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*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***](https://hctf-grants.smapply.ca/prog/caribou_habitat_restoration_fund_chrf_grant/)*. 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 online system. Please keep a copy of this worksheet for your records.*

# Section 1: General Information

Site Name:

*{Please provide the short name for your restoration site/area (the same name used during your original “new” application). You will enter this same name on the Activity and Budget Excel spreadsheet that will be uploaded later in the application.}*

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**Total Amount Requested from HCTF for this application year:**

*{This number should match the total amount requested from HCTF on the budget spreadsheet}*

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**HCTF Project Year:**

*{This is where you will identify how many years of funding from HCTF you applied for in your first year (your original “New” application) and what year this funding request is for. Example: Year 2 of 3 years - indicates this application is for the second year of a 3-year HCTF-funded project.}*

Year \_\_ of \_\_ Years

**Project Leader Contact Information**
*{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: \_\_

Cell Phone Number (optional) \_\_

Work Phone Number: \_\_

Recipient Organization and Billing Address
*{The name and address listed here will be used to issue payments and to generate the Conditional Grant Agreement. Pending project approval, the organization listed here will be legally responsible for the project.}*

Organization Name: \_\_

Address: \_\_

City: \_\_

Province: \_\_

Postal Code: \_\_

Applicant Sector
*{Please select the option from the dropdown menu that best describes your organization. Choices include Academic Institution, First Nation, Individual, Industry, Municipal/Regional Government, NGO (Non-Governmental Organization), Provincial Government, Other}*

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**Proponent Qualifications:**

*{Provide a brief description of the Project Leader’s role and qualifications as they relate to the proposed project. What are your (and/or your team’s) qualifications for undertaking the work in this proposal? Please provide a brief description of education & experience* ***relevant to caribou habitat restoration*** *as one of the criteria for proposal assessment is whether the project team is likely to be able to achieve proposed outcomes. The description should be max 300 words (for all proponents) and should not include resumes and publication lists.}*

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**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. If you will also be using subcontractors, this information must be included in Part 2, the Activity and Budget Detail spreadsheet.}*

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**Please provide the HCTF project number (e.g. 4-444):**

*{This four-digit number can be found in the email you received notifying you that your application had been approved and is also the last four digits of the number on your conditional grant agreement for the previous year of the project. If you need assistance locating your project number, please contact* *HCTF**}*

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# Section 2: Proposal Overview

**Project Summary Statement:**

 *{Provide a one-sentence summary of this project. This sentence will be used to communicate about the project if funded, e.g. “This project will benefit x herd by restoring y kilometres of road to reduce predator movement”, or “This project will use functional and ecological restoration techniques to add an additional x hectares to intact areas of habitat within the y herd range”.}*

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**Summary of comments from your discussion with the government regional caribou biologist**:

*{Continuing projects are still required to contact the government caribou biologist for your region to see if they have any new information that might inform your restoration or monitoring plans. A list of regional government contacts is* [*available here*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#resources)*. Please indicate the name of the person you spoke to and any relevant comments they had about the project.}*

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**Project region**:

*{Please choose the region from the dropdown menu 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)*): 0 = Province Wide or Multi-Region, 3 = Thompson-Nicola, 4 = Kootenays, 5 = Cariboo, 6 = Skeena, 7 = Omineca/Peace}*

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**Project Location**:

*{Please provide the distance from the nearest town or other known feature. If your site is within one of the zones defined in the Intergovernmental Partnership Agreement for the Central Group Southern Mountain Caribou, please mention that here.}*

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**Geographic coordinates**:

*{Provide the latitude/longitude coordinates the site/area to be restored. Any location within the area to be restored is sufficient. 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) Copy the coordinates and paste into this Field}*

Lat \_\_

Long \_\_

**Identify the primary caribou herd which will benefit from the proposed restoration works at this site.**

*{Select the primary herd range that includes the site from the drop list. For the full list of the high- and medium-priority herd ranges eligible for funding this cycle, please see the* [*CHRF Resources tab*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#resources)*.}*

