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| 2024-2025 Fish & Wildlife (F&W) Worksheet  (New, New Phase and Continuing Proposals) | | | | | | | | |
| 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. Survey Apply does not keep any formatting such as bolded text, indents or italics. It will retain copied bullets points, but we advise you limit your formatting until you have tested it in the Survey Apply system. Please keep a copy of this worksheet for your records.  Please refer to the ‘Guidance for Applicants’ and ‘Application Systems FAQs’ on the [HCTF Resources](https://hctf.ca/grants/fish-and-wildlife-grants/#hctfresources) tab for helpful tips on getting started and using the Survey Apply application system*.*  *Note: This Word worksheet shows all questions for F&W proposals, however some questions are dynamic and may not trigger in the online system depending on your answers.*  *If you are submitting a Continuing Stewardship proposal, please download the Stewardship Application Worksheet from the* [*Stewardship Apply page*](https://hctf.ca/grants/stewardship-grants/#apply)*.*  *HCTF is not accepting Seed, New or New Phase Stewardship proposals in fall 2023 (Continuing will be accepted).* | | | | | | | | |
| 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. If the amount differs from the budget spreadsheet, the budget spreadsheet will be considered correct.* | | | | | **$** | | | |
| **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 | | | | | |
| 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 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 impact/problem that your project will address (max 250 words):   * Explain the conservation or management problem and why it is important to address it for this species/habitat/location; and, * Describe the urgency and/or need for this work and the risk if the proposed project objectives are not achieved. | | | | | | | | |
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| **Executive Summary:** Summarize the Objectives planned for the current year of your project (3-5 paragraphs) and address the following:   * The project objectives, activities, and why you have chosen the specific approach/methods to solve the Conservation Issue you identified above. (Note: You must provide details about your methodology in the Objectives & Activities Table); * Include supporting information from the relevant literature to justify the need for the project; * For multi-year Continuing and New Phase proposals, how will this next year build on your previous work * Describe the specific positive benefits for fish, wildlife and/or their habitat that will result from this project and explain how the project may lead to larger ecosystem benefits * Explain how your results will be used to inform conservation or management action (How will this project make a difference?) * For this year, include the total cost of the project, partnership funds already obtained (indicate cash and/or in-kind), and the amount requested from HCTF in the proposal; | | | | | | | | |
|  | | | | | | | | |
| **Primary Threat:** From the list below, select the primary threat that your project will address. If there is no option available that exactly matches your project criteria, please still select one that is the most relevant.  *Refer to the*[*CMP Direct Threats*](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Conservation-Threats.pdf) *for more detailed information and examples specific to each category type.* | | | [dropdown selection]:   * 1. Residential & Commercial Development * 2. Agriculture & Aquaculture * 3. Energy Production & Mining * 4. Transportation & Service Corridors * 5. Biological Resource Use (e.g., logging, fishing) * 6. Recreation & Disturbance * 7. Natural System Modifications (e.g., fire suppression, dams) * 8. Invasive & Problematic Species * 9. Pollution * 10. Geological Events (e.g., earthquake, landslides) * 11. Climate Change (e.g., effects of drought) | | | | | |
| **Secondary Threat**: If applicable, please select an additional secondary threat that your project will address. *(optional)* | | | [dropdown selection]:   * 1. Residential & Commercial Development * 2. Agriculture & Aquaculture * 3. Energy Production & Mining * 4. Transportation & Service Corridors * 5. Biological Resource Use (e.g., logging, fishing) * 6. Recreation & Disturbance * 7. Natural System Modifications (e.g., fire suppression, dams) * 8. Invasive & Problematic Species * 9. Pollution * 10. Geological Events (e.g., earthquake, landslides) * 11. Climate Change (e.g., effects of drought) | | | | | |
