



Invasive Mussels Lake Monitoring Fund Application Instructions

These instructions mirror the online application form and application worksheet and provide detailed guidance on completing the application form.

Please review the Invasive Mussels Lake Monitoring Fund Grant Guidelines, the current year BC Dreissenid Mussel Lake Monitoring Field Protocol (herein referred to as the Field Protocol), and this instruction document prior to completing your application. We will review your answers to ensure you have read and understand the Field Protocol, so please be descriptive in your answers.

You will also be required to upload a completed copy of the Waterbody Sampling Table, which can be found on the [Invasive Mussels Resources](#) tab.

Waterbody Sampling Table – Instructions

Use the **Waterbody Sampling Excel table** that can be downloaded from the [Resources tab](#) to provide a list of waterbodies you wish to sample. Use the Priority Waterbody List located in the Field Protocol to determine eligible waterbodies. Include selected sample sites within each waterbody and complete all additional information within the Excel table. The Instructions and Example Tab provides further information for filling in the table. Upload the completed Excel table into the Survey Apply application.

Additional Information:

- Variances from the waterbodies, and sampling frequencies recommended in the Field Protocol and Priority Waterbody List should be reported in the table with rationale. e.g.: *"We plan to sample ABC Lake monthly. It is recommended for bi-weekly sampling, but we have X number of sample sites and feel that with this high number of sites, sampling monthly is sufficient. We will ensure sampling occurs on the lake bi-weekly across the various sites (i.e. sampling through time and space)."*
- HCTF is unlikely to fund sampling that occurs on lakes that are not on the waterbody list or sampled more frequently than recommended. However, if you have, or are seeking additional funding from other sources to sample over and above what is recommended, include your rationale i.e. sites may have been identified as a priority by another funding source.
- If you are seeking additional funding from other sources, you must first contact the Ministry of Water, Land and Resource Stewardship (WLRS) to determine if the cost for analysis will be supported and covered by WLRS. e.g.: *"We plan to sample bi-weekly on all waterbodies in our proposal and are seeking other funding to cover the costs of additional sampling over and above the recommendation of monthly sampling for those waterbodies."*

Application – Instructions

1. Project and Contact Information

Project Title

Maximum 75 characters

Total Amount Requested

This amount must match the amount on the Budget Spreadsheet included with your application. If they do not match, the amount on the Budget Spreadsheet will be considered correct.

Project Region - Dropdown question

Application Sector – Dropdown question, select from options below:

- Academic Institution
- First Nation
- Individual
- Industry
- Municipal/Regional Government
- NGO (Non-Governmental Organization)
- Provincial Government
- Other

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.

Secondary Contact/Field Leader

This is an additional contact who may be leading the summer monitoring work, and/or be working on key aspects of the project, who may need to liaise with HCTF or the provincial contact for the Invasive Mussels Lake Monitoring Program.

Recipient Organization Information

The name and address listed here will be used to issue payments.

2. Proponent Information

Short description of your organization

Provide a short description of your organization, e.g., type (government, NGO, community group), mandate, and history. This section should be relatively brief, maximum 300 words.

Experience and qualifications

Describe your experience/qualifications with water quality sampling, explaining how your skills, experience, and capacity will allow you to successfully undertake the proposed activities.

3. Project Details

This section is your opportunity to demonstrate your ability to undertake water sampling to ensure there is a high level of confidence in your capacity. If part of your planning includes additional training to undertake the sampling program, provide the details here. Note that training costs are not eligible for HCTF funding under this program, but may be funded by other sources as part of your project.

Timeline for the Season

Provide your expected timeline for the season: expected start date and expected end date of the sampling season.

Water Temperature Data

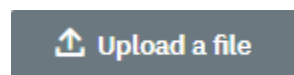
Provide water temperature data confirming >12 degrees C for the proposed waterbodies and include your expected timeline for the season: expected start date and expected end date of the sampling season. While water temperature data can be provided in a variety of ways, tables or graphs are preferred. We suggest using Excel to create a table or graph of this data and uploading either the Excel file or a PDF of the figures created.

