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| 2024-2025 Fish & Wildlife SEED Worksheet |
| *Please note this form is intended to be used as a worksheet only. Any 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 from this document to the online form. Keep a copy for your records.**The purpose of Seed funding is to support preliminary and planning work; these grants are not intended for small, stand-alone projects. Seed grant activities are meant to culminate in the development of a full Fish & Wildlife proposal to HCTF (submitted within two years).* ***Seed funding does not guarantee subsequent funding of a full proposal.*** *Please refer to our* [*Guidance document*](https://hctf.ca/wp-content/uploads/2023/09/2024-25-Guidance-for-Applicants.pdf) *and* [*FAQ Page*](https://hctf.ca/wp-content/uploads/2023/09/Application-FAQ-Page-Survey-Apply.pdf) *for helpful tips on getting started and using the Apply system.* |
| Section 1: General Information |
| HCTF Funding Year: *HCTF operates on a standard fiscal year, running from 1 April – 31 March.* | 2024-25 |
| Project Name: *Use a name that concisely identifies the project (e.g., species, habitat, and/or location) (max 10 words).* |  |
| Total Amount Requested from HCTF: *Please double-check to make sure this number matches the total amount requested from HCTF on the budget spreadsheet (max $5,000).* | **$** |
| **Project Leader Contact Info***This will be the primary contact for all project related correspondence and email notifications. Pending approval, the name listed here will be the main contact for the Conditional Grant Agreement.* |
| Project Leader Name: |  |
| Email Address: |  |
| Work Phone: |  |
| Cell Phone *(optional):* |  |
| **Recipient Organization and Billing Address***The name and address listed here will be used to issue payments. Pending approval, the organization listed here will be legally responsible for this project.* |
| Legal Organization Name: |  |
| Billing Address: |  |
| City: |  |
| Province: |  |
| Postal Code: |  |
| Applicant Sector  | [dropdown selection]:* Academic Institution
* First Nation
* Individual
* Industry
* Municipal/Regional Government
* NGO (Non-Governmental Organization)
* Provincial Government
* Other
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| Project Leader Title/Qualifications:Provide a brief description of the Project Leader’s role and qualifications as they relate to the proposed project. |  |
| Additional Proponents: *(optional)*Please include the name, email, qualifications, and a brief description of their specific role on the project.Additional proponents listed here must have full knowledge of all aspects of the proposal and have agreed to be involved in the project. |  |
| **Section 2: Project Overview** |
| **Short Project Description:**Briefly describe the goal of your Seed project (what you will accomplish and how your activities will benefit fish or wildlife). HCTF will use this summarized description for communications about successful projects **(max 3 sentences).**  |
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| **Conservation Issue :** Please provide more details about the specific conservation threats that your project will address (max 250 words):* Explain the conservation or management problem that you would like to solve
* Describe the urgency and/or need for this work
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| ***Note: Seed grant activities are meant to culminate in the development of a full Fish & Wildlife proposal to HCTF (submitted within two years). Seed funding does not guarantee subsequent funding of a full proposal.*** Explain why you are applying for Seed funding instead of a full HCTF proposal. Describe how this preliminary work will inform a larger proposal to HCTF (max 1 paragraph). |
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| **Project Region:** Please select the region in which your project will occur. *Note that HCTF uses the old provincial region designations (e.g., the* [*Wildlife Management Units*](https://hctf.ca/wp-content/uploads/2020/09/WildlifeMgmtUnitsMap.gif)*).* | [dropdown selection]:* 0-Province Wide or Multi-Region
* 1-Vancouver Island
* 2-Lower Mainland
* 3-Thompson-Nicola
* 4-Kootenay
* 5-Cariboo
* 6-Skeena
* 7-Omineca/Peace
* 8-Okanagan
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| **Project Location:** Provide a one-line description that includes the distance to the nearest town or other known feature. This helps to orient the reviewers to your project’s location. |
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| **Map Location - Latitude & Longitude:** Provide the latitude/longitude coordinates of your primary project site. If your project spans multiple sites, please select only one for this map location. To find the latitude/ longitude coordinates of your project using Google maps:1) Open Google Maps in your browser.2) Right-click the approximate area on the map where your project activities are taking place. 3) Select “What's Here”?4) Under the search box, an info card with coordinates will appear (e.g., .48.422627 / -123.384803)5) 4) Copy the coordinates and paste into this Field |
| **Latitude:** *(e.g., 48.422627)* | **Longitude:** *(e.g., -123.38480)* |
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| Target Species Names(s): Provide the name of the target species that your project activities will enhance, restore, or steward. Common names are preferred. *(optional)* |