| **Primary Conservation Action:** Please select the primary conservation action of your project (i.e. what types of activities will be conducted to reach the project goal?). If there is no option available that exactly matches your project criteria, please still select one that is the most relevant.  *Refer to the*[*CMP Conservation Actions*](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Conservation-Actions.pdf)*for more detailed information and examples specific to each category type.* | | | [dropdown selection]:   * 1.1 Site/Area Management * 1.2 Ecosystem & Natural Process (Re)Creation * 2.1 Species Management * 2.2 Species Re-Introduction & Translocation * 2.3 Ex-Situ Conservation * 3.1 Outreach & Communications * 5.2 Better Products & Management Practices * 5.4 Direct Economic Incentives * 6.1 Protected Area Designation & Acquisition * 6.2 Easements & Resource Rights * 6.4 Conservation Planning * 6.5 Site Infrastructure * 7.2 Policies & Guidelines * 8.1 Applied Research & Status Monitoring * 8.2 Evaluation, Effectiveness Measures & Learning * 9.2 Training & Capacity Development * 10.3 Partnership Development | | | | | |
| **Secondary Conservation Action**: If applicable, please select an additional secondary conservation action from the list below. *(optional)* | | | [dropdown selection]:   * 1.1 Site/Area Management * 1.2 Ecosystem & Natural Process (Re)Creation * 2.1 Species Management * 2.2 Species Re-Introduction & Translocation * 2.3 Ex-Situ Conservation * 3.1 Outreach & Communications * 5.2 Better Products & Management Practices * 5.4 Direct Economic Incentives * 6.1 Protected Area Designation & Acquisition * 6.2 Easements & Resource Rights * 6.4 Conservation Planning * 6.5 Site Infrastructure * 7.2 Policies & Guidelines * 8.1 Applied Research & Status Monitoring * 8.2 Evaluation, Effectiveness Measures & Learning * 9.2 Training & Capacity Development * 10.3 Partnership Development | | | | | |
| **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 | | | | | |
| **Project Location:** Provide a one-line description that includes distance to the nearest town or other known feature. This helps to orient the reviewers to your project’s location. | | | | | | | | |
|  | | | | | | | | |
| **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. Monitoring (Measures of Success) should be linked to these species to assess conservation outcomes. Common names are preferred. *(optional)* | | | | | | | | |
|  | | | | | | | | |
| 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 proposal and include details of those contacts and a summary of any feedback you received. | | | | | | | | |
|  | | | | | | | | |
| The BC Ministry of Forests (and, in some cases, the BC Ministry of Land, Water and Resource Stewardship [including the Together for Wildlife Strategy]) has the mandate for managing the fish, wildlife and habitat resources in the province. It is important that the relevant provincial government biologist (fish, wildlife, and/or ecosystems biologist) in the region where your project will be implemented be aware of your proposed activities and have the opportunity to provide input.  If your proposed activities will involve invasive species assessment or treatments, you must discuss your project idea with a provincial government invasive species management professional (e.g., Invasive Plant Specialists, Members of the BC Inter-Ministry Invasive Species Working Group, Provincial Invasive Fauna Specialists Regional Ecosystems Biologists with the Ministry of Forests).  *Click here to visit the* [*BC Government Directory*](https://dir.gov.bc.ca/) | | | | | | | | |
| 1. Are you a BC Regional Ministry Biologist?   *(If “Yes” you can jump to section 3)* | | | | | | | Yes No | |
| 1. If not, have you discussed this project with a BC Ministry Fish/Wildlife/Habitat Biologist working in the area of your project? | | | | | | | Yes No | |
| 1. Provide the name of the BC Ministry Biologist you contacted and describe your attempts to contact them to seek support (phone, email, etc.). | | | | | | |  | |
| 1. Has the BC Ministry Biologist provided specific input on your proposal? Provide the comments you received (positive or negative). | | | | | | |  | |
| 1. If it was not possible to reach a BC Ministry Biologist to discuss your proposal, explain why your proposed project is important in the larger regional/provincial context. List any provincial document (e.g., Strategy, Implementation plan, Recovery plan, Management plan) or provincial working group that is informing your project or that your project aligns with. | | | | | | |  | |
| **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. Contact HCTF if you are not sure.  ***\*Please note, HCTF is NOT accepting NEW,New Phase or Seed Stewardship proposals this Fall 2023 (Continuing will be accepted).*** | | | | [dropdown selection]:   * Fisheries [except white sturgeon] * White Sturgeon Only * Wildlife [except wild sheep] * Bighorn / Thinhorn Sheep Only * Stewardship (Not Applicable for NEW projects) | | | | |
| Project Type: Please identify the type of work your project will focus on. | | | | [dropdown selection]:   * Applied Research * Habitat Restoration and Enhancement * Population Monitoring & Assessment * Creating Stewards [*for Continuing Stewardship applicants only]* | | | | |