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**If there are additional herds that will benefit from this restoration work, please list them here.**

*{List any additional herds in the text box. This question is optional so you can leave blank if not applicable.}*

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# Section 3: Project Progress to Date

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 (3-5 paragraphs).*

*If there were no concerns or suggestions, or if you have addressed the concerns elsewhere in the proposal, please state that here.}*

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Describe progress on this project to date:

*{**Describe your summary results (data), targets achieved (e.g., metrics for tree survival and growth), outcomes, challenges encountered, progress on activities, etc.*

***The Technical Review Committee does 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 you completed restoration prescriptions as part of the previous year’s activities, please upload them in the “Upload LOS or other Supporting documents” stage of your application.*

*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.*

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Are you collaborating with other organizations/agencies on this project? Please list them here, and briefly describe their involvement.

*{Please list and briefly describe the involvement of any partners in the proposed restoration work. You will specify any cash or in-kind contributions in the Activity and Budget Detail Excel spreadsheet. Suggested max of 150 words.}*

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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 proposal and include details of those contacts and a summary of any feedback you received.

*{Suggested max of 300 words.}*

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Please provide an update on your public or community engagement and describe any support or opposition to your proposed activities you have received.

*{Provide a brief update to your community engagement plan described in your original proposal. If you anticipate that any of the activities you propose will be contentious or opposed, please identify those concerns and your plan for addressing them. Suggested max of 150 words.}*

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Have there been any changes to the previous year’s approved activities or objectives?

*{Select “yes” or “no” for this question. Note: if* ***yes****, please ensure you have received approval from HCTF for any changes to last year’s approved activities: see the* [*“Project Forms” tab*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#projectforms) *on the CHRF webpage.*

[ ]  Yes [ ]  No

If you answered “yes” to above, please describe those changes:

*{Please describe any changes to the project objectives or planned activities from what was submitted in last year’s proposal. If you submitted a change request for this project in a previously funded year, please describe the approved project changes for this project.}*

* \_\_

# Section 4: Restoration Activity Details

Briefly summarize the pre-treatment baseline data you’ve collected (i.e., tree and shrub height densities, human use), including methodology.

*{Implementation monitoring or monitoring of previous restoration work can be included in your application, providing you have the required baseline data to accurately assess progress. As monitoring is a key component of this program, we require that you collect baseline data that can be used for future monitoring (occurring after this fiscal). See* [*the “Resources” tab*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#resources) *on the CHRF page for guidance on expectations around monitoring.}*

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Briefly summarize the proposed restoration activities you expect to complete from April 1, 2025 to March 31, 2026 at the site in the table below (refer to the site table and description of activities from your original application). Include the adjusted or projected timing for each activity and your measure of success.

{We are looking for a brief, high-level description of the restoration activities you plan to do at the site for this grant year (April 1, 2025 to March 31, 2026). The table should also include a proposed timeline of activities. This can be a range if it will span several months (Example: April – May 2024). You will provide a much more detailed description of the activities you’ve planned for fiscal 2025-26 in the accompanying Activity and Budget Detail Excel spreadsheet.}

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|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Measures of Success** | **Timeline** |
| **Objective 1:**  |  |  |  |
| Activity 1.1 |  |  |  |
| Activity 1.2 |  |  |  |
| Activity 1.3 |  |  |  |
| Activity 1.4 |  |  |  |
| Activity 1.5 |  |  |  |
| **Objective 2:**  |  |  |  |
| Activity 2.1 |  |  |  |
| Activity 2.2 |  |  |  |
| Activity 2.3 |  |  |  |
| Activity 2.4 |  |  |  |
| Activity 2.5 |  |  |  |
| **Objective 3:** |  |  |  |
| Activity 3.1 |  |  |  |
| Activity 3.2 |  |  |  |
| Activity 3.3 |  |  |  |
| Activity 3.4 |  |  |  |
| Activity 3.5 |  |  |  |

For multi-year proposals, please provide a summary of the activities that you have planned for future years (i.e., will occur beyond the current fiscal) in the table below. Provide a general timeline for each (e.g. Year 2 (2025-26) or May 2026). Note that you will be able to provide further details in future years’ proposals.

