**For Offline Drafting Purposes Only** *Final applications 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: Applicant and Project Information

**Project Title**

*{Provide a short, descriptive title (max 10 words). Consider using location and/or restoration focus*.*}*

\_\_

**Total HCTF Funding Requested**

*{Enter the total HCTF funding requested for your project, including all years (maximum of 3). If you are applying for only one year, enter the total for that year. This amount must match your Excel budget total.}*

$\_\_

**Funding Duration**

*{Select 1, 2, or 3 years. Each year runs from April 1 to March 31.}*

Year 1 of \_\_ Year(s)

**Project Leader Contact Information**

*{The listed person will be the main project contact. Their email must be verified in Survey Apply to receive 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 organization listed will be legally responsible and will receive payment.}*

Organization Name: \_\_

Address: \_\_

City: \_\_

Province: \_\_

Postal Code: \_\_

Applicant Sector
*{Select the sector that best represents your organization. Choices include Academic Institution, First Nation, Individual, Industry, Municipal/Regional Government, NGO (Non-Governmental Organization), Provincial Government, Other}*

\_\_

**Proponent Qualifications**

*{Briefly describe the qualifications of the Project Leader and key team members, focusing on relevant education, technical skills, and experience with caribou habitat restoration or similar work. Demonstrate capacity to implement the proposed project. Do not include resumes or CVs. Max 300 words.}*

\_\_

**Additional Proponents (optional)**

*{List names, emails, qualifications, and roles of any additional proponents. They must be familiar with the proposal and have agreed to be involved in the project.}*

\_\_

**Project Region**

*{Select the region where the project is located. 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**

*{Describe the general location (e.g., nearest town, landmark). Indicate if the site is within a zone defined in the Intergovernmental Partnership Agreement for the Central Group Southern Mountain Caribou.}*

\_\_

**Latitude & Longitude**

*{Provide coordinates for a representative location within the restoration area.}*

Lat \_\_ Long \_\_

# Section 2: Project Overview

**Short Project Description**

 *{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 functionally restoring # kilometres of road to reduce access”, or “This project will use functional and ecological restoration techniques to add an additional # hectares to intact areas of habitat within the x herd range”.}*

\_\_

**Primary Caribou Herd(s)**

*{Select the primary herd that will benefit from the proposed restoration works at this 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)

**Additional Caribou Herd(s)**

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

\_\_

**Regional Caribou Biologist Feedback**

*{List the name of the biologist consulted and summarize key feedback. 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.}*

\_\_

**Restoration Site Priority**

*{Explain why this site was chosen e.g., caribou core habitat, priority for First Nations , selected by restoration priority tool, etc.). Reference caribou values, herd plans, cumulative effects tools, mapping products, or other planning processes.}*
\_\_

**Site Disturbance Information**

*{Describe the type, cause, scale, and timeline of the disturbance (if known), including the nature of the disturbance (e.g., linear clearing, block clearing, crossings) and whether it was caused by industrial or other activities. Include a description of the site and adjacent areas, outlining the level and extent of both natural and anthropogenic disturbance (e.g., % disturbed), as well as the degree of disturbance (e.g., soil compaction). Where applicable, reference any insights gained through consultation with the regional caribou specialist. In general, priority will be given to restoring habitat impacted by industrial activities. Suggested maximum of 200–250 words.}*

\_\_

**Predator Use Information**

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

\_\_

**Indigenous Involvement**

*{HCTF-funded projects take place on the territories of Indigenous communities and involve partnerships with Indigenous communities or First Nations. Select the level that best describes Indigenous participation:*

1. Indigenous Led - Lead in project direction, design, implementation, dissemination, and follow up work.
2. Full Partner – Equal partnership in project direction, design, implementation, dissemination, and follow up work.
3. Partial Partner - Involved in some key milestones, in key elements of project design, but may not be involved in all operational activities.
4. Engagement - Involved in engaging the community, sharing info, seeking and transmitting community input on project implementation.
5. Info-Sharing - Capacity, time limitation, or other constraints not allowing for full participation in project, but Nation wishes to be kept informed of activities and progress.
6. Other – If the above descriptions do not fit, please describe your Indigenous partner’s role

\_\_

**If Not Indigenous-led**

*{Summarize your Indigenous engagement process and feedback received. If no engagement has occurred, describe your engagement plan.}*

\_\_

# Section 3: Prior Funding and Feedback

*Please answer the questions below based on your project history with CHRF. Responses will guide internal review. Select "N/A" where appropriate.*

*Has this project previously received Seed funding from HCTF?*
 *☐ Yes ☐ No*

* + *If yes: provide project number and a summary of activities/outcomes.*
	+ \_\_

*Have you submitted a similar proposal to HCTF that was not approved (e.g., re-applying after unsuccessful application)?*
 *☐ Yes ☐ No*

* + *If yes: provide project number.*
	+ \_\_

*Are you applying for CHRF funding for a project already underway but never funded by CHRF?*
 *☐ Yes ☐ No*

