

Community Grant Application Worksheet

Please note this form is a worksheet only. All information entered in this form will need to be entered and submitted through the Survey Apply online system. Once this form has been completed you can then copy and paste directly to the online form. Keep a copy for your records.

Please see the [Community Grants Apply webpage](https://hctf.ca/grants/community-grants/#apply) for more information about eligibility, funding requirements, and other project considerations.

**1. Project and Contact Information**

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| Project Title:  Use a name that concisely identifies the project. If this is a continuing project, please use the same name from previous years. |  |
| HCTF Funding Year: |  |
| Total Amount Requested of HCTF:  This amount is for this application year and it must match the total amount requested from HCTF on the budget table. |  |
| Project Leader Full Name: |  |
| Project Leader Role/Title: |  |
| Email Address: |  |
| Cell Phone: |  |
| Work Phone: |  |
| Sponsoring Group or Individual: If your application is approved, the cheque will be issued in this name. |  |
| Mailing address**:** Cheque and correspondence will be mailed to this address. |  |
| City: |  |
| Province: |  |
| Postal Code: |  |
| Applicant Sector: (Dropdown question – select one) | * Academic Institution * First Nation Individual * Industry * Municipal/Regional Government * NGO (Non-Governmental Organization) * Provincial Government * Other |

**2. Project Details**

# Project Description:

## Describe what your project will accomplish (2-3 paragraphs).

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# Short Project Brief: HCTF will use this summarized description for news releases and other communications listing successful projects (max 3 sentences).

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Benefits to Fish, Wildlife, and Community:

## Clearly describe what problem or issue you aim to address and the expected conservation benefits resulting from your project with respect to fish and wildlife species or habitat.

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| Project Location:  Provide a one-line description that includes distance to the nearest town or other known feature. |  |
| Is this property located on private land? If yes, you must submit a letter of support to confirm permission to access the property. | YES / NO |
| If private property, how will any restoration activities be protected?  Is there a conservation covenant in place? |  |
| Multi-Year Funding:  Will this project require multi-year funding?  ***Important note:*** *Projects may only apply for a maximum of $10,000 per year, up to a limit of $20,000 in total over all years. A new application must be submitted for each year if the project will continue.* | YES / NO |
| Funding History: Has this project been funded by PCAF before?  *Before applying for funding, you must submit a repeat report with a statement of expenditures for last year and a description of the work you have completed to date. See the* [*Reporting tab*](https://hctf.ca/grants/community-grants/#reporting) *on our website.* | YES / NO |
| Funding History: Has this project been funded by PCAF before?  *Before applying for funding, you must submit a repeat report with a statement of expenditures for last year and a description of the work you have completed to date. See the* [*Reporting tab*](https://hctf.ca/grants/community-grants/#reporting) *on our website.* | YES / NO |
| Project Number:If yes, please indicate the project number (e.g., Project # 0000). |  |
| Year of Year:If yes, please indicate which Year of Year of funding this project is in *(e.g., Year 1 of 2 Years).* |  |
| HCTF Grant(s) Affiliation:Is this project affiliated with another project that has received funding from HCTF (e.g. Fish & Wildlife, Capacity, or Action Grant)? | YES / NO |
| HCTF Project Number:If yes, please indicate the project number.*(e.g., Project # 0000)* |  |
| HCTF Grant(s) Affiliation - Explanation:If yes, provide an explanation below of how this project is distinct from other HCTF-funded projects or how it adds value to another HCTF project**.** **Important Note:** Community Grant funding cannot be used to cover activities that are already funded by another HCTF grant. |  |

**3. Objectives, Activities & Volunteer Tasks**

Objectives:

## Please describe what you want to accomplish (point form is acceptable).

## Each Objective should describe what you want to accomplish, not what you have to do *(e.g., “Improve habitat quality for amphibians in Big Tree Marsh” or “Enhance knowledge of the importance of wetlands to supporting local biodiversity”).*

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Methods & Activities:

## Describe how you will accomplish the project objective listed above and provide a brief timeline for each activity (point form is acceptable).

## Methods & Activities are the specific actions taken to achieve the objective. For each activity, include the specific methods that will be used to carry out the project activities with a primary focus on “on the ground” activities. *(e.g., “Host a family day and encourage students to bring their families to visit the wetland.”)*

## List no more than 5 activities under each objective. If you have more than 5 activities, you will need to lump them. Please also provide a brief timeline for each activity, when it will start, and how long it will take *(e.g., October-November 2024).* Note that Community Grant funding is typically issued in July and cannot be used retroactively.

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Volunteer Tasks & Hours:  
Describe volunteer activities and ensure hours are consistent with the budget table (point form is acceptable).

