A logo of a grass and water

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2026-2027 Fish & Wildlife Application Worksheet   
Seed Proposals

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| 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/). Once this form has been completed, you can then copy and paste directly from this document to the online form. **Note**: Survey Apply does not keep any formatting such as bolded text, indents or italics. It will retain copied bullet points, but we advise you to limit your formatting until you have tested it in the Survey Apply system. Please keep a copy of this worksheet for your records.  Please refer to the ‘Guidance for Applicants’ and ‘Survey Apply Application Guide’ on the [HCTF Resources](https://hctf.ca/grants/fish-and-wildlife-grants/#hctfresources) tab for helpful tips on getting started and using the Survey Apply application system*.*  *Note: This Word worksheet shows all questions for F&W proposals; however, some questions are dynamic and may not trigger (be applicable to you) in the online system depending on your answers.* | | | | | | |
| General Information | | | | | | |
| Project Name: Applicants will be required to name their applications when they begin; this title will appear here.  *Use a name that concisely identifies the project (e.g., species, habitat, and/or location) (max 75 characters).*  *Please see the Survey Apply Application Guide on how to edit your project name after you have started your application.* | | | | | | |
| Total Amount Requested from HCTF (for this project year 2026-2027):  *Number must match total amount requested on HCTF budget spreadsheet. If the amount differs from the budget spreadsheet, the spreadsheet will be considered correct.*  *Please note: The maximum amount of funding allowed for a Seed Grant is $10,000.* | | | | | **$** | |
| **Project Leader Contact Info**  *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. Please ensure that the email address listed here has been verified in the Survey Apply system to receive notifications. Please see the Survey Apply Guide on how to verify your email address.* | | | | | | |
| Project Leader Name: | |  | | | | |
| Email Address: | |  | | | | |
| Work Phone: | |  | | | | |
| Cell Phone *(optional):* | |  | | | | |
| **Recipient Organization and Billing Address**  *The name and address listed here will be used to issue payments. Pending approval, the organization listed here will be legally responsible for this project.* | | | | | | |
| Legal Organization Name: | |  | | | | |
| Billing Address: | |  | | | | |
| City: | |  | | | | |
| Province: | |  | | | | |
| Postal Code: | |  | | | | |
| Applicant Sector | | [dropdown selection]:   * Academic Institution * First Nation * Individual * Industry * Municipal/Regional Government * NGO (Non-Governmental Organization) * Provincial Government * Other | | | | |
| Project Leader Title/Qualifications:  Provide a brief description of the Project Leader’s role and qualifications as they relate to the proposed project. | | | |  | | |
| Additional Proponents: *(optional)*  Please include the name, email, qualifications, and a brief description of their specific role on the project. Additional proponents listed here must have full knowledge of all aspects of the proposal and have agreed to be involved in the project. | | | |  | | |
| **Project Overview** | | | | | | |
| **Project Status** Please select the appropriate status for your project from the options below: **Seed -** Planning and preliminary work ONLY. See the link below for further explanation. **New** - Projects that are developed from an HCTF Seed Grant or projects not funded by an HCTF Fish & Wildlife Grant before, including New projects that were not approved in previous application cycles. See the link below for further explanation. **Continuing -** Projects that were approved previously, within the last 2 years, and are now applying for year 2 or 3 of funding (grandfathered projects, years 4 or 5). See the link below for further explanation. **New Phase** - Projects previously funded by HCTF that are now entering a new funding cycle, projects approved for ‘One Year Only’ in previous application cycle, projects that have paused (not a contract extension) for more than one year. See the link below for further explanation.  **Extended explanation:** [**Project Status**](https://hctf.ca/wp-content/uploads/2025/09/2026-27-FW-Guidance-for-Applicants.pdf) (section 3, page 5) | | | | **[dropdown selection]:**   * Seed * New * Continuing * New Phase | | |
| **Short Project Description:**Briefly describe the goal of your project (what you will accomplish and how your activities will benefit fish, wildlife and their habitats and ecosystems). HCTF will use this summarized description for communications about successful projects **(max. 3 sentences**). | | | | | | |
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| **Conservation Challenge:** Please provide more details about the specific conservation pressure that your project will address:   * Explain the specific conservation challenge on the land (threat to ecosystem, habitat, and fish and/or wildlife) and why it is important to address it for this species/habitat/location. * Describe the urgency and/or need for this work and the risk if the proposed project objectives are not achieved. * Maximum 250 words. | | | | | | |
