**A logo of a grass and water

Description automatically generated**

Habitat Acquisition Grant Worksheet 2025-26

Please refer to the Habitat Acquisition Grant Application Guidelines document for additional information before completing your application. Note that the grey highlighting indicates where to enter information.

1. **GENERAL INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name / Name of Property:** | | | | | | | |  | | | | | | | | |
| Total Amount Requested of HCTF: | | | | | | | | $ | | | | | | | | |
| Project Leader Name: | | | | | | | |  | | | | | | | | |
| Project Leader Role: | | | | | | | |  | | | | | | | | |
| Email Address: | | | | | | | |  | | | | | | | | |
| Cell Phone: | | |  | | | | | | Work Phone: | | | |  | | | |
| Organization Name: | | | |  | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | |
| City: |  | | | | | | Province: | | | | British Columbia | | | Postal Code: | |  |
| Website *(optional):* | | |  | | | | | | | | | | | | | |
| Date of Incorporation: | | | | |  | | | | | | | Applicant Sector: | | |  | |
| BC Society No. *(if applicable):* | | | | | |  | | | | | | | | | | |
| Charitable Registration Number *(if applicable):* | | | | | | | | | |  | | | | | | |
| Field Contact *(optional):* If the listed Project Leader is a fundraising specialist, please include an additional contact with on-the-ground knowledge of the property. | | | | | | | | | |  | | | | | | |
| Describe your primary organization’s objectives and main activities. Please describe your experience with conservation land acquisition and management. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Does your organization ever take a mortgage on a property if fundraising cannot cover the full cost of acquisition? If yes, provide more information about the frequency and circumstances under which you might have a mortgage on a property. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |

**Second Organization Details** *(optional)*

*Note: Complete this section if there is a second organization that will be the owner and/or land manager for the property. Leave blank if the proponent listed above will also hold title and manage the property.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organization Name: | | | |  | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | |
| City: |  | | | | | | Province: | | | British Columbia | | | Postal Code: | |  |
| Cell Phone: | | |  | | | | | Work Phone: | | | |  | | | |
| Email: | | |  | | | | | | | | | | | | |
| Website *(optional):* | | |  | | | | | | | | | | | | |
| Date of Incorporation: | | | | |  | | | | | | Applicant Sector: | | |  | |
| BC Society No. *(if applicable):* | | | | | |  | | | | | | | | | |
| Charitable Registration Number *(if applicable):* | | | | | | | | |  | | | | | | |
| Describe your secondary organization’s objectives and main activities. Please describe your experience with conservation land acquisition and management. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Does your secondary organization ever take a mortgage on a property if fundraising cannot cover the full cost of acquisition? If yes, provide more information about the frequency and circumstances under which you might have a mortgage on a property. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| What is the role of the Secondary organization if this acquisition proceeds? | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |

1. **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| Primary Threat: From the list provided, select the primary threat that your project will address. If there is no option available that exactly matches your project criteria, please still select one that is the most relevant.  Refer to the [*CMP Direct Threats*](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Conservation-Threats.pdf) for more detailed information and examples specific to each category type.  *Note, the online form gives you the option to select an additional secondary threat.* | * Residential & Commercial Development * Agriculture & Aquaculture * Energy Production & Mining * Transportation & Service Corridors * Biological Resource Use (e.g. logging, fishing) * Recreation & Disturbance * Natural System Modifications (e.g. fire suppression, dams) * Invasive & Problematic Species * Pollution * Geological Events (e.g. earthquake, landslides) * Climate Change (e.g. effects of drought) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Description: Briefly describe what your acquisition will accomplish – HCTF will use this description for news releases and other communications listing successful projects. (200 words or fewer) | | | | | |
|  | | | | | |
| Anticipated Year of Acquisition: | | |  | Total Size of Acquisition (Hectares): |  |
| General Location Description (nearest town, highway, landmark, etc.): | | | | | |
|  | | | | | |
| Property Region: | |  | | | |
| Property location (Lat/Long): | |  | | | |
| PID (s): |  | | | | |
| Full Legal Description (s): | | | | | |
|  | | | | | |
| Adjacent Land Use (describe land use to the north, east, south, and west of the property), e.g., protected area, industrial, residential, agricultural, private, public, undeveloped). If the adjacent land is Crown Land, include any current tenures or other information on the status of the land. | | | | | |
|  | | | | | |
| Specify the organization that will be listed on title if the acquisition is successful, and which organization will take the lead in managing the site post-acquisition. If there are two organizations involved, please describe the nature of the relationship between the two organizations. | | | | | |
|  | | | | | |

1. **GENERAL HABITAT DETAILS**

|  |  |  |
| --- | --- | --- |
| For reference view this [*Intro to the Eco-regions of British Columbia*](https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/ecosystems/broad-ecosystem/an_introduction_to_the_ecoregions_of_british_columbia.pdf). | | |
| Ecoprovince: |  |  |
| Ecoregion: |  |  |
| Ecosection: |  |  |
| Biogeoclimatic Zone: |  |  |
| Provide a general description of the key habitat values on the property (2-3 sentences): | | |
|  | | |
| Describe the general habitat types and/or biophysical features of the property (e.g., old growth, riparian, wetlands). Include a rough percentage of area of each habitat type (e.g., 50% grassland, 50% wetland). | | |
|  | | |