* + *If yes: summarize work completed to date, including:*
		- *Project name and lead organization*
		- *Total investment to date (amount, source[s])*
		- *Methods used and key accomplishments*
		- *How this proposal connects to or extends those activities*
		- \_\_

*Does this proposal build on another previously funded HCTF project (e.g., previous phase or related proposal)?*
 *☐ Yes ☐ No*

* + *If yes: provide project number(s) and describe the linkage.*
	+ \_\_

**Response to Reviewer Feedback**

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.)*

\_\_

**Lessons Learned**
 *What are the main lessons learned from previous work, and how have they been applied to this year’s application?*

 \_\_

**Additional Information**
 *Upload any additional documents (e.g., synthesis summary if results are broad, supporting information).*

\_\_

# Section 4: Objectives, Activities, and Measures of Success

Summarize the restoration activities planned over the life of the project (1–3 years) by filling out the tables below for each objective. For each activity, include:

* ***Objective Statement****: Clearly state what you aim to accomplish (e.g., “Restore linear features to reduce predator movement”).*
* ***Activities****: List the specific actions that will be taken to achieve the objective (e.g., “Install mounding on 10 km of seismic line,” “Plant native conifer seedlings,” “Construct access barriers”).*
* ***Measure of Success (MOS)****: Define measurable targets to assess progress and effectiveness (e.g., “10,000 seedlings planted,” “12 km treated,” “3 access barriers installed”).*
* ***Timeline****: Indicate when each activity will occur (e.g., April–May 2026, or Year 1: Fall 2025; Year 2: Spring 2026).*
* ***Detailed Methods****: Provide 2–4 paragraphs describing your restoration methods. Include details on your sampling design (e.g., how treatment areas and monitoring sites are selected), the equipment and materials to be used, and the timing and seasonality of treatments. Outline the field protocols and restoration techniques you will apply, including any soil preparation (e.g., mounding, decompaction), access control measures, and planting methods. Describe the species selected for planting, stocking densities, and the rationale behind these choices. Be sure to explain how your methods are adapted to the specific site conditions and how they address key limiting factors to caribou habitat recovery. If applicable, reference relevant best practices or supporting literature to justify your approach.*

*Note the MOS will be used in annual grant reporting and any related subsequent applications to track project progress and effectiveness. If you have more than 3–5 activities under one objective, summarize or group them.*

**YEAR 1**

**Objective 1 – Statement:**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 1)** | **Activities** | **Measures of Success** | **Timeline** |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| 1.4 |  |  |  |
| 1.5 |  |  |  |

**Detailed Methods for Objective 1:**

\_\_

**Objective 2 – Statement**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 1)** | **Activities** | **Measures of Success** | **Timeline** |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| 2.3 |  |  |  |
| 2.4 |  |  |  |
| 2.5 |  |  |  |

**Detailed Methods for Objective 2:**

\_\_

**Objective 3 – Statement**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 1)** | **Activities** | **Measures of Success** | **Timeline** |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 3.3 |  |  |  |
| 3.4 |  |  |  |
| 3.5 |  |  |  |

**Detailed Methods for Objective 3:**

\_\_

**YEAR 2**

**Objective 1 – Statement**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 2)** | **Activities** | **Measures of Success** | **Timeline** |
| 1.6 |  |  |  |
| 1.7 |  |  |  |
| 1.8 |  |  |  |
| 1.9 |  |  |  |
| 1.10 |  |  |  |

**Detailed Methods for Objective 1:**

\_\_

**Objective 2 – Statement**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 2)** | **Activities** | **Measures of Success** | **Timeline** |
| 2.6 |  |  |  |
| 2.7 |  |  |  |
| 2.8 |  |  |  |
| 2.9 |  |  |  |
| 2.10 |  |  |  |

**Detailed Methods for Objective 2:**

\_\_

**Objective 3 – Statement**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 2)** | **Activities** | **Measures of Success** | **Timeline** |
| 3.6 |  |  |  |
| 3.7 |  |  |  |
| 3.8 |  |  |  |
| 3.9 |  |  |  |
| 3.10 |  |  |  |

**Detailed Methods for Objective 1:**

\_\_

**YEAR 3**

**Objective 1 – Statement**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 3)** | **Activities** | **Measures of Success** | **Timeline** |
| 1.11 |  |  |  |
| 1.12 |  |  |  |
| 1.13 |  |  |  |
| 1.14 |  |  |  |
| 1.15 |  |  |  |

**Detailed Methods for Objective 1:**

\_\_

**Objective 2 – Statement**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 3)** | **Activities** | **Measures of Success** | **Timeline** |
| 2.11 |  |  |  |
| 2.12 |  |  |  |
| 2.13 |  |  |  |
| 2.14 |  |  |  |
| 2.15 |  |  |  |

**Detailed Methods for Objective 2:**

\_\_

**Objective 3 – Statement**

\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity #****(Year 3)** | **Activities** | **Measures of Success** | **Timeline** |
| 3.11 |  |  |  |
| 3.12 |  |  |  |
| 3.13 |  |  |  |
| 3.14 |  |  |  |
| 3.15 |  |  |  |

