*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 a short name for your restoration site/area. You will enter this same name on the Activity and Budget Excel spreadsheet that will be uploaded later in the application.}

\_\_

**Total Amount Requested from HCTF (up to 3 years)**:

{*This is the total amount requested from HCTF for all years of your project up to a maximum of 3 years.* This number should match the total amount requested from HCTF on the budget spreadsheet.}

$ \_\_

**HCTF Total Project Years**:

*{This is where you will identify how many years of funding total from HCTF your project requires. You can select a project that is 1, 2 or 3 years in duration. The maximum length of a project funded is 3 years under this grant application. HCTF operates on a standard fiscal year, running from 1 April – 31 March.}*

Year 1 of \_\_ Year(s)

**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}*

\_\_

**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.}*

\_\_

**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.}*

\_\_

**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}*

\_\_

**Project Location:**

*{Please provide the distance from the nearest town or other known landmark. 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.}*

\_\_

**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 \_\_

# Section 2: Caribou Herd and Restoration Site Details

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

*{Select the primary herd range 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)

\_\_

**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.}*

\_\_

**Summary statement of the project**:

*{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”.}*

\_\_

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

*{You are required to contact the government caribou biologist for your region to (1) confirm whether caribou restoration plans are available within the region to further inform proposals, and (2) to confirm the caribou herd, predator threats, and other region-specific information. 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.}*

\_\_

**What attributes make this site a priority for caribou habitat restoration?**

{Briefly summarize why this particular site was selected for restoration (e.g., caribou impact, engagement, restoration priority tool, etc.). If it is included in any existing restoration plans, please provide the name/citation for the restoration plan. Does the site contain biophysical attributes such as areas used for calving, rutting, wintering, etc.? Refer to the “[CHRF FAQs](https://hctf.ca/wp-content/uploads/2023/09/CHRF-Grant-FAQs_2024-25.pdf) ” on the CHRF website that describes “which areas within these herd ranges should be prioritized for restoration?” Please see the next set of questions to elaborate on specifics in your answer.}  
\_\_

**Do you have information on caribou predator use of this site?**

*{Please include information on current predation rates and predator use of the area that will be affected by your proposed restoration activities. If you are aware of predator control measures in the area, please state that here.}*

\_\_

What is the nature and cause of the disturbances?

*{Describe the nature and cause of the disturbance (e.g., linear clearing, block clearing, crossing), and the disturbance timeline (if known). In general, priority will be given to restoring habitat impacted by industrial activities. Suggested max of 150 words.}*

\_\_

**What is the site characterization?**

*{Describe the Site and adjacent areas, the level of natural or anthropogenic disturbance e.g., % disturbed), and degree of disturbance (e.g., degree of compaction). This information may also be obtained by discussions with the regional caribou specialist. Suggested max of 200 words.}*

\_\_

**Are you applying for funding for a project already in progress that has not previously received CHRF funding?**

{If the proposed activities are part of a multi-year project that is already underway that has not previously received CHRF funding, please answer “Yes” to this question. If this funding request is for a brand-new restoration initiative, please answer “No”.}

Yes  No

**If yes, provide the amount invested in the project to date and a summary of what the project has accomplished thus far.**

*{Include the name of the project; project lead/organization; the amount invested in the project to date; a brief summary of the methods, what the project has accomplished thus far, and explain how this proposal is linked to any other activities.}*

\_\_

# Section 3: Restoration Activity Details

Briefly summarize the pre-treatment baseline data you’ve collected or will collect (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. Monitoring is essential before treatment to establish baseline site conditions and identify limiting factors, which informs prescription development.*

*\*\*Note that as part of your 1-, 2- or 3-year project application, post treatment implementation monitoring must be incorporated. See* [*the resources tab*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#resources) *on the CHRF webpage for guidance on expectations around treatment prescription and monitoring which should inform your proposal.}*

\_\_

**Summary Tale of Activities:**

*Briefly summarize the proposed restoration activities you expect to complete at the site in the table below. Include the projected timing for each activity and your measure for success (e.g. monitoring). We are looking for a brief, high-level description of the restoration activities you plan to do at the site over the lifetime of the project (i.e., 1-, 2-, or 3-year project duration) and how success will be measured.*

*You will provide a more detailed description of the activities you’ve planned over the full duration of the project in the accompanying Activity and Budget Detail Excel spreadsheet.*

*Each Objective Statement should describe what you want to accomplish, not what you have to do. Activities are the specific actions taken to achieve the objective. If you have more than 4 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. These same MOS will be used in your annual grant report to track progress and evaluate success. The Timeline can be a range if it will span several months (Example: April – May 2024) or years (i.e., June 2024 – June 2025).*

*Please reference the guidance documents listed on* [*the CHRF Resources tab*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#resources) *for helpful information to guide you in developing your restoration project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Brief Description** | **Measures of Success** | **Timeline (in months and/or years, as relevant)** |
| **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 |  |  |  |

Why did you choose these restoration treatments for the site?