| If your project involves on-the-ground “Habitat Restoration & Enhancement”, what habitat type will be restored/enhanced? | | | |  | | | | |
| If your project involves on-the-ground “Habitat Restoration & Enhancement”, what is the estimated area to be restored or enhanced (m2 or ha)? | | | |  | | | | |
| If your project involves on-the-ground “Habitat Restoration & Enhancement”:  **Security of Conservation Investment:** The HCTF Board wants to invest in projects that have long-term, broad-scale conservation benefits. That is, restoration activities will not be undone in the short-term (e.g., riparian plantings removed by the landowner the following year). | | | | | | | | |
| 1. Please confirm the status/ownership of the project site (i.e., public, or private) and any designation (e.g. Provincial Park, Indigenous Community Territory): | | | |  | | | | |
| 1. Describe what measures are in place to ensure that your restoration efforts will not be impacted by others, or the benefits undone in the short term (e.g., recreational users, resource extraction activities, adjacent landowners): | | | |  | | | | |
| **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? | | | |  | | | | |
| Does your proposed target species fit into any Provincial priority invasive species lists set by the Provincial government?  [*Click here for the Priority Invasive Species List*](https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/invasive-species/priority-species) | | | | **Yes No** | | | | |
| If not, does your proposed target species fit into any regional priority lists developed by local governments or non-profit organizations that focus on invasive species management? Please list the other priority lists which apply. | | | |  | | | | |
| **Section 4: Project Status** | | | | | | | | |
| **Project Status:** For more information on HCTF Project Status types please refer to the ‘Guidance for Applicants’ Document on the [HCTF Resources](https://hctf.ca/grants/fish-and-wildlife-grants/#hctfresources) page | | | | [dropdown selection]:   * New (Year 1) * Continuing (Year 2 – 5) * New Phase (New 3-Year Cycle) | | | | |
| **This is Year \_\_ of \_\_Year(s) of HCTF funding:**  HCTF projects must have a clearly identified lifespan with a well-defined beginning and end. This is where you will identify how many years your project requires and what year this funding request is for.  *Note: HCTF is not accepting NEW Stewardship proposals in fall 2023 (Continuing Stewardship proposals will be accepted).*  If you are applying for a New single-year Fish & Wildlife proposal select Year 1 of 1 Year(s). If your proposal is connected to a funded Seed project, the seed project is separate and does not count as Year 1. The maximum duration for New Multi-year proposals is 3 years (Year 1 of 3)\*.  *\*Please note, existing Multi-year Continuing Projects approved in March 2022 or before will be grandfathered for their originally proposed duration up to 5 years. Continuing projects that have been approved for Multi-year funding (up to 5 years), are not allowed to self-extend longer than the duration approved in Year 1.*  *(dropdown options are between 1 and 5 only)* | | | | | | | | |
| Year \_\_ of \_\_Year(s) | | | | | | | | |
| Did this project previously receive seed funding from HCTF? | | | | **Yes No** | | | | |
| If yes, provide the previously assigned HCTF project number and a summary of the seed project activities and outcomes. | | | |  | | | | |
| Have you submitted a similar proposal previously and were unsuccessful? (i.e., was the project not approved last year and you are re-applying to HCTF). | | | | **Yes No** | | | | |
| If yes, provide previous HCTF project number (e.g., 1-234): | | | |  | | | | |
| Does this proposal build on another previously funded HCTF project (Previous phase of funding, or as a related proposal)? | | | | **Yes No** | | | | |
| If yes, provide previous HCTF project number (e.g., 1-234) and describe how this project is linked. | | | |  | | | | |
| For New Phase (New 3-year cycle) projects, how many years of continuous HCTF funding have you received since the start of this project? | | | |  | | | | |
| HCTF Project Number. Please provide the same HCTF project number (e.g., 1-234) that was assigned to you project in its initial year(s). | | | |  | | | | |
| **Response to Technical Committee and Board Comments:** It is important to respond to any comments, feedback or suggestions provided by the Technical Review Committee or the HCTF Board in previous years. These comments were sent to you as part of the approval notification email you received in March.  Use this section to explain how you have addressed those concerns, by providing further information, or by incorporating these suggestions in your project (if it was not possible to incorporate them, provide an explanation for why). Provide your response in a list so that it is clear how you addressed each comment (max 3-5 paragraphs).  ***.*** | | | | | | | | |
|  | | | | | | | | |
