Fish & Wildlife Grant

GUIDANCE FOR APPLICANTS
2025-26

HABITAT
CONSERVATION TRUST
FOUNDATION

Cover Image: *Collared Cow and Calf by Morgan Anderson, project 7-473*

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1.   Overview

This Guidance document provides information about the Fish & Wildlife Grant programs of the Habitat Conservation Trust Foundation (HCTF). This information is intended to help applicants develop their proposal ideas to fit with the HCTF mandate, goals, and focus areas.

Please visit the HCTF website for Instructions and Worksheets: *Fish & Wildlife (F&W) Grants*

Important Updates for the 2025–26 Intake!

- For Fish & Wildlife habitat restoration and enhancement projects, a series of questions have been added to the application to better capture project-specific details.

- The maximum duration for any New Fish & Wildlife proposal is 3 years. Existing Continuing Projects will be grandfathered to continue for their originally approved duration.

- Please check the Fish & Wildlife Grants Apply tab of the HCTF website for new information on funding priorities for the 2025-26 intake.

Each year, HCTF provides funding for Fish & Wildlife (F&W) Grants. These grants are provided to projects that:
- Focus on native freshwater fish, wildlife, and their habitats;
- Have the potential to achieve a significant conservation outcome; and
- Align with our purposes as laid out in the *Wildlife Act.*

> **One of HCTF's priorities is to support habitat enhancement and restoration, therefore proposals that involve on-the-ground habitat enhancement and/or restoration activities are strongly encouraged.**

PROJECT GROUP SELECTION

Within the Fish & Wildlife Grant, there are four project groups that correspond to different HCTF funding categories and corresponding Technical Review Committees (TRC):

Fish & Wildlife (F&W) Grant:
- Fisheries [except white sturgeon]
- White Sturgeon only
- Wildlife [except wild sheep]
- Special Permits/Wild Sheep (Bighorn/Thinhorn Sheep only)

On the application form, you will be asked to select which categories apply to your project. It is best if your proposal idea focuses on 1 of the above categories and not a blend between 2 or more. Although not ideal, you can select more than one project group if there is an equal weight in your measures of success spread over more than one category (i.e. wetland and stream habitat restoration project; monitoring for terrestrial and aquatic species).

The category selection determines several outcomes such as the technical review committee that will review the application, the funding that can be applied, and final approval of funding by the board committee(s).

Our priority is to fund restoration and enhancement projects that yield tangible outcomes for wildlife, fish, and their habitats. Therefore, any **inventory, monitoring, or research proposals** focused on wildlife species will be vetted to ensure they:

1) support pending habitat management decisions,

2) identify or assess the feasibility of new restoration and enhancement opportunities, or

3) evaluate the effectiveness of projects funded by HCTF.

Fisheries Projects: Should primarily be focused on provincially managed fish species and their habitat but may have benefits to other species. Note: For projects focused on salmon, a clear demonstration of conservation benefits to provincially managed species habitats, including measures of project success, must be demonstrated in the application.

White Sturgeon Projects: In the lower Fraser River, many years of intensive tagging projects have gathered standard life-history data to model population structure and estimate annual mortality and recruitment rates. As the foundational science work in the lower Fraser is nearing completion in the coming years, the HCTF Board supports a move to see NEW Sturgeon proposals that aim to achieve:

1) population assessments in the mid and upper Fraser River;
2) juvenile habitat use, threats, and mixing between populations in the Fraser River; and,
3) habitat focused projects in the lower Fraser River that will address habitat requirements, habitat protection and habitat restoration initiatives.

Important note: Existing Sturgeon projects that are already approved for multiple years of funding will continue to be funded, contingent on satisfactory progress.

[HCTF Priorities for Fraser River Sturgeon (2021–2026)](#)

Wildlife Projects: Projects that primarily focus on terrestrial wildlife species and their habitat(s) but may have benefits to other species.