Additional information:

- Overall start and end dates of sampling for each proposed waterbody must be based on when water temperatures reach suitable levels for ZQM spawning (>12C) as outlined in the Field Protocol.
- The exact timing of sampling may vary by waterbody. Note that detailed start and end dates for each waterbody must also be included in the Waterbody Sampling Table.
- Adjustments to the timing and frequency of sampling may be required throughout the season to ensure sampling is occurring during optimal temperatures (>12C) for ZQM spawning. For example, sampling may need to start later in the spring if water temperatures are cooler and/or there are high water flows, while sampling may need to run longer into the fall if water temperatures are above normal.
- It is important to contact WLRS and cc HCTF right away to request approval for changes to the timing and frequency of sampling.
- If sampling events need to be cancelled in the spring or fall due to unfavourable conditions, it may be recommended by WLRS to instead collect additional samples during the summer months (e.g. July and August) when water temperatures are the warmest.

Additional Water Temperature Data

Additional temperature data can be provided in a variety of ways. You may upload additional data here. Preferred file types are PDF, Word, or Excel.



Sampling Methods

Describe in detail your sample preservation methods, including the preservative you plan to use and the frequency of shipping samples. This section should include whether you plan to use 95% ethanol or 99% isopropyl alcohol. Include the steps for how you plan to check the pH of your sample and add buffer, if needed.

**Ensure you include the steps that will be taken to report any samples suspected of having invasive mussels or other AIS.*

Ancillary Data Collection

Describe in detail the ancillary data you plan to collect (e.g., pH, temperature) and the equipment and methods to be used.

Describe your decontamination protocol.

This should include information about how you plan to manage sampling multiple waterbodies and avoid contamination.

Decontamination tip: When using vinegar to clean equipment, be aware of the potential hazard of using vinegar on any lead parts of sampling equipment. There is potential for dissolved lead to enter the vinegar solution. This hazard can be mitigated by keeping the lead parts as clear of the solution as possible, and by treating the used solution as hazardous, e.g., awareness and PPE.

Partnerships

Describe any partnerships you have with other organizations, consultants, First Nations communities, local government, etc., and in what capacity, e.g., outreach or public events.

Additional Information:

- Provide a summary of discussions you may have undertaken with other organizations in your region who may also be applying for funding under this program. Note that a list of last year's grant recipients is included on the HCTF website.
- We hope that different groups within the same geographic area have discussed their proposed sampling locations with each other to prevent sampling at the same location within the same waterbody over the same time period. We understand there may be multiple groups sampling larger waterbodies.
- If you do not have any partnerships and do not anticipate that there are other applicants in your region, you may say "N/A" for this section.

4. Certify and Next Steps (Submission Instructions)

Please ensure you read and review the Certification and Communication Approval Acknowledgment information and complete the tick boxes.

Once you have marked your application form as complete and uploaded your additional documents, you must **SUBMIT** your application for it to be received.

Budget Spreadsheet Instructions

The budget table is an Excel file to upload and submit with your Survey Apply application.

Labour

Position Title – *Include position title, e.g. Field Crew Supervisor*

Description/Activities – *Include a brief description, e.g. sampling, decontamination, shipping*

Number of HCTF Funded Person Days – *The number of days you are asking HCTF to fund*

Amount requested from HCTF – *For each position*

Contract Labour

Position – *Include position title, e.g. Field Crew Supervisor*

Description/Activities – *Include a brief description, e.g. sampling, decontamination, shipping*

Number of HCTF Funded Person Days – *The number of days you are asking HCTF to fund*

Amount requested from HCTF – *For each contract position*

Equipment and Supplies

Select from the drop-down menu – *This includes the shipping cost of samples*

Description – *Include larger items as individual line items, and group others together*

Other Expenses

Travel – *Please note that HCTF pays mileage only to a maximum of \$0.65 per kilometre.*

Description – *Provide summary of km x .65 e.g. 1,000 km @ .65/km = \$650*

Accommodation

Administration – *Maximum 15%. If charging an administration fee, please describe how it is calculated.*

Partner Contributions

Cash Confirmed – *Complete this column for cash contributions only.*