| **Progress Update: For New Phase and Continuing proposals**, provide a detailed summary of your results from previous years (5-10 paragraphs).   * Describe your summary results (data), targets achieved (e.g., # samples collected, #collars deployed, #workshops held), trends, outcomes, challenges encountered etc. * **Technical Review Committee do not see Annual Grant reports.** You should include information previously submitted in your Annual Grant report to HCTF and any results from this past summer/fall. * If this current proposal builds on a larger project that is not funded by HCTF, please explain how this proposal is linked to other activities.   ***For New Fish & Wildlife applications, if your proposal doesn’t build on previous work, write N/A here.*** | | | | | | | | |
|  | | | | | | | | |
| **Project Changes:** Any changes in project activities/objectives, or budget reallocations (greater than 10%) must be approved by HCTF. If you submitted a project change request for this project in a previously funded year, please describe the approved project changes for this project (1-3 paragraphs). *(optional)* | | | | | | | | |
|  | | | | | | | | |
| **Section 5: Objectives, Activities, Measures of Success, and Timelines** | | | | | | | | |
| The summary table below should focus on the Objectives, Activities, and Measures of Success for the funding year in this proposal. Each **Objective** **Statement** should describe what you want to accomplish, not what you have to do (Example: “To assess movement and habitat use patterns of elk”).  **Activities** are the specific actions taken to achieve the objective (Example: “Deploy 12 GPS collars on elk”). If you have more than 5 activities, you will need to lump them.  For each activity, include a specific **Measure of Success** (MOS) that will be used to track progress and success of the project. MOS are an indicator and should include quantitative targets that can be easily measured (Example: Successful capture and tagging of Cutthroat trout (Target 100 fish tagged)). These same MOS will be used in your annual grant report to track progress and evaluate success.  The table should also include a proposed **Timeline** of activities. This can be a range if it will span several months (Example: April – May 2021).  In the text box under the table (**Objective 1 – Details**), Provide a detailed explanation of your methods (equipment to be used, sampling protocol to be followed, lab analysis, data analysis approach etc.), sampling design (# of sample sites, locations) and timing (2-4 paragraphs for each Objective):   * The specific methodology for each objective, including parameters to be measured and, if applicable, animal care procedures. * The rationale for your chosen approach with relevant citations of scientific literature and references to any previous work related to this project. * The intended outcome for each objective. The outcome is a longer-term desired state and speaks to the impact your project will have. (Example: “Improve the understanding of threats facing wolverine populations and develop best practices to increase survival”). * For habitat restoration activities (fire, brushing, thinning, invasive plant management), provide the proportion of the species range that will be treated (Example: We are planning to treat 10% of Bighorn sheep range in the Bull River area with invasive plant management). * If your project requires sampling or surveys, describe the sampling design (sample size, locations etc), and standard Protocols that will be followed. * Explain how data or information will be shared, including submitting data to provincial databases. * If your project involves data collection by volunteers (eg Streamkeepers), explain the training methods to be used and identify who will provide the training.   *\*IMPORTANT - Fisheries proposals should clearly indicate the specific area of habitat to be restored (m2), or how much you expect fish production to increase (# fish, or %).*  **To see an example of Objectives, Activities, Measures of Success, and Timelines table download the ‘Fisheries Example Table' and the ‘Wildlife Example Table’ from the** [**HCTF Resources**](https://hctf.ca/grants/fish-and-wildlife-grants/#hctfresources) **page.**  **For Stewardship Continuing only download the Stewardship Example Table from the** [**HCTF Resources**](https://hctf.ca/grants/stewardship-grants/#hctfresources) **page (Stewardship)** | | | | | | | | |
| How many objectives do you want to complete?  *(Max 5 objectives)* | | | | [dropdown selection]:   * 1 * 2 * 3 * 4 * 5 | | | | |
| **Summary Table of Activities** | | | | | | | | | |
| **Objective 1** | | **Statement** | | | | | | **Budget Request ($)** | |
|  | | | | | |  | |
| **Activity #** | **Activities** | | | | | **Measures of Success** | | **Timeline** | |
| 1.1 |  | | | | |  | |  | |
| 1.2 |  | | | | |  | |  | |
| 1.3 |  | | | | |  | |  | |
| 1.4 |  | | | | |  | |  | |
| 1.5 |  | | | | |  | |  | |