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| Many HCTF-funded projects take place on the territories of Indigenous communities or involve partnerships with Indigenous communities. Please describe any communication you have had with Indigenous communities about your Seed proposal (include details of those contacts and a summary of any feedback you received) |
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| **Section 3: Project Details** |
| **Project Group:** These project groups correspond to the different HCTF funds and/or different technical review committees. Select the group that most closely describes the primary species or project type that your proposal addresses. Contact HCTF if you are not sure. | [dropdown selection]:* Fisheries [except white sturgeon]
* White Sturgeon Only
* Wildlife [except wild sheep]
* Bighorn / Thinhorn Sheep Only
* Stewardship (HCTF is not accepting Stewardship Seed proposals in fall 2023)
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| **Invasive Species:** Does your proposal include any mapping, treatments, or management of invasive plant or animal species? | **Yes**[ ]  **No**[ ]  |
| If yes, what invasive species will be targeted? Common names are preferred. |  |
| If yes, what methods will be used for each species? |  |
| **Section 4: Objectives and Activities** |
| **Seed Project Objectives, Activities and Methods:** Describe the how, when, why, and where of your Seed proposal (max 500 words). List 1-3 Objectives (what you will accomplish in 10-15 words for each Objective). The Objectives should:* Focus on what you want to achieve, not what you have to do (Not a list of activities or methods)
* Be the basis for the activities of your project
* Be measurable and be accomplished in the Seed funding time frame (1 year).

Under each objective, list 1-3 Activities and approximate timelines.* Provide a brief title for each Activity (what you will do)
* Clearly describe the specific methodology and approach to be undertaken
* State and justify the reasons for the selection of Activities
* Make sure the budget request is reflected in your Activities
* Provide a timeline of when the activities will Start/End (e.g. July-September 2024).
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| **Section 5: Partnership Information** |
| If any other partners will be involved in the delivery of your project, describe them here (see Part B on the Seed budget table where other partner contributions are listed)  |
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| **Section 6: Other Information** |
| **Permitting Requirements:** List the permits/authorizations required for the activities you have proposed and explain your timeline for obtaining them. Refer to [Front Counter BC](https://portal.nrs.gov.bc.ca/web/client/application-list) application list for more info.*Note: It is the proponent’s responsibility to obtain all required statutory and regulatory approvals. Project planning should account for the necessary timelines to apply for and receive permits and approvals before commencing work.* |
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| **Literature Cited:** Please list any literature that has been cited throughout the proposal (e.g, Management Plans, Recovery Plans, peer-reviewed articles)  |
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| **Certification:** [ ] By submitting this application you certify that all the information presented is true and accurate and that all partners and additional proponents have agreed to participate in this project**.**  |
| **Recognizing HCTF's Contribution:** Please see [*HCTFs Communications page*](https://hctf.ca/media/) for guidelines and other details on how you should clearly 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. |
| **Attachments to upload with your application form:*** **HCTF Budget Table**
* It is mandatory to upload the HCTF Budget Table along with your online application form.
* *Please download and complete the*[*HCTF ERS Seed Budget Spreadsheet (Excel template)*](https://hctf.ca/wp-content/uploads/2023/09/2024-25-SEED-Proposal-Budget.xlsx) *and then upload as part of your application.*
* *If you made recent changes to your budget in this section, be sure to navigate back to the "Total Amount Requested from HCTF" on the first page of your application form to ensure both totals match.*
* **Map Upload Guidelines**
* *It is required that a map is be included for all projects.*
* *Maps should be detailed enough to indicate where the project site is, but at a scale that also includes a known geographic location such as a town or major feature such as a large lake or river system.*
* *Maps should include the direction (i.e., North arrow) and scale bar, so the distance between the project site and known feature can be measured. If there are multiple sites, please clearly mark each site.*
* **Supporting Documentation *(optional – max 3 files****)*
* *You are allowed up to 3 supporting attachments (please limit to one letter per attachment).*
* *Attachments can be letters of support (on the supporting organization’s letterhead or a copy of an original email);*
* *Do not send reports or other long documents unless requested by the TRC or Board.*
* *Please do NOT attach .png images, html links to google maps, or PDFs with protected signature fields.*
* *Supporting documents submitted separately by email will not be processed with your proposal application.*
* *Please note that reviewers may not have time to read additional documents in detail; do NOT rely on attachments to provide critical details of activities or methodologies.*
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