1. **FISH AND WILDLIFE/BIODIVERSITY VALUES**

|  |
| --- |
| Describe fish and/or wildlife species presence on the property, including a list of birds, mammals and fish and associated habitats known to occur on the property (if available). |
|  |
| Provide a list of any species or ecosystems at risk known to occur on the property, including their provincial rank and/or federal listing (as per SARA Schedule 1). |
|  |
| Describe any other features or significant habitat values for fish and/or wildlife, on the property, e.g. scientific value, water sources, existing infrastructure, water licenses, dams, wildlife trees, topography, important winter range or nesting habitat, etc. |
|  |

1. **ACQUISITION SECURITY & SUPPORT**

|  |
| --- |
| Is the land under any specific threat, such as logging or residential development? Include whether any specific development proposals have been made for the property including the expected timing, if known. |
|  |

1. **REGIONAL PRIORITY & SUPPORT**

|  |
| --- |
| Describe how the acquisition relates to the overall regional conservation area strategy, including whether the property has been specifically identified by any provincial or regional land conservation partnership or as a priority in other regional planning. If yes, provide details including whether anticipated climate change impacts were considered as part of the conservation planning. |
|  |
| Describe the level of connectivity that the proposed acquisition will have with any existing conservation lands or parks, or other lands currently providing habitat values, i.e. is it adjacent to other conservation lands or does it provide a corridor? Indicate if the adjacent conservation lands are already secured and what the designations are. |
|  |
| Describe community and local support for the project. If any other organizations are involved in aspects of the project, other than those listed above, please list them here and describe their role. |
|  |
| HCTF-funded projects often take place on the territories of Indigenous communities or involve partnerships with Indigenous communities.  Describe any communication you have had with Indigenous communities about your proposal and/or any partnership plans related to the proposal. |
|  |
| **Your application will be strengthened by letters of support from government or non-government agencies, First Nations, and organizations, including those in the local community.** |

1. **PROPERTY MANAGEMENT & ACCESS**

|  |
| --- |
| Identify any known management objectives including management of water licences, (short-term and long-term) for the proposed property post-acquisition. |
|  |
| Does the property require enhancement or restoration to meet the management objectives? If so, provide some details on the required activities, e.g., type of project, length, funding options, etc. |
|  |
| Will a management plan be developed for the property? If so, when do you anticipate it will be in place? |
|  |
| Describe any potential conflicts that might impact the ability to meet the management objectives. These could include, for example, any external party’s water (irrigation) rights, right to flood, easements, rights of way, life estates, or leases. Please list and describe all known legal encumbrances against the title. |
|  |
| Are you planning to register any additional encumbrances on title once you take ownership? This could include leases or life estates to a third party or a conservation covenant for long-term protection. |
|  |
| Do you wish to access HCTF funds for initial management costs or a property endowment? If requesting funds for initial management expenses, include details of specific management activities that would be completed with the funding. If requesting funds for a property management endowment contribution, provide details on how the funds would be managed including the type of investment fund, and how revenue from the endowment would be used. |
|  |

1. **RECREATIONAL ACCESS**

|  |
| --- |
| Will the property be open to the public? Describe the types of recreational access that would be available on the property. |
|  |
| Specify if fishing and/or hunting will be permitted on the property. If there is a conservation rationale as to why this access would not be permitted, please explain. |
|  |

1. **FINANCIAL INFORMATION**

|  |
| --- |
| ***Note: you are required to include a separate HCTF Acquisition Proposal Budget spreadsheet as part of your online application.*** |
| Provide the owner(s) name(s) and the status of negotiation to purchase. |
|  |
| What is the estimated purchase price? If the owner is providing a donation component to the purchase, describe details including whether the donation would be certified under the Ecological Gifts Program. |
|  |
| Has an appraisal of the property already been completed? If yes, what was the result? Describe any significant differences between the appraisal and the estimated purchase price. If an appraisal has not yet been completed, when will it be done? |
|  |
| If you are unsuccessful at securing the total project costs, will the project proceed at a reduced level? Describe what this will entail. |
|  |
| Do you anticipate any revenue-generating activities on the property? These could include timber harvesting for enhancement purposes, grazing, filming, carbon or other green credits, etc. Describe how you might use anticipated revenue from the site. |
|  |
| What are the anticipated restoration, operations, and maintenance costs upon acquisition in the short term (1-2 yrs)? |
|  |
| What is the estimated annual budget for the property going forward? How do you plan to cover these costs? |
|  |

1. **CHECKLIST AND SUBMISSION INSTRUCTIONS**

**Recognizing HCTF's Contribution:** Please see [*HCTFs Communications page*](https://hctf.ca/media/) for guidelines and other details on how you should clearly acknowledge HCTF’s support.

Please ensure you upload the following with your online Survey Application. *Email submissions will not be accepted.*

**REQUIRED:**

* **HCTF Budget Spreadsheet** (download and complete the HCTF Acquisition Budget and upload as a spreadsheet or PDF)
* **Copy of most recent audited full financial statements** (If audited statements are not available, unaudited statements will be accepted)
* **Maps** – Regional, planimetric, and any other maps

Attach at least two (2) maps as follows:

* + A regional map indicating the location of the proposed acquisition(s);
  + A planimetric map (1:20,000 – 1:50,000) that shows adjacent land ownership and use, including current or prospective uses (e.g. residential, grazing leases, agricultural lands, vacant Crown Land, golf courses); and
  + Any other available maps that help illustrate values on the property, e.g., Sensitive Ecosystems Inventory mapping, species at risk occurrences, etc. (optional)
* **Photos** – Include at least three (3) representative photos of the property.
* **Copy of the land title document(s)**

**OPTIONAL, BUT RECOMMENDED:**

* **Letters of support** Your application will be strengthened by letters of support from government or non-government agencies, First Nations, or organizations, including those in the local community (provide on the supporting organization’s letterhead or a copy of an original email).