Special Permits/Wild Sheep Projects: Projects that are specially targeted to benefit Big Horn or Thinhorn wild sheep and/or their habitat.

2. Eligibility

APPLICANT ELIGIBILITY

HCTF Fish & Wildlife Grants are available to anyone who has a proposed project that benefits fish, wildlife, and their habitats in British Columbia. Proponents can include:

- Provincial government agencies;
- First Nations;
- Municipal/Regional government;
- NGO (Non-government organizations);
- Academic Institutions;
- Individuals (consultants who apply should provide their credentials and explain their experience in completing the proposed work); and
- Industry

HCTF strongly encourages collaboration and cost-shared proposals. Project leaders should explore the possibility of partnerships with other organizations or agencies (local, provincial, or federal). Although there are no match requirements, proposals with clear support from other funders or organizations (including cash and in-kind services) will demonstrate to reviewers a well-supported project overall.

INELIGIBLE PROJECT ACTIVITIES

HCTF grants have different eligibility criteria and application processes. The 'Ineligible Activities List' for the Fish & Wildlife Grant can be found on the [HCTF Resources Page.](#)

Please check for the latest updated copy of the list before submitting your proposal.

3. Project Status: New, Continuing, and New Phase

HCTF operates on a standard fiscal year, running from April 1 – March 31. For example, a proposal submitted on November 1, 2024, would request funding to support project activities to take place between April 1, 2025, and March 31, 2026.

HCTF will support multi-year projects (maximum 3 years) but the approvals are issued one year at a time. *You must submit a Continuing application for each year of your Multi-year project.*

There are 3 types of proposals based on their status:

1. **NEW** (first-time proposals, proposals that have not been formerly approved).
2. **NEW PHASE** (proposals starting a new 3-year phase).
3. **CONTINUING** (proposals that have been approved for Multi-year funding and are in Year 2, or 3)*.

   This does not apply to Projects approved before 2022 that were approved for Multi-year funding for 4 or 5 years. As of November 2022, the maximum duration for New Multi-year proposals in Fish & Wildlife is 3 years.

NEW PROJECTS
A project is considered NEW if:
- It has not been funded by HCTF before.
- It is related to a previously funded HCTF project, but the location, target species, objectives, and/or activities have changed substantially from those originally approved.
- It was not approved for funding in a previous year but has been revised to address the Technical Review Committee's and/or the Board's concerns.
    - If you are re-applying for HCTF funding for a project that was not approved in the past, please select "New."
    - If changes have been made to the project scope or technical approach of a Continuing Project, please apply as a New project.
    - Continuing projects that were approved for "One Year Only" should apply as a New project.

CONTINUING PROJECTS (YEAR 2 – YEAR 3)
A project is considered Continuing if:
- It has been approved as a multi-year project; and,
- It is in its second or subsequent year of HCTF funding.
  (*Note: If a project has taken a "pause," for example in what would be year 2 of 3; either at the proponent's discretion, due to a previous contract extension, or at the request of the Board, the project would resume back to year 2 of 3 as a continuing application at the next cycle.
    - Continuing projects must provide a Progress Update for the previous years' work and explain how the current year's work will contribute to the overall project objectives. Continuing proposals that do not contain sufficient detail about previous results and outcomes in the "Progress Update" section may be scored lower.
    - If changes have been made to the project scope or technical approach of a Continuing Project, this is a 'New' application.
    - Proponents should not self-extend. For example, if a 3-year multi-year proposal is approved, the Year 3 proposal must be the final year. If funding for a 4th and 5th year is desired, the Year 4 request must be submitted as a 'New Phase' proposal as Year 1 of 2.
    - Continuing projects that were approved for "One Year Only" also need to apply as a 'New Project'.
    - Please note the technical reviewers will assess the funding request relative to the multi-year forecast in previous proposals. Therefore, please ensure that your

Continuing year proposal requests are reasonably close to the Multi-year budget that was approved in Year 1. If your subsequent proposal request is greater than initially proposed, you must provide a detailed explanation for the change.