Volunteer Tasks & Hours should clearly describe in detail what the volunteers will be doing and estimate the number of volunteer hours required to complete the task. **At least half (≥50%) of your matching funds must come from volunteer labour.** Please list the actual activities your volunteers will be doing for the hours you have indicated in the budget section.

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Please list other groups or agencies involved in planning your project:

## It is recommended that you try to contact a regional fish and wildlife Ministry Biologist to discuss your project, especially during the planning phase.

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Please list other funding partners:

## Money (grants) you have received from other organizations cannot be counted as an allowable donation (i.e. matching funds) for Community Grants.

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**4. Budget & Matching Funds**

### **Matching Funds** **Community Grants require a 1:1 matching fund, and at least 50% of this matching fund must be made up of the Volunteer Labour Total.**

(For example, if you have a volunteer labour total of $5,000 and you have donated materials of $2,000, you can request a maximum of $7,000. If you had no donated materials, the maximum request would be $5,000).

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| Number of Volunteers |  |
| Total number of Volunteer Hours? Enter the estimated number of volunteer hours. (Example: 10 volunteers x 5 hrs/vol x 3 weed pull events = 150 total hours) |  |

**Volunteer Labour Total**  
The total volunteer labour amount is calculated based on a set rate of $20 per hour.  
This amount must be equal to at least 50% of your requested amount.

**Total: $0 (this auto-calculates online based on the number of volunteer hours)**

**Allowable Donations**  
Please give details of each item such as club funds, donated services, materials, or equipment. Please see the Community Grant Guidelines on the [Apply page](https://hctf.ca/grants/community-grants/#apply) for more information on allowable donations.

|  | **Description** | **Donation Amount $** |
| --- | --- | --- |
| **1** |  | $ |
| **2** |  | $ |
| **3** |  | $ |
| **4** |  | $ |
| **5** |  | $ |
| **6** |  | $ |
| **7** |  | $ |
| **8** |  | $ |
| **Total** |  | 0 |

The total will auto-calculate online when amounts are entered.

**Budget Request**  
Please see the Community Grant Guidelines on the [Apply page](https://hctf.ca/grants/community-grants/#apply) for more information on allowable expenditures and ineligible costs.

|  | **Category** | **Description** | **Amount Requested $** |
| --- | --- | --- | --- |
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| **1** | Dropdown options --  Materials and equipment  Transportation and fuel  Fees for a contracted specialist  Meals and honorariums  Facility or equipment rentals |  | $ |  |
| **2** |  |  | $ |  |
| **3** |  |  | $ |  |
| **4** |  |  | $ |  |
| **5** |  |  | $ |  |
| **6** |  |  | $ |  |
| **7** |  |  | $ |  |
| **8** |  |  | $ |  |
| **Total:** |  |  | **0** |  |
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The total will auto-calculate online when amounts are entered.

**Matching Funds and Budget Totals**

Volunteer Labour Total: $0

Allowable Donations: $0

**Matching Funds Total: $0**

**Total Budget Request: $0**

**These totals auto-calculate online based on the amounts entered in the tables above.**

Additional Budget Notes:

Please include justification below for any expert costs and time (i.e. explain what the Specialist will be doing and why they are essential to deliver the project). Preference will be given to projects with no more than 25% of the total request covering time for an expert (multiple experts may be acceptable with sufficient rationale). Regular wages for project coordinators are not eligible for Community Grant funding.

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**5. Acknowledgement & Submission Process**

Recognizing HCTF's Contribution:

Please see [HCTF’s Communications page](https://hctf.ca/media/) for guidelines and other details on how to acknowledge HCTF’s support.

* I have read the above guidelines and understand that I will be required to acknowledge HCTF’s support of this project, if approved for funding.

**Next Steps:**

* Click "Mark as Complete" to finish the form portion of your application.
* Proceed to the next stage and upload any attachments.

IMPORTANT**! - Once all application tasks are "Marked as Complete" you still need to submit your application by clicking the**"SUBMIT**" button.**

* Once you've reviewed all your completed upload tasks, click "Submit Your Application"
* Once submitted, you will receive a notification email in your inbox that your application has been received. If you do not receive any email, make sure to check your Junk or Spam folder.

*Note: Collaborators are not able to submit the application – the proposal can only be formally submitted by the account that initially created the application.*

Additional Upload Tasks

Additional Letters of Support: YES

*(Optional - Please upload a maximum of 3 additional LOS)*

If you need to access private property for your project, you must include a letter of permission from the landowner(s).

Community Grant Report: YES  *(\*Required for continuing Projects only)*

*See the* [*Reporting tab*](https://hctf.ca/grants/community-grants/#reporting) *on our website for more info.*