**Detailed Methods for Objective 3:**

\_\_

**Habitat Area Restored**

*{How much habitat will be directly restored by this project (km2, ha)? Indicate both functional and ecological restoration estimates***.** *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.”}*

\_\_

**Cost per ha/km Restored**

*{Calculate based on HCTF funding request and estimated treatment area**for the full duration of your project, and the estimated km or ha to be physically treated, please provide an estimate of 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.}*

\_\_

**Multi-Year Summary Table**

*Provide summary of HCTF request, other funding, and total per year. This amount must match your Excel budget total.*

|  |  |  |
| --- | --- | --- |
| **Year** | **HCTF Request** | **Other Funding** |
| **Year 1** |  |  |
| **Year 2** |  |  |
| **Year 3** |  |  |

If no partner funding is secured, will the project proceed?

**☐ Yes ☐ No**

**If yes, explain how the project would be scaled.**

# Section 5: Project Details

**Justification of Restoration Methods**

*{Provide a clear rationale for the proposed restoration methods based on site-specific characteristics such as vegetation, soil type, access, erosion, and compaction. Explain why each treatment or technique was selected, linking it to the site’s limiting factors and restoration goals. For ecological restoration activities, describe the plant species chosen, target stocking densities, and strategies for addressing issues like soil compaction. For non-planting activities (e.g., site planning, signage installation, procurement of plant stock), explain their role in supporting successful habitat restoration. Where applicable, support your approach with references to relevant scientific literature or best practices.*

\_\_

**Pre-treatment Baseline Monitoring**

*{Describe the baseline information collected or to be collected (i.e., tree and shrub height densities, human use). Include 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.}*

\_\_

**Monitoring Success**

*{How do you plan to monitor the success of your project? Describe your indicators and methods for tracking success (e.g., seedling survival, vegetation cover, access reduction.}*

\_\_

**Habitat Connectivity**

*{Will this project expand or connect other restored or intact habitats? 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.*}

\_\_

**Estimate Change in Disturbance**

*{What will the resulting change be to the overall level of disturbance (at the site or range level?) Estimate how this project will reduce or mitigate disturbance across the herd range*. *(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., ATV access 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.}*

\_\_

**Risk of Re-Disturbance and Site Protection**

*{Describe the potential risks that future anthropogenic activities may pose to the long-term success of the restoration work, both at the site and within the broader caribou range. Include any known or anticipated land use changes or development pressures that could lead to re-disturbance or habitat degradation. Identify who owns or manages the land and outline any legal designations or protections in place (e.g., park, Wildlife Habitat Area) that help mitigate these risks. Additionally, describe what measures, such as access restrictions, or agreements, are in place or planned to safeguard the restoration investment and ensure its ongoing value to caribou recovery. Suggested maximum 200 words.}*

\_\_

# Section 6: Permits, Engagement, and Support

**Tenure Status**
*{Summarize current tenure agreements and security of site access.**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.}*

\_\_

**Permits Required**

*{List all necessary permits and estimated timelines 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.}*

\_\_

**Legal Obligations**

*{Confirm that funding is not being used 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).}*
\_\_

**Stakeholder Support or Opposition**

*{Describe any known local support or concerns. 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.}*

\_\_

**Public and Community Engagement**

*{Describe your public or community engagement plan.* *Indicate 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 7: Final Considerations

**Literature Cited**

*Include key references and/or links to supporting resources 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:**

☐ I certify that the information provided is true and complete, and that all project partners agree to participate.

☐ I acknowledge that HCTF funding must be recognized in project materials and communications.

**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.

# Section 8: Attachments to upload with your application form:

**HCTF Budget Spreadsheet**

* *Upload the completed HCTF Budget Spreadsheet (Excel template) with your application.*
* *Ensure budget totals match those listed in the application form.*
* *Budget changes must be reflected in both the spreadsheet and form.*
* *For applicants with a three-year agreement, please note 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 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**

* *Please include a colour map (preferably a pdf) with your application. Please include the site name within the file name. The map will need to show (1) caribou herd range; (2) important areas for caribou within this range; (3) the area being restored; (4) nearby areas of intact/recently restored habitat, if applicable. If possible, please indicate other areas of anthropogenic disturbance and other disturbances (i.e. fire). Max 15 MB.*

**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 (if applicable, max 2 files)**

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

**Upload Shapefiles**

* *Please upload shapefiles of the site you intend to restore using ESRI standard Shapefile format. At a minimum, your submission must include four files with the following extensions: .shp, .shx, .dbf, .prj.*
* *All data must be spatially referenced to NAD83 and projected to BC Environmental Albers WKID: 3005 Authority: EPSG. All shapefiles must be submitted with a .prj file defining this projection and coordinate system.*

Projection Information

Projection:                                Albers Conic Equal Area

Central Meridian:                                   -126.0 degrees

First standard parallel:               50.0 degrees

Second standard parallel:                      58.5 degrees

Latitude of reference:                 45.0 degrees

False Easting:                           1000000 metres

False Northing:                         0 metres

*All spatial data must be topologically correct (no overlaps, no gaps).*