NEW PHASE (NEW CYCLE)
HCTF administers Continuing projects to a maximum of 3-year cycles. Projects with a lifespan longer than 3 years must reapply as a New Phase at the initiation of the new cycle.

- Once a longer-term continuing project has completed an initial 3 years, the applicant must submit a New Phase proposal for Year 1 and use the same project name and number (provided the proposed work is for a similar ongoing project). HCTF will re-evaluate the project's goals and objectives considering HCTF's other funding priorities.
- If the New Phase proposal is approved for multi-year funding, subsequent Years (i.e., Year 2, 3) must be submitted as Continuing proposals. This type of proposal should explain exactly what has been accomplished over the past 3 years (5 for older projects) and provide a detailed work plan for the next 3-year cycle.
- New Phase proposals must include a detailed Progress Update to explain what was achieved from the first phase of work (including results and summary analysis, challenges encountered, and lessons learned) and how this next phase of funding will build on previous years.

4.   Seed Proposals (maximum $5,000)

- Seed grants are intended for proponents who need to do planning and preliminary work before submitting a full technically sound New proposal for a Fish & Wildlife project.
- The Maximum request is $5,000 (Note: Approved Seed funding does not guarantee funding for a subsequent full proposal).
- Seed funding can be used to help fill information gaps, explore project feasibility, identify project partners, and prepare technical information to develop a full proposal.
- Seed funding is not intended to be used for small, stand-alone projects. Seed grant activities are meant to culminate in the submission of a full HCTF proposal (NEW), ideally within two years. *Note that the Seed project does not count as year one when submitting a full proposal.*
- A Word version of the Seed proposal template is available on HCTF's website on the HCTF Resources page

All Seed proposals are submitted online through a separate Survey Apply program entitled "Seed Grants (Fish & Wildlife only)."

5.   Review Process

Each proposal goes through a multi-level, objective, technical review process prior to final Board decisions. All Board decisions are final and HCTF does not have an appeal process.

STAGE 1: PRIMARY REVIEW

- All NEW and NEW PHASE proposals undergo a Primary Review. The Primary Review is a detailed review conducted by a subject expert to assess and score technical merit. The Primary reviewer may be a TRC member or may be external to the TRC.

STAGE 2: TECHNICAL REVIEW COMMITTEE (TRC) EVALUATION

- All applications (i.e., Seed, New, New Phase, and Continuing proposals) are evaluated on technical merits by a committee of experts, composed of both government and non-government biologists. The technical reviewers meet to discuss and score proposals and make a funding recommendation based on their technical evaluation and the Primary Review. The TRC recommendations, comments, and scores are sent to the HCTF Board for consideration in making funding decisions. This review process is at arms-length as applicants do not interact with TRC members directly or discuss the results of the review process with them. Additional feedback or direction can be provided by HCTF staff if needed.

STAGE 3: BOARD DECISIONS

- The HCTF Board of Directors reviews all proposals and TRC recommendations to make final funding decisions. The comments and recommendations from the previous years are considered by the Board. The Board considers additional criteria such as HCTF's strategic plan and priorities. Funding decisions are final and there is no appeal process. The Board meeting takes place in early March.
- All applicants will receive email notifications by late March regarding funding decisions.
- HCTF staff cannot discuss or share any information regarding funding decisions before notifications are issued in March.

DEVELOPING YOUR PROPOSAL IDEA

- Consider the overall mandate and goals of HCTF when developing your proposal. A copy of our '2022-2027 Strategic Plan' can be found on the HCTF Resources tab.
- For an idea of what HCTF has funded in the past and approved amounts, you can review the previous 'Approved Projects List' on the HCTF Resource page

WHAT DO OUR PRIMARY REVIEWERS LOOK FOR?