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| **Explain why you are applying for Seed funding instead of a full Fish & Wildlife proposal:** | | | | | | |
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| **How will this work lead to a full Fish &Wildlife application:** Describe how this preliminary work will inform a larger proposal to HCTF (max. 1 paragraph). | | | | | | |
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| **Primary Pressures:** From the list below, select the primary pressure that your project will address. If there is no option available that exactly matches your project criteria, please select one that is most relevant.  *Refer to the* [*CMP Conservation Pressures*](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Conservation-Pressures-.pdf) *for more detailed information and examples specific to each category type.* | | [dropdown selection]:   * 1. Residential & Commercial Development * 2. Agriculture & Aquaculture * 3. Energy Production & Mining * 4. Transportation & Service Corridors * 5. Biological Resource Use (e.g., logging, fishing) * 6. Recreation & Disturbance * 7. Natural System Modifications (e.g., fire suppression, dams) * 8. Invasive & Problematic Species * 9. Pollution * 10. Geological Events (e.g., earthquake, landslides) * 11. Climate Change (e.g., effects of drought) | | | | |
| **Conservation Action:** Please select the primary action of your project (i.e. what types of activities will be conducted to reach the project goal?). If there is no option available that exactly matches your project criteria, please select one that is most relevant.  *Refer to the*[*CMP Conservation Actions*](https://hctf.ca/wp-content/uploads/2020/09/HCTF-Conservation-Actions.pdf)*for more detailed information and examples specific to each category type.* | | [dropdown selection]:   * 1.1 Site/Area Management * 1.2 Ecosystem & Natural Process (Re)Creation * 2.1 Species Management * 2.2 Species Re-Introduction & Translocation * 2.3 Ex-Situ Conservation * 3.1 Outreach & Communications * 5.2 Better Products & Management Practices * 5.4 Direct Economic Incentives * 6.1 Protected Area Designation & Acquisition * 6.2 Easements & Resource Rights * 6.4 Conservation Planning * 6.5 Site Infrastructure * 7.2 Policies & Guidelines * 8.1 Applied Research & Status Monitoring * 8.2 Evaluation, Effectiveness Measures & Learning * 9.2 Training & Capacity Development * 10.3 Partnership Development | | | | |
| **Project Region:** Please select the region in which your project will occur. *Note that HCTF uses the provincial region designations (e.g., the* [*Wildlife Management Units*](https://hctf.ca/wp-content/uploads/2020/09/WildlifeMgmtUnitsMap.gif)*).* | | [dropdown selection]:   * 0-Province Wide or Multi-Region * 1-Vancouver Island * 2-Lower Mainland * 3-Thompson-Nicola * 4-Kootenay * 5-Cariboo * 6-Skeena * 7-Omineca/Peace * 8-Okanagan | | | | |
| **Project Location:** Provide a one-line description that includes distance to the nearest town or other known feature. This helps to orient the reviewers to your project’s location. | | | | | | |
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| **Map Location - Latitude & Longitude:** Provide the latitude/longitude coordinates of your primary project site. If your project spans multiple sites, please select only one for this map location. 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)  4) Copy the coordinates and paste into this Field | | | | | | |
| **Latitude:** *(e.g., 48.422627)* | | **Longitude:** *(e.g., -123.38480)* | | | | |
|  | |  | | | | |
| Target Species Names(s) (for Applied Research or Population Monitoring or Assessment projects): Provide the name of the target species that your project activities will assess, monitor, or enhance; OR,  Type of Habitat or Ecosystem (for Enhancement or Restoration focused projects): Provide a brief description or classification of the type of habitat the project is focused on.  Monitoring (Measures of Success) should be linked to the(se) species or ecosystems to assess conservation outcomes. Common names are preferred. | | | | | | |
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| **Project Group:** These project groups correspond to the different HCTF funds and/or different technical review committees. Select the group that most closely describes the primary species or project type. If aquatic and terrestrial focused, select all that apply. Contact HCTF if you are not sure. | | | [Check all that apply]:   * Fisheries [except white sturgeon] * Wildlife [except wild sheep] * Bighorn / Thinhorn Sheep Only | | | |
| HCTF-funded projects take place on the territories of Indigenous communities and involve partnerships with Indigenous communities or First Nations. Please select from the dropdown the most applicable description of First Nations or Indigenous community involvement in the project.  *Description:*   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* | | | | | | |