*{Explain why the particular treatments were selected by including information on site conditions and how these treatments will address the limiting factors at the site. For activities such as planning, installation of signage, purchase of plant stock, etc. explain why the activities are necessary to achieve your habitat restoration goals for the site. For activities related to ecological restoration, explain the species chosen, stocking density, why you picked the number you did, how you are going to deal with compaction etc.). Provide citations from the literature where possible}.*

\_\_

How do you plan to monitor the success of your project?

*{Please summarize how you will evaluate your level of success for restoration outcomes that will benefit caribou (e.g., seedling survival, growth rate performance, etc.). Please see the monitoring guidance document available at* [*the CHRF Resources tab*](https://hctf.ca/grants/caribou-habitat-restoration-grants/#resources) *for information on restoration targets and evaluation criteria/indicators.}*

\_\_

# Section 4: 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 3 years).* ***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.”}*

\_\_

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. For site or range level focus on specific areas and local conditions (avoid a broad landscape level description).*

*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.}*

\_\_

Using the estimated total $ requested for the full duration of your project, the total in 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 were 10 m wide, the cost would be $15,000/km or $15,000/ha.}*

\_\_

Will restoration of this site contribute to existing areas of intact habitat, recently restored or soon-to-be restored areas so as to improve habitat connectivity?

*{Please tell us if the area you are planning to restore will connect/contribute to larger areas of intact, recently restored or soon-to-be restored habitat. If no, write N/A. If yes:*

1. *Please provide information on the approximate size (ha) of the adjacent intact/recently/soon-to-be restored habitat and the area this restoration work will add to that amount (if applicable).*
2. *Please indicate these intact/recently/soon-to-be restored areas on the site map you will submit in the “Upload Map” stage of the application process. Suggested max 150 words.*}

\_\_

**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.}*

\_\_

# Section 5: Administrative Site Details

What is the tenure status of the proposed site(s)?

*{Describe if the site is under active disposition/tenure, as well as the amount that has reverted back to the crown or has uncertain tenure situations (to the extent known). Give a brief overview of the planned process to obtain or clarify this information. Suggested max of 200 words.}*

\_\_

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.}*

\_\_

**Please confirm you are not requesting funding for activities necessary to fulfill your (or another entity’s) statutory or legal obligations:**

*{If not relevant to your project write “NA”. If relevant please explain what measures have been taken (i.e. agreements, funding, authorizations, etc.) to demonstrate that you are not requesting funding for activities necessary to fulfill your or another entity’s statutory or legal obligations (e.g. basic site remediation or road deactivation).}*  
\_\_

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.}*

\_\_

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.}*

\_\_

Please describe any support or opposition to your proposed activities from stakeholders, if applicable.

*{**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. If you know there is support for the work you’ve proposed, identify those supporters. Suggested max of 150 words.}*

\_\_

Please describe your public or community engagement plan.

*{Describe how you plan to notify and engage with interested parties in the project area. Engagement and/or communications may be with First Nations communities, hunters or trappers, recreational groups, resource groups, etc.}*

\_\_

# Section 6: Other Considerations

**How does your restoration prescription for this site consider the predicted impacts of climate change?**

*{Given the long timeline for full restoration benefits to be realized in some of these areas, we want to know that site selection and treatment prescription is informed by predicted impacts of climate change. If this is not applicable to this project, please state this. Suggested max of 150 words.}*

\_\_

**If you previously applied for CHRF funding and were not successful, please respond to the HCTF Technical Committee and Board Comments included in the project notification email you received in March.**

*{If you have not applied for CHRF funding for this project before, write N/A. If yes, please explain below how you have addressed these comments. If you have already addressed the concerns elsewhere in the proposal, please state that here.}*

\_\_

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.*

\_\_

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.*