- Does the proposal define the conservation issue well?
- Is the need for this project clearly supported?
- Are the project objectives clearly explained and linked to the issue statement?
- Are the objectives realistic and attainable?
- How well are the activities and methods explained?
- Is the timeline realistic?
- Does the team undertaking the work have the technical expertise and the capacity to achieve the objectives set out?
- Does the proposal provide a plan or strategy to evaluate success with specific targets?
- How well are the measures of success explained?
- How well does the proposal describe larger ecosystem benefits and implications to fish and wildlife populations?
- Are the potential positive and negative impacts of the project explained?

- Is the project budget realistic and cost-effective?
- Are partner contributions in place (funding or in-kind)?

Download the "Review Criteria at a Glance" document from the Fish & Wildlife Resources page for more information about what our technical reviewers look for: HCTF Resources

WHAT DO OUR TECHNICAL REVIEWERS LOOK FOR?

- Issue — Does the proposal clearly explain how this work will contribute to positive conservation outcomes for fish, wildlife, and their habitats?
- Technical merit — Are the proposed methods appropriate and feasible, and will the project effectively address the issue identified?
- Deliverables and evaluation — Does the proposal identify practical, specific, measurable indicators of success* for both the implementation and the outcomes themselves?
- Cost/benefit — Is the project budget reasonable to achieve the proposed benefits for fish, wildlife, and habitats?

*Measures of Success: Specific quantitative targets that can be used to track desired change and project success. They can be short, medium, or long-term. Although it is common to report on outputs (e.g., number of collars deployed, square meters of habitat restored), assessing conservation success also depends on evaluating higher-level outcomes (e.g., reduction in mortality of sheep, increases in fish abundance).

WHAT DOES OUR BOARD LOOK FOR?

- Alignment with HCTF priorities and strategic plan.
- Eligibility of activities and expenses.
- Cost-effectiveness — Do the proposed benefits justify the investment of HCTF funds compared to other projects?
- Conservation need — Did the proposal build a compelling case that the project will lead to positive conservation outcomes for fisheries, wildlife, and habitat in BC?
- Are there management implications from this work?
- Endurance of conservation benefits – Will the benefits to fish, wildlife, and their habitats persist over time?

6.   Developing the Proposal Budget

There is no upper limit for funding requests, but there is a 3-year limit on project funding*. Fish & Wildlife Grant budgets typically range from $10,000 to over $100,000 annually.

HCTF often receives more requests than the amount of funding available. We suggest targeting your funding request to be as modest as possible. Proposals requesting funds in excess of $100,000 per year will be reviewed with higher scrutiny to ensure the potential conservation benefits justify this level of investment. When reviewing proposals, our Board considers the multi-year implications of investment.

* After 3 years of continued HCTF funding, a proponent can apply for another cycle of funding as a New Phase 3-Year proposal (see page 8. New Phase proposals must include a

detailed Progress Update to explain the results and outcomes from the previous cycle of funding.

Please visit the HCTF Resources page to download the current 2025-26 HCTF Budget Spreadsheet (Excel template) and the separate HCTF Budget Instructions for more detailed information.

MULTI-YEAR FUNDING

- All Multi-year proposals must complete the Multi-Year budget table to provide an "at-a-glance" view of the annual forecast of expected project funding to be requested in each future year.
- If specific funding amounts are not certain for future years, estimates are acceptable.
- The Multi-year budget should remain similar in subsequent proposals. If a Continuing proposal for Year 2–3 includes a significantly higher amount than forecast in the initially approved proposal for Year 1, a strong justification for the increase is required.

CAPITAL ASSET REQUESTS

To maximize the on-the-ground impact of every conservation dollar, HCTF will consider requests for capital assets where they are necessary to complete the project and where the cost per asset does not exceed $3,500. This threshold may be lifted in certain circumstances, such as for immobile assets (e.g., cattleguards).

Please contact HCTF to discuss if you wish to request an asset over $3,500 as additional information will be required. Note that any asset purchased must only be used for conservation purposes.

MATCHING CONTRIBUTIONS

HCTF does not have a specific matching requirement at this time, however, HCTF values proposals in which other partners are involved (such as government, organizations, industry, and/or Indigenous groups) and may contribute funding or in-kind support.