| **Objective 1 – Detailed Methods (2-4 paragraphs):** | |  | | | | | | | |
| **Objective 2** | | **Statement** | | | | | | **Budget Request ($)** | |
|  | | | | | |  | |
| **Activity #** | **Activities** | | | | | **Measures of Success** | | **Timeline** | |
| 2.1 |  | | | | |  | |  | |
| 2.2 |  | | | | |  | |  | |
| 2.3 |  | | | | |  | |  | |
| 2.4 |  | | | | |  | |  | |
| 2.5 |  | | | | |  | |  | |
| **Objective 2 – Detailed Methods**  **(2-4 paragraphs):** | |  | | | | | | | |
| **Objective 3** - **Statement:** | | **Statement** | | | | | | **Budget Request ($)** | |
|  | | | | | |  | |
| **Activity #** | **Activities** | | | | | **Measures of Success** | | **Timeline** | |
| 3.1 |  | | | | |  | |  | |
| 3.2 |  | | | | |  | |  | |
| 3.3 |  | | | | |  | |  | |
| 3.4 |  | | | | |  | |  | |
| 3.5 |  | | | | |  | |  | |
| **Objective 3 – Detailed Methods:**  **(2-4 paragraphs):** | |  | | | | | | | |
| **Objective 4** | | **Statement** | | | | | | **Budget Request ($)** | |
|  | | | | | |  | |
| **Activity #** | **Activities** | | | | | **Measures of Success** | | **Timeline** | |
| 4.1 |  | | | | |  | |  | |
| 4.2 |  | | | | |  | |  | |
| 4.3 |  | | | | |  | |  | |
| 4.4 |  | | | | |  | |  | |
| 4.5 |  | | | | |  | |  | |
| **Objective 4 – Detailed Methods:**  **(2-4 paragraphs):** | |  | | | | | | | |
| **Objective 5** | | **Statement** | | | | | | **Budget Request ($)** | |
|  | | | | | |  | |
| **Activity #** | **Activities** | | | | | **Measures of Success** | | **Timeline** | |
| 5.1 |  | | | | |  | |  | |
| 5.2 |  | | | | |  | |  | |
| 5.3 |  | | | | |  | |  | |
| 5.4 |  | | | | |  | |  | |
| 5.5 |  | | | | |  | |  | |
| **Objective 5 – Detailed Methods:**  **(2-4 paragraphs):** | |  | | | | | | | |
| **Multiyear Objectives and Activities:** For multi-year proposals, please provide a brief summary of the objectives and activities planned for each future year with a general timeline (e.g., Year 2 (2025-26). *Note that you will be able to provide further details in your proposal next year. A bulleted list for each year is acceptable.* *(optional)* | | | |  | | | | |
| **Section 6: Financial Information** | | | | | | | | |
| **Partnership Funding Confirmation:** If unconfirmed partnership funding is not available, will the project proceed? | | | | **Yes No** | | | | |
| If yes, describe if/how the project will be scaled back and if any objectives/activities will be dropped and if so, which ones (e.g., Objective 1, Activity 1.4, etc.). | | | |  | | | | |
| **Section 7: 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.* | | | | | | | | |
|  | | | | | | | | |
| **Literature Cited:** Please list literature that has been cited throughout the proposal such as Management Plans, Recovery Plans, peer-reviewed articles, sampling protocols and include website links if available | | | | | | | | |
|  | | | | | | | | |
| **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, logos, 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 Spreadsheet** * It is mandatory to upload the HCTF Budget Table along with your online application form. * *Please download and complete the* Budget Spreadsheet (Excel template) *from the* [*HCTF Resources*](https://hctf.ca/grants/fish-and-wildlife-grants/#hctfresources) *page and then upload as part of your application.* * *For Continuing projects, please note that the technical review process will compare the amount requested in this proposal to that forecasted in previous proposals. It is expected that requests will be reasonably close to the Multi-year budget approved in Year 1.* * *For further detail refer to the* Budget Instructions *on the* [*HCTF Resources*](https://hctf.ca/grants/fish-and-wildlife-grants/#hctfresources) *page.* * *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. IMPORTANT: If there is a difference between the amount listed on the application form and the submitted Excel file, the amount on the budget spreadsheet will be considered correct.* * **Map Upload Guidelines** * *It is required that a map is 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.* * *Maps should include the direction (i.e., North arrow) and scale bar. If there are multiple sites, please clearly mark each site.* * **Supporting Documentation *(optional – max 3 files****)* * *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).;* * *For non-government applicants, a letter of support from the provincial fish/wildlife/ecosystem biologist in the region of your project is recommended. The letter should be specific to your project and explain how the results will be used in the Region.* * *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.* * **Requested Report *(optional - only upload if requested for continuing project) Maximum 2 files*** * *If your March Notification email indicated that the HCTF Board specifically requested to see a technical report, an Effectiveness Evaluation, or a Synthesis of Results, upload it here. Do not upload other publications that were not specifically requested.* | | | | | | | | |