*{{For multi-year proposals, please provide a summary of the activities that you have planned for future years (i.e., will occur beyond the current fiscal) in the table below. Provide a general timeline for each (e.g. Year 2 (2025-26) or May 2026). Note that you will be able to provide further details in future years’ proposals. If you are not applying for CHRF funding for this project in future years, enter "N/A".}*

|  |  |  |
| --- | --- | --- |
|  | **Year (i.e., 2024-2025)** | **Activity Summary** |
| **Activity 1** |  |  |
| **Activity 2** |  |  |
| **Activity 3** |  |  |
| **Activity 4** |  |  |

# Section 5: Anticipated Results

How much habitat will be directly restored by this project (km2, ha)?

*{Describe how much habitat you anticipate will be directly restored by this project with HCTF funding (over a max of 5 years of CHRF funding**: you will provide restoration estimates specific to this 2024-25 granting year in Part 2* *– Activity and Budget spreadsheet – of the application).* ***Include both the metres/kilometres*** *(functional restoration)* ***and hectares******physically treated where applicable****. For example, “we propose to treat five 100 m long segments of road that are 10 m wide, for a total of 5000 m2 or 0.5 ha of disturbance directly treated.”}*

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What will the resulting change be to the overall level of disturbance (at the site or range level?)

*{**Using your answer to the question above, estimate the change to the overall disturbance level (1) following completion of the proposed activities and (2) once the full benefits of restoration work are realized (for ecological restoration). Be sure to include the anticipated number of years to reach this state.*

*Consider that treatment of a portion of a linear feature may reduce or eliminate the impacts arising from the whole feature (e.g., wolf mobility reduced on a seismic line may be achieved by strategic treatment of 25% of the line). For the example, if the direct treatments were to close off a total of 500 m of road, then we’d estimate 2,000m (or 20,000 m2 for a 10m wide road) of cumulative improvement. Using a 500m disturbance buffer x 2 (both sides of the 2,000 m 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.}*

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Using the estimated total $ request from the multi-year tab of the excel budget table (part 2 of the application), and the estimated km or ha to be physically treated, please provide an estimate of CHRF cost per km or hectare restored for this project.

*{For example, if your project planned to request $60,000 from the CHRF in total over 2 years to directly restore 4 km of road that was 10 m wide, the cost would be $15,000/km or $15,000/ha.}*

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**What is the risk that the value of this restoration work will be negated by future anthropogenic disturbances at the site? What is the risk of further habitat degradation within the rest of the range?**

*{Please describe any legislative tools that are in place to protect the restored area from future disturbance (e.g., designation as a park, wildlife habitat area, etc.). Also include information about future activity planned or anticipated on or near the site that might compromise the value of the restoration works to caribou. Suggested max 200 words.}*

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What permits/authorizations are required for this work? Describe your proposal timeline to ensure all the necessary permit are secured before work takes place.

*{List the permits/authorizations required for the activities you’ve proposed and explain your plan for obtaining them. Permit requirements should be included in discussions with regional caribou specialist. Project planning should account for the necessary timelines to apply for and receive permits and approvals before commencing work. If permits are not required for your proposed activities, state this, and please provide further details.* *Suggested max of 150 words.}*

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# Section 6: Other Considerations

Literature Cited:

*Please list literature any literature cited in the Progress Update if applicable, such as Management Plans, Recovery Plans, peer-reviewed articles, sampling protocols and include website links if available.*

*Note: The technical reviewers will not refer to cited literature in lieu of stating the activity or methodological details in the proposal body itself. Please do not rely on attachments or references for pertinent project information.*

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**Certification:**

[ ] By submitting this Progress Update, 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.

# 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 refer to the instruction and download and complete the Budget Spreadsheet (Excel template) from the* [CHRF Apply](https://hctf.ca/grants/caribou-habitat-restoration-grants/#apply) *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.*
* *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.*