- In-kind contributions are provided by other organizations/agencies and are needed to conduct the project. In-kind contributions can be Goods (e.g., construction materials or equipment, seedlings) or Services (e.g., use of facilities, staff time, equipment operator).
- In-kind goods or services are valued in monetary terms ($) and are part of the project budget (i.e., goods or services are donated, but for which you would otherwise have to pay).
- In your budget file you must explain how you calculated the monetary value of in-kind contributions (e.g., 20 hours of expertise x $100/hour = $2,000 value for in-kind service).
- It's recommended to include one or more letters of support in your proposal from partners who have agreed to contribute or participate in the project. There is a maximum of 3 supporting documents.

ADMIN FEE

- Admin or Overhead costs include phone, office space, office supplies, etc.
- Administration fees cannot be charged on equipment/capital purchases.
- Some items are more appropriately listed as a Site/Project Cost than Overhead. For example, a mobile phone for field crews is a Project expense.

- It is assumed that contractor/consultant overhead costs are included in their day rate. If their costs are billed separately, you can include it here.
- Admin fees are not permitted on proposals submitted by Provincial Government applicants.
- HCTF allows administration fees up to a maximum of 15% of the total amount requested. Your proposal must show how you calculated your Admin fee.

Note: Funding for overhead and administration costs is subject to available funds, and at its discretion, HCTF may reduce funding requests for overhead costs and administration fees.

7. Completing the Application Form

Word worksheets are available on the HCTF website. We highly recommend drafting your proposal on the Word worksheets first, and once complete you can copy and paste the information into the online form in the HCTF Survey Apply System.

The 'Application System FAQs' document on the HCTF Resources page will provide further details about getting started and using Survey Apply.

Section 1 of the Application

PROJECT LEADER

- The project leader will be the primary contact for all project-related correspondence and email notifications including funding decisions. If approved for funding, Project Leaders are responsible for all aspects of their Project, and meeting the deliverables identified in their Proposal. The Recipient is ultimately responsible for ensuring the Project Leaders fulfill all their assigned obligations as set out in the Conditional Grant Agreement.

RECIPIENT ORGANIZATION/BILLING ADDRESS

- This name and address will be used to issue payments and to generate the Conditional Grant Agreement. Pending approval, this organization will be legally responsible for this project.

Section 2 of the Application

CONSERVATION ISSUE

- Provide details about the conservation threat that your project will address (max. 250 words).
- Explain the conservation challenge on the land (threat to ecosystem, habitat, and fish and/or wildlife) and why it is important to address it for this species/habitat/location.
- Describe the urgency and/or need for this work and why you are seeking funding now.

Example:
In the 1950's, Trout Creek was channelized to allow for human development. Previously this system had supported Cutthroat trout and several salmon species. An undersized culvert was

installed and since then, fish abundance has declined significantly from historical levels. This project proposes to restore 200m of non-functional fish habitat by restoring the habitat and replanting riparian areas. The work is relatively urgent since the culvert is blocked. The problem is becoming worse every year. Once the creek is restored, it is expected that trout will begin to access the habitat in a short period of time.

- This section is not meant to be an Executive Summary to explain the entire project and all the activities that will be conducted.
- Include background information to explain the urgency and/or priority of this work. *Why is this project needed now?*
- Describe how the results of your project will be used to inform conservation and/or management action. *How will this project make a difference to fish, wildlife, and their habitats?*

INDIGENOUS-LED PROJECTS OR PARTNERSHIPS

- HCTF-funded projects take place on the territories of Indigenous communities. You will need to select from the 6 options available in the application form to indicate if the project is Indigenous Led or the level of Indigenous partnership or engagement.
- If the project is not Indigenous-led, you will need to 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.

