**For Offline Drafting Purposes Only**
*Final update must be submitted via the Survey Apply online system. Survey Apply does not preserve formatting (e.g., bold text, indentation, italics). Limit formatting until tested in the online form. Please retain a copy of this worksheet for your records.*

# Section 1: General Information and Update

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

$ \_\_

**HCTF Project Year**:

*{Identify both the year of HCTF funding your project is going into, and the number of years your total project cycle.  Example: Year 2 of 3 years - indicates that this application is for the second year of a 3-year HCTF-funded project.}*

Year \_\_ of \_\_ Years

Response to TRC and Board Comments:

*If you have received comments from the Technical Review Committee or Board (via funding decision email or otherwise), respond here. Address each comment directly in a short list/point form. If a suggestion could not be incorporated, explain why. (Max 3–5 paragraphs.)*

\_\_

Describe progress on this project to date:

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

*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.*

*The Technical Review Committee does not see Grant Report submissions. Include any relevant information previously submitted in your Grant report 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 Other” stage of your Progress Update.*

\_\_

# Section 2: Restoration Activity Details

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

*{Select “yes” or “no” for this question.*

[ ]  Yes [ ]  No

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

*{Please describe any changes to the project objectives or planned activities or timeline from what was submitted in your original multi-year proposal.}*

\_\_

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.}*

\_\_

**Is your project moving into Year 2 or Year 3?**

*{Select Year 2 or Year 3}*

[ ]  2 [ ]  3

YEAR 2 - 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 Year 2 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).}

\_\_

|  |
| --- |
| **Summary Table of Activities (Year 2)** |
|  | **Objective Statement** | **Budget Request ($)** |
| **Objective 1:** |  | **$** |
| **#** | **Activity Description** | **Measures of Success** | **Timeline** |
| **Activity 1.1** |  |  |  |
| **Activity 1.2** |  |  |  |
| **Activity 1.3** |  |  |  |
| **Activity 1.4** |  |  |  |
| **Activity 1.5** |  |  |  |
| **Detailed Methods:** |  |
|  | **Objective Statement** | **Budget Request ($)** |
| **Objective 2:**  |  | **$** |
| **#** | **Activity Description** | **Measures of Success** | **Timeline** |
| **Activity 2.1** |  |  |  |
| **Activity 2.2** |  |  |  |
| **Activity 2.3** |  |  |  |
| **Activity 2.4** |  |  |  |
| **Activity 2.5** |  |  |  |
| **Detailed Methods:** |  |
|  | **Objective Statement** | **Budget Request ($)** |
| **Objective 3:** |  | **$** |
| **#** | **Activity Description** | **Measures of Success** | **Timeline** |
| **Activity 3.1** |  |  |  |
| **Activity 3.2** |  |  |  |
| **Activity 3.3** |  |  |  |
| **Activity 3.4** |  |  |  |
| **Activity 3.5** |  |  |  |
| **Detailed Methods:** |  |
|  | **Objective Statement** | **Budget Request ($)** |
| **Objective 4:** |  |  |
| **#** | **Activity Description** | **Measures of Success** | **Timeline** |
| **Activity 4.1** |  |  |  |
| **Activity 4.2** |  |  |  |
| **Activity 4.3** |  |  |  |
| **Activity 4.4** |  |  |  |
| **Activity 4.5** |  |  |  |
| **Detailed Methods:** |  |

YEAR 3 – If applicable, briefly summarize the proposed restoration activities you expect to complete from April 1, 2026, to March 31, 2027, 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 Year 3 grant year (April 1, 2026 to March 31, 2027). 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).}

\_\_

|  |
| --- |
| **Summary Table of Activities (Year 3)** |
|  | **Objective Statement** | **Budget Request ($)** |
| **Objective 1:** |  | **$** |
| **#** | **Activity Description** | **Measures of Success** | **Timeline** |
| **Activity 1.1** |  |  |  |
| **Activity 1.2** |  |  |  |
| **Activity 1.3** |  |  |  |
| **Activity 1.4** |  |  |  |
| **Activity 1.5** |  |  |  |
| **Detailed Methods:** |  |
|  | **Objective Statement** | **Budget Request ($)** |
| **Objective 2:**  |  | **$** |
| **#** | **Activity Description** | **Measures of Success** | **Timeline** |
| **Activity 2.1** |  |  |  |
| **Activity 2.2** |  |  |  |
| **Activity 2.3** |  |  |  |
| **Activity 2.4** |  |  |  |
| **Activity 2.5** |  |  |  |
| **Detailed Methods:** |  |
|  | **Objective Statement** | **Budget Request ($)** |
| **Objective 3:** |  | **$** |
| **#** | **Activity Description** | **Measures of Success** | **Timeline** |
| **Activity 3.1** |  |  |  |
| **Activity 3.2** |  |  |  |
| **Activity 3.3** |  |  |  |
| **Activity 3.4** |  |  |  |
| **Activity 3.5** |  |  |  |
| **Detailed Methods:** |  |
|  | **Objective Statement** | **Budget Request ($)** |
| **Objective 4:** |  |  |
| **#** | **Activity Description** | **Measures of Success** | **Timeline** |
| **Activity 4.1** |  |  |  |
| **Activity 4.2** |  |  |  |
| **Activity 4.3** |  |  |  |
| **Activity 4.4** |  |  |  |
| **Activity 4.5** |  |  |  |
| **Detailed Methods:** |  |

Multi-Year Budget Table:
*{For each applicable Funding Year, list the amount requested from HCTF. Ensure the amount you enter for the current year matches the total amounts from the budget spreadsheet submitted with your original proposal. Identify Total Other Funding based on the Partner Contributions.}*

|  |
| --- |
| **Multi-Year Budget Table** |
|  | **Amount Requested from HCTF ($)** | **Confirm this amount remains unchanged.*****Or provide updated amount if changes occurred ($)*** | **Other Funding ($)** | **Total Funding ($)** |
| **Year 2** |  |  |  |  |
| **Year 3** |  |  |  |  |

# Section 3: Other Details

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:

Supporting Documentation (optional, max 3 files)

1. *Please limit to one letter per attachment.*
2. *Attachments can be letters of support (on the supporting organization’s letterhead or a copy of an original email).*
3. *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.*
4. *Do not send reports or other long documents unless requested by the TRC or Board.*
5. *Please do NOT attach .png images, html links to google maps, or PDFs with protected signature fields.*
6. *Supporting documents submitted separately by email will not be processed with your proposal application.*
7. *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 - Max 2 files)

1. *If your March Only upload technical reports if specifically requested in your March notification email.*