



HABITAT
CONSERVATION TRUST
FOUNDATION

HCTF Community Grant Application FAQ

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Community Grants

1. If you have been approved for a Community Grant (approved in 2024 and currently in progress), can you also apply for a Capacity or Action Grant in 2025?

Yes. If your new application is related to your 2024 Community Grant, it cannot be for the same activities. Indicate in your application how they are linked and how the Action or Capacity Grant builds on the work of your existing Community Grant project.

2. You mentioned that you can ask for additional funding for a Community Grant project up to \$20,000. Is there a timeline on when you can request additional funding, for example, 1 year after being approved, etc.?

For Community Grants, the maximum amount you can request is \$10,000 per application. You can reapply annually for additional funding. There is a lifetime cap of \$20,000 for the project, but there is no time limit in which you can request additional funding. For example, you could request \$5,000 every 4 years over 20 years before you reach the maximum amount for that project.

3. How do we apply to receive extra funding for a Community Grant project? Is that through the standard application or by sending an email directly to you?

Applications for additional funding are done through the standard application process, online through the Survey Apply application system.

4. If you have a current Community Grant, approved in 2024, can you apply for a second Community Grant for a separate project in 2025? Or do you need to complete the first Community Grant first?

- Yes, you can apply for another Community Grant for a different project.
- You do not need to complete the first project if they are two separate projects.
- Community Grants are designed to create opportunities for wide participation in these grants, so there is no guarantee of having multiple projects approved. Where there are many strong applications and limited funding the Board committee may choose not to fund multiple projects by the same applicant in favor of funding a more diverse number of applicants.

5. Would the Community Grant program consider a pollinator meadow in urban communities?

This could be an eligible activity. Please email project specifics to grants@hctf.ca with more information about your project and goals.

General Stewardship Grants (Action, Capacity, Community)

1. What will be the % allowed for admin?

Admin fees are currently only eligible within the Action Grant. HCTF is considering an admin fee for Capacity Grants. (Admin fees are not eligible for Community Grants.) Please check the website for admin fee eligibility before applying.

2. Do you have to be a registered society to apply for a grant?

No, you don't.

3. Please define what you mean by honorariums etc.

Honorariums are a symbolic gift (or voluntary payment) in recognition for volunteer services such as attending a meeting, typically for a singular event. Honoraria are used as a gesture of appreciation for what has been received, taught, and shared. It is not a payment to compensate an individual for their time or expense.

4. Can one applicant apply for more than one grant for different projects?

Yes. An applicant can in theory apply for more than one grant for different projects. Applicants should keep in mind that the stewardship grants are designed to create opportunities for differing applicants, meaning if there are more strong applications than available funding, the Board committee may choose to distribute funding to different applicants rather than funding multiple projects by one applicant.

5. Are costs covered for: marketing and publicity to attract volunteers and public awareness, recruiting volunteers, and training or managing volunteers and their work?

No, marketing, publicity, general public awareness, and recruiting are not generally eligible. Some training and management of work and volunteers may be eligible. Please see the eligibility lists for associated grants.

6. You mentioned matched funding not helping eligibility for Community Grants, but how do additional grants affect Capacity or Action Grant applications?

Community Grants do require a 1:1 match contribution of which 50% must be volunteer labour. Match funding from other sources is not considered part of the match contribution for Community Grants. Please see the Community Grant

guidelines for specific information on what is eligible as match funding. Action and Capacity Grants do not require any matching funding. However, additional support via other funding or in-kind support may lead to overall stronger applications.

7. Do all three grants require a 1:1 match?

No. Only Community Grants require a 1:1 match and 50% must be volunteer labour. The Community Grants guidance document provides detailed information on this; please reach out to grants@hctf.ca with more questions.

8. Is there a resource HCTF could recommend around grant project development? I have a general idea for an initiative, but am unsure of the best way to get it funded, or how to tweak it to make it more fundable.

Would one of your staff members be available to discuss our project and point us towards the most applicable grant?

Do we email grants@hctf.ca to discuss our project and additional questions regarding the best grant category to apply for as our project hits on all categories or is there a specific person to email?

Please email grants@hctf.ca to get in contact with the appropriate staff to discuss your project ideas and any additional questions regarding the best grant category to apply for.

9. Are you able to fill out the grant application prior to entering it all into Survey Apply? For example, as a draft document.

Yes. A Word worksheet of the application form has been created for Community Grants. While we have not yet created similar worksheets for Capacity and Action Grants the full list of application questions is available on the website. Please continue to check our website hctf.ca and email any questions you have to grants@hctf.ca.