CONTACTING THE BC MINISTRY BIOLOGIST

- It is best to contact the Provincial Biologist most closely associated with your proposed work, located within the region where your work will take place, or who works with the species or habitats that you are proposing to work with to discuss your project idea.
- If you have not discussed your proposal with a Provincial Biologist, explain how your project aligns with a provincial or regional program such as a Management Plan, Conservation Plan, Recovery Plan, or other broader provincial strategy; and/or within First Nation-led or Indigenous community priorities, actions or stewardship plans for this species and/or habitat.
- If your proposed activities are focused on invasive species prevention, eradication, containment, or management, 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). If your proposed activities involve ground disturbance and/or could result in the potential dispersion or introduction of invasive species, you must consult with the Provincial invasive species priority list and any relevant management and control guidelines and practices (i.e. Invasive Species Council of BC).

Section 3 of the Application

PROJECT TYPE

- **Applied Research** refers to scientific projects with a practical application that will address a specific fish, wildlife, or habitat conservation or management question.

- **Habitat Restoration & Enhancement** refers to projects with physical on-the-ground work such as planting, thinning, in-stream work, creating nesting or denning habitat, restoring water flows, or creating damns and enhancing wetlands.
- **Population Monitoring & Assessment** refers to projects focused on surveying or enumerating animals to assess population size or update population models to inform specific conservation action(s).

When Selecting **Habitat Restoration & Enhancement** there will be additional questions to help applicants provide information about their projects that reviewers are looking for:

- What habitat type do you plan to restore or enhance (describe if multiple)?
- What restoration outcomes do you expect your project to achieve? Please be specific in how you will know your project has been successful. Ex: area of target habitat restored in hectares, indicators that the habitat has been successfully restored or improved. For wetland, stream, and floodplain restoration projects: How will you determine the hydrological success of your project? Provide a list of metrics and a sentence for each describing how you will measure it.
- In your habitat restoration and enhancement project, what unknowns will you be managing? Ex: aspects of the restoration project that are outside of your control, such as population movements from outside the restored area, annual rainfall, etc. List unknowns and provide a sentence explaining how each will be managed.
- Does your project address the root cause of the problem (ongoing conservation challenge or threat)? If not, why?
- What are the biggest barriers to your project succeeding and what aspects of the project's success or failure are outside your control? How will you mitigate for or risk-manage this? List barriers in bullet points and 1-2 paragraphs for risk management.
- If multi-year funding is available for this project, how would you monitor and implement adaptive management to the site? What metrics would you use to determine whether adaptive management is needed? List metrics and provide one or two sentences for each describing how you would monitor it.

SECURITY OF CONSERVATION INVESTMENT

The HCTF Board wants to invest in projects that have a high likelihood of success with 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). Projects that involve on-the-ground habitat improvements (such as wetland restoration, riparian planting, forest thinning, etc.) must provide supporting information describing the expected longevity of conservation benefits.

The application form will require you to:

- Confirm the status/ownership of the land base (i.e., public or private) and any designation (e.g., provincial park). Note: In some cases, you may be required to submit a letter of support from the landowner as part of a funding condition to confirm access and permission.
- Describe what measures are in place to ensure that your conservation or restoration efforts will not be impacted by others (e.g., recreational users, resource extraction activities, adjacent landowners).

Section 4 of the Application

PROJECT STATUS
- Select NEW, CONTINUING, or NEW PHASE.
- Continuing proposals should have the same objectives and activities as originally approved in Year 1, although some aspects (e.g., location, timing) may be altered slightly. <u>New Objectives, Activities, and methods should not be added to Continuing proposals.</u>
- The maximum duration for Multi-year proposals is 3 years.

HCTF PROJECT
- For Continuing or New Phase projects, please use the same HCTF project # (X-XXX) which can be found in your Notification email sent in March. If this is a revised proposal that was submitted previously but not approved, please use the same project #.

