*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 Survey Apply 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 for this application year:**

*{*Please double-check to make sure this number matches the total amount requested from HCTF on the budget spreadsheet. Maximum request for seed proposals is $10,000.*}*

**Project Leader Contact Information**   
  
*{This will be the primary contact for all project related correspondence and email notifications.* ***Pending project 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: \_\_

Legal Organization/ 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}*

\_\_

**Additional Proponents:**

*{If additional proponents are participating in the project, please provide names and contact information below.* Additional proponents listed here must have full knowledge of all aspects of the proposal and have agreed to be involved in the project.*}*

\_\_

**Proponent Qualifications:**

*{Briefly describe your (and/or your team’s) qualifications as they relate to caribou habitat restoration. For seed projects this may include: strong local knowledge of the project area, access to specific technology or equipment, or experience with other aspects of caribou habitat restoration.}*

\_\_

# 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 seed funding will be used to conduct preliminary work to develop a proposal to restore habitat for the X caribou herd through functional and ecological restoration of legacy seismic lines.”}*

\_\_

**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 discuss your project idea, including asking for their recommendations on any relevant information to consider in the development of your proposal. 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.}*

\_\_

**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 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.}*

\_\_

**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 3: Caribou Herd and 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)

\_\_

**Why is this particular site a priority for caribou habitat restoration?**

*{Briefly summarize why this particular site was selected for restoration. Will it add to existing intact caribou habitat or areas recently proposed for restoration? If the proposed site is included in any existing restoration plans, please provide the name/citation for the restoration plan.}*

\_\_

**What is nature and cause of disturbance to caribou habitat at this site?**

*{Describe the nature and cause of the disturbance (e.g. linear clearing, block clearing, crossing), and the disturbance timeline (if known). CHRF work is currently focussed on restoring habitat impacted by industrial activities.}*

\_\_

Has the tenure status of the proposed sites been investigated?

*{Do you know if the site is under active disposition/tenure, has it reverted back to the crown or does it have an uncertain tenure situation? If you don’t know, you should include a process to obtain or clarify this information as part of your full CHRF proposal development plan.}*

\_\_

**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 available on future developments planned or anticipated on or near the site that might compromise the value of the restoration works to caribou. Some of this information may be obtained from the regional caribou specialist. We want to ensure, to the greatest extent possible, that CHRF-funded works will not  *be degraded by future disturbances or be used to justify new anthropogenic disturbances within the herd’s range.}*

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# Section 4: Seed Grant Objectives and Methods

Briefly summarize the proposed activities you expect to complete from April 1, 2024 to March 31, 2025, with this seed grant in the table below (you will provide descriptions of the activities in the Activity and Budget Detail Excel spreadsheet). Include the anticipated timing for each activity. Please ensure that all proposed activities are [eligible for seed grants](https://hctf.ca/grants/caribou-habitat-restoration-grants/#seedgrants).

{*We are* looking for a brief, high-level description of the activities you plan to do in preparation for a full technically sound proposal. These may include preliminary mapping, meetings and/or collaborations, prescription development, research, etc. 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 budget information for these activities in the accompanying Budget Excel spreadsheet.}

|  |  |  |
| --- | --- | --- |
|  | Activity | Estimated Timeline |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

**How will the proposed activities in the table above contribute to the development of a full, technically sound CHRF proposal in future years?**

*{*Connect the activities you are requesting seed funding for to the requirements for preparing a full CHRF proposal (review the [“CHRF Proposal Writing Instructions & Worksheet for New Projects”](https://hctf.ca/wp-content/uploads/2023/09/CHRF-New_Application-Worksheet_2024-25-to-2026-27.docx) to understand what information is required and what areas you require assistance with).*}*

\_\_

# Section 5: Other Considerations

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

*{Please check the box to confirm 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 anticipating collaboration 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 CHRF Seed Grant Budget Detail Excel spreadsheet available* [*here*](https://hctf.ca/wp-content/uploads/2023/09/CHRF-SEED_Application-Budget_2024-25.xlsx)*.}*

\_\_

**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.}*

\_\_

# 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.
* *For further detail refer to the Budget Instructions on the* [HCTF Resources](https://hctf.ca/grants/fish-and-wildlife-grants/#hctfresources) *page.*
* *If you made recent changes to your budget in this section, be sure to navigate back to the "Total Amount Requested from HCTF" on the first page of your application form to ensure both totals match. IMPORTANT: If there is a difference between the amount listed on the application form and the submitted Excel file, the amount on the budget spreadsheet will be considered correct.*

**Map Upload Guidelines**

* *It is required that a map is included for all projects.*
* *Maps should be detailed enough to indicate where the project site is, but at a scale that also includes a known geographic location such as a town or major feature.*
* *Maps should include the direction (i.e., North arrow) and scale bar. If there are multiple sites, please clearly mark each site.*

**Supporting Documentation (optional – max 3 files)**

* *Please limit to one letter per attachment.*
* *Attachments can be letters of support (on the supporting organization’s letterhead or a copy of an original email).;*
* *For non-government applicants, a letter of support from the provincial fish/wildlife/ecosystem biologist in the region of your project is recommended. The letter should be specific to your project and explain how the results will be used in the Region.*
* *Do not send reports or other long documents unless requested by the TRC or Board.*
* *Please do NOT attach .png images, html links to google maps, or PDFs with protected signature fields.*
* *Supporting documents submitted separately by email will not be processed with your proposal application.*
* *Please note that reviewers may not have time to read additional documents in detail; do NOT rely on attachments to provide critical details of activities or methodologies.*