10. Our project runs from May to August - how does that fit with your process?

If for example you applied for a 2025 grant with a Feb 28 application deadline and were successful, your funding would be approved in June 2025. You would have 2 years to complete your project: June 2025-June 2026 = year 1 and June 2026-June 2027 = year 2. The grant would not cover expenditures for activities done before grant approval e.g. May 2025. This gives you 2 options: Option 1, try to ensure that you have other funding in place to cover costs of activities worked on before grant approval in June 2025. Option 2, plan your project and develop your application with the intention that project work will occur in May-August 2026.

11. Does location hold a lot of weight when reviewing applicants?

Not generally. HCTF will sometimes have priority or preference statements to reflect a need for certain project types and/or because additional funding has been received to support these types of projects. For example, the Capacity Grant as noted on the website emphasizes projects related to caribou habitat restoration in current ranges. Community and Action Grants do not have priority areas, or assessment criteria based on location. Any stewardship grant application that demonstrates a priority conservation issue whether local, regional, or provincial, and clearly demonstrates how it will meet the goals, objectives, and deliverables of the grant will be highly ranked. Applicants should be aware that the final review and approval stage considers available funding and best fit with HCTF's Trust Purposes and [strategic plan](#).

12. How are you ranking grants? Do grants that relate specifically to species-at-risk get ranked higher?

All applications are reviewed by multiple reviewers to rank applications based on how well they have met the grant criteria with responses to the application questions. The final review stage for all the applications considers available funding and best fit with HCTF's Trust Purposes and [strategic plan](#).

13. Is there a list on the website of what criteria proposals are ranked by?

Not currently. However, all applications are reviewed and ranked based on how well they have responded to the application questions (grant criteria).

14. Would any of the grants help to fund the development, production, and installation of interpretive signage that is done in partnership between an Indigenous community and a community conservation group where it is part of a larger project that we already have funding for?

Stewardship grants do not fund standalone communications or signage, however, the "development, production, and installation of interpretive signage" as a component of a larger project may be eligible. Please see the eligible and ineligible activities lists for each grant and/or contact grants@hctf.ca to discuss your application further.

15. Do species that are/have been traditionally hunted or trapped take priority over non-hunted species? We have been unsuccessful with a species-at-risk of priority to us, but it's not trapped or hunted.

HCTF stewardship grants do not evaluate applications with the lens of "species that are/have been traditionally hunted or trapped take priority over non-hunted species." Please see HCTF's approved project list for [Fish & Wildlife](#) and

[Stewardship](#) for the variety of species projects that have been funded in the past. The Capacity Grant as noted on the website emphasizes projects related to caribou habitat restoration in current ranges but no other species. Action and Community Grants do not have any priority or emphasis statements based on particular species. Projects are assessed on how well they meet the grant goals, e.g. Action: changing behaviors, Capacity: building abilities, and Community: working with volunteers in local communities. Applications that clearly meet the project goals along with demonstrating a strong conservation need and conservation outcome will be highly ranked and may be funded based on the availability of funds for the grant.

16. What level of reporting is required for the grants? Do we keep and submit all receipts etc.?

In reporting you will be required to report on activities, outcomes, and categories of expenditures as applicable to your grant. Budget categories such as labour, honorariums, supplies, equipment, travel, meals, and admin fees may apply depending on the grant. For Capacity and Action Grants, you will submit an invoice along with your report that reflects your expenditures. For Community Grants, no invoice will be required with reporting as all funds are paid at the project approval stage. HCTF does not require you to submit receipts, but as per all the grant agreements, record keeping and audit requirements are to be able to provide records for 5 years.

17. Are there any different considerations for invasive species?

The scope of invasive species support is determined by the grant. HCTF recognizes the need for invasive species funding and the good work that many organizations are doing toward invasive species management. Stewardship grants may fund aspects of Invasive species work, but they are not designed to fund Invasive Species Programs, a.k.a. ongoing maintenance. Community Grants can be directed at invasive species projects that work with volunteers in local communities. Action Grants may consider projects focused on response involving initial species control of emergent species and that target a specific audience, in a specific location and demonstrate how work will continue beyond the scope of 2-year Action Grant funding. Capacity Grants may consider invasive species control as part of an overall grant e.g. training or planning.

18. How much funding is available?

Funding is confirmed annually during HCTF's March Board meeting. For the upcoming 2025 grant cycle we anticipate similar funds to last year, where \$650,000 was available across the suite of stewardship grants.