| [dropdown selection]:   * Indigenous Led * Full Partner * Partial Partner * Engagement * Information Sharing * Other | | | | | | |
| If the project is not Indigenous led, please describe any communication you have had with Indigenous communities about your proposal and include details and a summary of any feedback you received. If you have not communicated with Indigenous communities about your proposal, how do you intend to engage with Indigenous communities? | | | | | | |
|  | | | | | | |
| **Invasive Species:** Does your proposal include any mapping, treatments, or management of invasive plant or animal species? | | **Yes No** | | | | |
| If yes, what invasive species will be targeted? Common names are preferred. | |  | | | | |
| If yes, what methods will be used for each species? | |  | | | | |
| **Objectives, Activities and Timelines** | | | | | | |
| **Seed Project Objectives, Activities and Methods: Describe the how, when, why, and where of your Seed proposal.**  List 1-3 Objectives (what you will accomplish in 10-15 words for each Objective).  **The Objectives should:**   * Focus on what you want to achieve, not what you have to do (not a list of activities or methods) * Be the basis for the activities of your project * Be measurable and accomplished in the Seed funding time frame (1 year)   **Under each objective, list 1-3 Activities and approximate timelines.**   * Provide a brief title for each Activity (what you will do) * Clearly describe the specific methodology and approach to be undertaken * State and justify the reasons for the selection of Activities * Make sure the budget request is reflected in your Activities   Provide a timeline of when the activities will start/end (e.g. July-September 2026) | | | | | | |
| **Objective 1:** | | | | | | |
|  | | | | | | |
|  | **Activities** | | | | | **Timeline** |
| 1.1 |  | | | | |  |
| 1.2 |  | | | | |  |
| 1.3 |  | | | | |  |
| **Objective 2:** | | | | | | |
|  | | | | | | |
|  | **Activities** | | | | | **Timeline** |
| 2.1 |  | | | | |  |
| 2.2 |  | | | | |  |
| 2.3 |  | | | | |  |
| **Objective 3:** | | | | | | |
|  | | | | | | |
|  | **Activities** | | | | | **Timeline** |
| 3.1 |  | | | | |  |
| 3.2 |  | | | | |  |
| 3.3 |  | | | | |  |
| **Partnership Information** | | | | | | |
| If any other partners will be involved in the delivery of your project, describe them here (see Part B on the Seed budget table, where other partner contributions are listed). | | | | | | |
|  | | | | | | |
| **Other Information** | | | | | | |
| **Permitting Requirements:** List the permits/authorizations required for the activities you have proposed and explain your timeline for obtaining them. Refer to the [Front Counter BC](https://portal.nrs.gov.bc.ca/web/client/application-list) application list for more info.  *Note: It is the proponent’s responsibility to obtain all required statutory and regulatory approvals. Project planning should account for the necessary timelines to apply for and receive permits and approvals before commencing work.* | | | | | | |
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| **Literature Cited:** Please list literature that has been cited throughout the proposal 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.*** | | | | | | |
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| **Certification:**  By submitting this application, you certify that all the information presented is true and accurate and that all partners and additional proponents have agreed to participate in this project. | | | | | | |
| **Recognizing HCTF's Contribution:** Please see [HCTF's Communications page](https://hctf.ca/media/) for guidelines, logos, and other details on how you should clearly acknowledge HCTF’s support.  I have read the above guidelines and understand that I will be required to acknowledge HCTF’s support of this project, if approved for funding. | | | | | | |
| **Attachments to upload with your application form:**   * **HCTF Budget Table** * *It is mandatory to upload the HCTF Budget Table along with your online application form.* * *Please download and complete the HCTF Seed Budget spreadsheet from the* [*HCTF Resources*](https://hctf.ca/grants/fish-and-wildlife-grants/#hctfresources) *tab and then upload as part of your application.* * *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.* * **Map Upload Guidelines** * *It is required that a map be 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, such as a large lake or river system.* * *Maps should include the direction (i.e., North arrow) and scale bar, so the distance between the project site and known feature can be measured. If there are multiple sites, please clearly mark each site.* * **Supporting Documentation *(optional – max. 3 files****)* * *You are allowed up to 3 supporting attachments (letters of support can now be combined into one attachment).* * *Attachments can be letters of support (on the supporting organization’s letterhead or a copy of an original email), diagrams, or restoration plans.* * *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 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****.* | | | | | | |