basic Project and Contact Information

Project Title: *Enter Project Title here*

Amount Requested from HCTF: <i>Should match amount in budget table in Part 2(a)</i>	
Region:	<i>Enter the region the sampling will take place in. eg. Vancouver Island, Lower Mainland, Thompson-Nicola, Okanagan, Kootenays, etc. A map of the regional boundaries can be found here.</i>
Project Leader Name:	<i>This person should be the best contact if we have questions to follow up on your application.</i>
Organization Name:	
Mailing address:	
Phone number(s):	<i>Include multiple contact numbers, indicating if they are office or cell phone numbers</i>
Email:	

2.0 Proponent Information

- 2.1 Provide a short description of your organization, e.g., type (government, NGO, community group), mandate, history:

This section should be relatively brief, maximum 300 words.

- 2.2 Describe your experience/qualifications with water quality sampling, explaining how your skills and experience and capacity will allow you to successfully undertake the proposed activities.

3.0 Project Details

This section is your opportunity to demonstrate your ability to undertake water sampling to ensure there is a high level of confidence in your capacity. If part of your planning includes additional training to undertake the sampling program, provide details here. Note that training costs are not eligible for HCTF funding under this program but may be funded by other sources as part of your project.

- 3.1 Provide your expected timeline for the season: expected start date and expected end date of the sampling season. Include water temperature data confirming >12 Degrees C for the proposed waterbodies.

Overall start and end dates of sampling for each proposed waterbody must be based on when water temperatures reach suitable levels for ZQM spawning (>12C) as outlined in the Field Protocol. Therefore the exact timing of sampling may vary by waterbody. Note that detailed start and end dates for each waterbody must be included in Part 2. Adjustments to the timing and frequency of sampling may be required throughout the season to ensure sampling is occurring during optimal temperatures (>12C) for ZQM spawning. For example sampling may need to start later in the spring if water temperatures are cooler and/or there are high water flows, while sampling may need to run longer into the fall if water temperatures are above normal. It is important to contact to HCTF and WLRS right away to request approval for changes to the timing and frequency of sampling. If sampling events need to be cancelled in the spring or fall due to unfavourable conditions, it may be recommended by WLRS to instead collect additional samples during the summer months (e.g. July and August) when water temperatures are the warmest.

- 3.2 Provide a list of waterbodies you wish to sample from the priority waterbody list in the Field Protocol for plankton tow sampling, selected sample sites within each waterbody and a justification for the sampling sites selected. This section should complement the information provided in Part 2.

Waterbody	Sample Site	Frequency of Sampling	Justification
<i>e.g Three Mile Lake</i>	<i>e.g Maple Bay Marina</i>	<i>e.g Monthly</i>	<i>e.g Marina with boat launch that sees a high volume of boat traffic during summer months. Proposed frequency of sampling is consistent with the Field Protocol.</i>

- 3.3 Provide an explanation if there are any variances in your selected waterbodies or sampling frequency compared to the priority waterbody list in the Field Protocol

Variances from the sampling types and frequencies recommended in the Field Protocol and waterbody list should be reported here with rationale. Example, “We plan to sample ABC Lake monthly. It is recommended for bi-weekly sampling but we have X number of sample sites and feel that with this high number of sites sampling monthly is sufficient. We will ensure sampling occurs on the lake bi-weekly across the various sites (i.e. sampling through time and space).”

HCTF is unlikely to fund sampling that occurs on lakes that are not on the waterbody list or more frequently than recommended; however, you can indicate here if you are seeking additional funding from other sources to sample over and above what is recommended. First you must contact the Ministry of Water, Land and Resource Stewardship (WLRS) to determine if the cost for analysis will be supported and covered by WLRS. Example: “We plan to sample bi-weekly on all waterbodies in our proposal and are seeking other funding to cover the additional sampling over and above the recommendation of monthly sampling for those waterbodies.”

- 3.4 Describe in detail your sample preservation methods, including the preservative you plan to use and frequency of shipping samples. Please include the steps that will be taken to report any samples suspected of having invasive mussels or other AIS.

This section should include whether you plan to use 95% ethanol or 99% isopropyl alcohol. Include the steps for how you plan to check the pH of your sample and add buffer, if needed.

- 3.5 Describe in detail ancillary data you plan to collect, equipment and methods to be used.

Information on ancillary data you plan to collect if conducting veliger sampling (e.g., pH, Temperature).

3.6 Describe your decontamination protocol.

This should include information about how you plan to manage sampling multiple waterbodies and avoid contamination.

Decontamination TIP: When using vinegar to clean equipment be aware of the potential hazard of using vinegar on any lead parts of sampling equipment. There is potential for dissolved lead to enter the vinegar solution. This hazard can be mitigated by keeping the lead parts as clear of the solution as possible, and by treating the used solution as hazardous, i.e., awareness and PPE.

3.7 Describe any partnerships you have with other organizations, consultants, First Nations communities, local government, etc. and in what capacity. Eg. Outreach or Public events. Also, any discussions you may have undertaken with other organizations in your region who may also be applying for funding under this program. Note that a list of last year's grant recipients is included on the HCTF website.

Complete this section if you have any partnerships and/or anticipate that other groups in your region may also be applying for funding. Please disclose all partnerships and assistance from external partners including labour and equipment. We hope that different groups within the same geographic area have discussed their proposed sampling locations with each other to prevent sampling at the same location within the same waterbody over the same time period. We understand there may be multiple groups sampling larger waterbodies.

If you do not have any partnerships and do not anticipate that there are other applicants in your region, you may say "N/A" for this section.

4.0 Checklist and Submission Instructions

Please ensure you include the following with your application:

Required:

- Part 1 Application Form (as word document or PDF)
- Part 2 Budget and Sampling List (Excel Spreadsheet)

Optional, but recommended:

- Letters of support

Send your application to Barb von Sacken at bvonsacken@hctf.ca by **4:30 pm Pacific Time on Friday, February 3rd, 2023**. Please provide the spreadsheet as an excel file, and the main application form as a word document or PDF. If your files are too large to send as email attachments (larger than 10MB),

please contact Barb von Sacken at 250 940 3013. We will confirm via email when your application has been received.