LINKS TO PREVIOUS HCTF PROJECT
- Identify if this project has evolved from another project, that is, it is related but not the same project; for example, the objectives and/or activities have changed substantially, or the project has moved to a new location. If this new application is the result of a Seed project, please indicate the Seed HCTF # here. If you are re-submitting a proposal that was not approved previously, please use the previous HCTF number (refer to Notification email).

RESPONSE TO TECHNICAL & BOARD COMMENTS
- If you have applied previously, make sure to address all prior year feedback (Board comments, technical review comments, and funding conditions) in your proposal even if you were approved before.
- Refer to the Concerns and Feedback listed in the Notification email you received in March. List each point from the Notification in your proposal and explain how you incorporated the feedback or explain why not.

PROGRESS UPDATE (RECOMMEND 5–10 PARAGRAPHS)
- For Continuing and New Phase proposals, explain the project results and outcomes achieved in previous years. You may want to refer to information submitted in previous HCTF grant reports.
- Include specifics such as the number of samples collected, locations, results of data analysis, meetings, partner organizations, etc.
- Describe any challenges encountered in previous phase(s) of the project and how they will be addressed in this next phase.
- Explain why this next phase of work is needed.
- If this proposal is part of a larger project not funded by HCTF, explain how the proposed work builds on other activities.

Section 5 of the Application

PROJECT OBJECTIVES, ACTIVITIES, AND MEASURES OF SUCCESS
Objectives should:

- Describe an outcome: What you want to accomplish, which is usually a desired future state (i.e., how your project will make a difference to conservation);
- Link to the steps needed to reach the overall project goal;
- Focus on what you want to achieve, not what you have to do;
- Not be a list of activities or methods;
- Be measurable and can be accomplished in a specific timeframe. If appropriate, list both short-term objectives (current fiscal year) and long-term objectives for multi-year projects;
- Be the basis for the activities of your project and also serve as the basis for the evaluation of your project;
- Include keywords such as "to improve," "to reduce," and "to increase";
- Under each objective, list the associated activities, measures of success, and timelines;
- Using 10–15 words, list all the activities that will be done to achieve each objective;
- Usually 2–5 activities are recommended for each objective;
- If you have more than 5 activities, you will need to lump them or add them into the Detailed Description text box using the same numbering system;
- Identify the expected timing for each activity and make sure it corresponds to the appropriate fiscal year (start and end dates, e.g., May–July 2022); and,
- For each activity, include a specific Measure of Success that will be used to track progress and evaluate the success of the project.

MEASURES OF SUCCESS (MOS)
These will be used to evaluate how well project objectives are achieved. (Important Note: You will use these same Measures when reporting project results in your annual Grant Report and the HCTF Final Year Grant Report in March each year).

- Measures of Success (MOS) relate directly to the objective and/or activity.
- MOS are an indicator of the desired long-term outcomes under each objective and/or activity.
- MOS should include quantitative targets that can be easily measured to track desired change and project success (e.g., replant 200m of habitat). They can be short, medium, or long term.
- Short-term outputs (e.g., number of workshops held) can be useful to track project progress. However, assessing conservation success also depends on evaluating longer-term outcomes, so you should include at least 2–3 long-term outcome measures of success (e.g., population increase for target species, increased awareness in community through post-program survey).

DETAILED OBJECTIVES (MINIMUM 2–4 PARAGRAPHS FOR EACH)
Provide a detailed explanation for the proposed approach, sample size, locations, and methods for each objective (i.e., what, when, how, why, where). Reference any standard sampling protocols that will be followed. This section should also describe how you will measure the outcomes of the project. A minimum of 2–4 paragraphs is recommended for each objective. Note: Proposals that lack sufficient detail in this section may score lower.

