**2023-24 Grant Report Worksheet & Instructions for Survey Apply Tasks**

**Caribou Habitat Restoration Fund (CHRF)**

**Part 1 of CHRF Grant Report**

Please note: this **optional** worksheet can be used to compose your answers prior to entering them into the Survey Apply online report form: please see HCTF’s Reporting FAQ document for general reporting FAQ. Reports for grants 2021-22 onwards cannot be accepted via email. If you are completing a report for a grant from an earlier year, please contact [chrf@hctf.ca](mailto:chrf@hctf.ca) for assistance.

1. HCTF Project #:   
   *This is the four-digit number you would have received in your notification email from HCTF in March 2022, e.g. 7-234*
2. **Site Name**: *Please use the same name as you did in your application*
3. **HCTF Project Year**: Year \_\_ of \_\_ Years
4. Grant Agreement Year: 2022 - 2023
5. Conditional Grant Agreement #: CAT- ­­­\_\_\_\_
6. A) Was there an approved Contract Extension for this grant year? Yes \_\_ No \_\_

B) If yes, briefly explain need for contract extension request: [ \_\_\_ ]

1. A) Was there an approved Project Change Request for this grant year? Yes \_\_ No \_\_

B) If yes, briefly explain need for Project change request: [ \_\_\_ ]

1. Project Leader Name:

Project Leader Title:

Name of Organization:

Email Address:

1. Author of Report (if different than Project Leader):

Name of Organization:

Email Address:

1. Please list any subcontractors that worked on this project:

* {*Optional*}

1. Primary herd benefitting: Select from dropdown list
2. If there are any other caribou herds benefitting from this project, please list them here: {*Optional*}
3. Briefly summarize your restoration project, including rationale, goals, and methods used:
4. **In the table below, please indicate what threats were you hoping to address through the funded habitat restoration activities and if you have evidence that these actions are leading towards the reduction of these threats.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Threat** | **Put “Y” if relevant** | **Evidence of threat reduction? Y/N** | **Please briefly explain** |
| Decreased long-term forage habitat |  |  |  |
| Increased predation |  |  |  |
| Barriers to caribou movement |  |  |  |
| Other (describe) |  |  |  |

1. A) Approximately what percentage of the activities and treatments in the original grant application were implemented as planned? It may be helpful to refer to Part 2 of the report form (spreadsheet).



**B) For any activities that were adjusted or not fully implemented, please explain why.**

* {*Optional*}

1. Did you achieve your objectives for this fiscal’s restoration activities?



1. Please complete any/all of the following fields that apply to the work you completed on your project.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Measure** | **#**  **(km, ha)** | **Notes** |
| 1 | Total km of linear disturbance **physically treated this fiscal** with functional restoration techniques |  |  |
| 2 | Total km of linear disturbance **physically treated** with functional restoration techniques **in total for all years of this project** (thus far) |  |  |
| 3 | Area (ha) **physically treated** **this fiscal** with ecological restoration techniques aimed at returning areas to a pre-disturbed state |  |  |
| 4 | Area (ha) **physically treated** with ecological restoration techniques aimed at returning areas to a pre-disturbed state **in total for all years of this project** |  |  |
| 5 | **Total area** (ha) influenced **this fiscal** by the restoration of areas in (1) and (3) |  | *{For example, if you directly treat four 100 m segments of 10 m wide road that each close off an additional 500 m of road, then you’d estimate 2000m or 20,000 m2 of cumulative improvement. Using a 500m disturbance buffer x 2 (both sides of the 2000 m of road) would equal approximately 2,000,000 m2 plus the road (20,000 m2) for an estimated 202 ha of disturbance reduction in the herd range.}* |
| 6 | **Total area** (ha) influenced **in total for all years of this project** |  |  |

1. What data did you collect as part of this fiscal’s activities? You will submit a copy of this data in the "submit data" upload task that is part of this report. This data will be made accessible to the Province of BC.

* {*If your approved activities did not involve the collection of data, please write N/A.}*

1. **Please briefly describe partnership involvement (including First Nations) in this year’s restoration activities:**
2. **Were there any lessons learned from this year’s activities that could inform future caribou habitat restoration work?**

* {*Optional*}

1. **Please provide any additional comments about this year’s project work that you would like to share with HCTF.**

* {*Optional*}

1. We share information about funded projects on our website and other communications channels. Please summarize what your project is about and what you accomplished this year (maximum 250 words) in a way that the general public can understand:
2. Was there any media coverage or communications about your project this year? If yes, please provide links or include with this report.

* {*Optional*}

1. For any photos that will be uploaded after completing the report form, please list the photo titles below and include a brief caption if possible. Note, all submitted photo images are to be made available free of charge to HCTF for the non-exclusive use in promoting the program and/or HCTF.

* {*Optional*}

**Part 2: CHRF Grant Report Budget**

Please fill out all of the green cells in the provided excel spreadsheet – if you have not received your spreadsheet, please email [chrf@hctf.ca](mailto:chrf@hctf.ca). This spreadsheet is unique to your project and is based on the approved budget from your application form. You will upload your completed spreadsheet in the “CHRF Grant Report Budget” task within Survey Apply.

**Part 3: CHRF Invoice**

Please upload the final invoice for your project in the “CHRF Invoice” task of Survey Apply. Ensure the invoice reconciles with the totals in the grant report budget you submitted in the Grant Report Budget upload task.

**Part 3: CHRF Shapefile**

Please submit a shapefile of the **areas physically treated this fiscal** using ESRI standard Shapefile format. All data must be spatially referenced to NAD83 and projected to BC Environmental Albers WKID: 3005 Authority: EPSG. All shapefiles must be submitted with a .prj file defining this projection and coordinate system.

Projection Information

Projection: Albers Conic Equal Area

Central Meridian: -126.0 degrees

First standard parallel: 50.0 degrees

Second standard parallel: 58.5 degrees

Latitude of reference: 45.0 degrees

False Easting: 1000000 metres

False Northing: 0 metres

All spatial data must be topologically correct (no overlaps, no gaps).

Please ignore the link to video option.

**Part 4: CHRF Photos**

Though this task is optional, it is very helpful to have images from your project to communicate about the program and the good work you’re doing. Please upload some images, preferably as individual jpeg files, in the CHRF Photos task in Survey Apply.

**Part 5: CHRF Additional Documents**

This optional task is where you can upload any additional document related to your reporting for this project. This could include technical reports or prescriptions completed with this year’s grant.

**Submitting your Grant Report**

Once you have completed all of the required tasks in Survey Apply, please press “Submit”. For more information on using the Survey Apply system, please see HCTF’s Reporting FAQ document.

**By submitting your grant report, you certify that the project has been satisfactorily completed and this report is an accurate reflection of project activities and expenditures per the HCTF Grant Agreement.**