You may provide the metric(s) for MOS in the table; however, the detailed description should include specific numerical targets. For example,

- Activity 1.1 – Metric: Square meters cleared of invasives; Target: 300 square meters cleared of invasives.
- Activity 1.2 – Metrics: # shrub/tree species planted, square meters replanted, % survival of plantings; Target: 500 shrubs planted, 200 square meters replanted, 80% survival of plantings after 1 year.
- Activity 2.3 – Metric: # of collars deployed, # of mortality investigations, % successful retrieval of collar data

Section 6 of the Application

PARTNERSHIPS AND LETTERS OF SUPPORT

- Letters of support are recommended to demonstrate you have partner organizations involved in your project or to demonstrate support from Indigenous groups or other organizations.
- For non-government applicants, a letter of support from the provincial fish/wildlife/ecosystem biologist in the region of your project is recommended. If a letter isn't possible, it's recommended to try and contact a Ministry Biologist to discuss your project idea.

Section 7 of the Application

PERMITTING REQUIREMENTS

- It is the proponent's responsibility to understand current permitting requirements and to secure all the necessary regulatory permits and authorizations before initiating the project.
- Many permits can take up to several months to secure and adequate time should be factored into project planning to account for this.
- In this section, list all the permits and authorizations that are necessary to conduct this project with the expected timing to obtain the permit, and the current permit status (if applicable).
- British Columbia's archaeological sites are protected under the Heritage Conservation Act (HCA). This applies whether sites are located on public or private land, and whether the site is known or unknown. Under the HCA, protected sites or objects have legal requirements and may not be altered or changed in any manner without a permit.

8. Submitting Your Application

The application deadline for projects taking place in 2025–2026 is:

Friday, November 1, 2024, at 4:30pm PST

Submission of Fish & Wildlife Grant Applications is through the *HCTF Survey Apply System*. Please note that all applications and supporting documents must be submitted using Survey Apply. *HCTF cannot accept applications or supplemental information by email.*

The online system typically opens by mid-September, but Application worksheets (Word versions) are available on the HCTF website earlier for drafting your proposal.

Note: All proposal groups/categories (i.e., Fisheries, Wildlife, Wild Sheep, or White Sturgeon) are submitted through the Survey Apply program "Fish & Wildlife." The application form contains a drop-down question so applicants can select their proposal group.
All Seed proposals are submitted through a separate Survey Apply program form "Seed Grants (Fish &Wildlife only)."

By submitting your 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.

F&W APPLICATION CHECKLIST
To ensure you submit a strong proposal, make sure to:
- ✓ Explain how your project matches HCTF goals;
- ✓ Describe why the question or issue is important to address now;
- ✓ Include details about your approach and methods: What, Where, How, When, Why;
- ✓ Show how the results of your project will inform the management and conservation of fish and/or wildlife, or habitat;
- ✓ Include sufficient detail in the proposal; do not rely on attachments or other supplemental material. Your proposal should be a stand-alone document to explain your project and, (for continuing projects), should provide enough information for reviewers to evaluate year-to-year progress;
- ✓ Complete the "Response to Technical Review and Board Comments section" and address all feedback from a previous proposal (refer to your March Notification). Even if you have addressed the concerns elsewhere in the proposal, or in response to a funding condition, you should complete this section to ensure the reviewers see this additional information;
- ✓ Complete all sections of the online form, including the Multi-Year Budget table;
- ✓ Include sufficient details in the Budget Spreadsheet so reviewers can evaluate cost-effectiveness;
- ✓ Check that your proposed expenditures are in the correct budget table sections (Labour, Site Costs, etc.);
- ✓ Fill in the Capital Assets table if relevant;
- ✓ Explain any administration fees and list anticipated partner contributions;
- ✓ Check that your 'Budget Spreadsheet total' and 'Total Requested Amount' in the online form match and upload your Budget Spreadsheet;
- ✓ Upload letters of support as required;
- ✓ Upload any supplemental reports only if they were specifically requested by the TRC or Board; and,
- ✓ Proofread your proposal for clarity, typos, and good grammar.

If you have questions about your project's eligibility, your proposal, what our reviewers are looking for, or any other details, contact our Grants Officer (Amy.Perkins@hctf.ca) to ask!

Please contact us well ahead of the deadline, as we are often very busy on deadline day and our response time may be delayed.