

2026-29 Land Stewardship Grant Application Worksheet

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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 ‘Land Stewardship Grant Program Guidelines’ and the ‘Survey Apply Application Guide’ on the Land Stewardship Grant [Apply tab](https://hctf.ca/grants/land-stewardship-grants/#apply) for helpful tips on getting started and using the Survey Apply application system*.*  ***Note****: This Word worksheet shows all questions for Land Stewardship proposals; however, some questions are dynamic and may not trigger in the online system depending on your answers.* | | |
| 1. Proponent Information | | |
| **Project Name:** Applicants will be required to name their applications when they begin; this title will appear here.  Title your application using the name of your property or property complex. If applying for multiple properties, use the name of the main site detailed in Property 1 (max. 75 characters). Please see the ‘Survey Apply Application Guide’ on how to edit your project name after you have started your application. | | |
| **Contact Information**  *The contact person for this project is considered the Project Leader. The email address provided must be linked to a verified Survey Apply account.* | | |
| Project Leader Name: |  | |
| Project Leader Role/Title: |  | |
| Email Address: |  | |
| Work Phone: |  | |
| Cell Phone *(optional):* |  | |
| Field Contact *(optional):* |  | |
| **Mailing 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.* | | |
| Organization: |  | |
| Address: |  | |
| City: |  | |
| Province: |  | |
| Postal Code: |  | |
| Website: |  | |
| 2. Total Amount Requested from HCTF | | |
| Total Amount Requested from HCTF  *Important note: If there is a discrepancy between this amount and the total in the spreadsheet, we will consider the amount in the budget spreadsheet (Excel file) to be correct.* | | |
| $ |  | |
| **3. Organization Details** | | |
| **Organization Details – fill out all that apply** | | |
| **Date of incorporation:** |  | |
| **BC Society No.** *(if applicable):* |  | |
| **CRA Charitable registration number** *(if applicable):* |  | |
| **Are you a qualified donee?** *(if applicable)* | [dropdown selection]:   * Yes * No | |
| **Briefly describe a.) your organization, including history and mission b.) annual budget and funding sources c.) approximate number of staff and volunteers d.) your organization’s experience with conservation land management and recent conservation activities.** | | |
|  | | |
| **Does your organization have dedicated funding for the operations and management of owned or managed conservation lands?** | [dropdown selection]:   * Yes * No | |
| **4. Short Project Description** | | |
| Provide a 2-3 sentence non-technical description of the project. This may be used in a public announcement should your application be selected for funding (max. 250 words). | | |
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| **5. Conservation Property Information** | | |
| Applicants have the option of applying for one of 3 property scenarios with a **funding maximum for all options of $60,000 over 3 years.**  Applicants may apply for:   1. Funding for a **single conservation property** that applicants own and/or manage. **OR;** 2. Funding for **multiple conservation properties** (up to a maximum of 4) that applicants own and/or manage, where similar operations and management activities are needed. These properties may have different owner/manager scenarios. **OR;** 3. Funding for a **single property complex**. A Property Complex is considered a combination of conservation properties that have shared property boundaries and similar management and operations needs. For this intake, HCTF will consider property complexes made up of no more than 4 properties. The applicant may own some or all of the properties within the complex. 4. **The maximum number of applications any one organization may submit is 2.** | | |
| **Please select the property option you wish to apply for:**   1. Single Conservation Property or Multiple Properties up to 4 2. Single Property complex | | |
| |  |  | | --- | --- | | **Please select the region in which your project will occur. Note that HCTF uses the old provincial region designations (i.e. the**[**Wildlife Management Units Map**](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 | | **Cumulative property size (Ha)**  *Please list the total amount of hectares for ALL properties covered in this application.* |  | | | |
|  | | |
| **5 A - Single Conservation Property or Multiple Properties up to 4** | | |
| **How many properties are included in this application.** | [dropdown selection]:   * 1 * 2 * 3 * 4 | |
| **Property 1**  *If your property already exists in the Conservation Lands Database, please use the existing “Project Name” which is available for viewing on* [*BC iMap*](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/web-based-mapping/imapbc)*.*  *If you are applying for multiple properties, please note that we will use the Property 1 name for communication purposes and HCTF internal project tracking.* | | |
| **Property Name:** |  | |
| **Property Identification Number (PID):** |  | |
| **Latitude: (e.g., 48.422627)** |  | |
| **Longitude:** **(e.g., -123.38480)** |  | |
| **Individual Property size (Ha):** |  | |
| **Does your organization have fee simple ownership of this property?** | Yes No | |
| **If yes, how long has your organization owned this property (number of years)?** |  | |
| **If no, provide the name of the landowner and describe your organization’s relationship with the property, e.g. covenant holder, land manager, other.** | | |
|  | | |
| **If no, Letter of Support and Management Agreement**  *If the property is owned by another party, the applicant must include a letter from the property owner confirming they support the application and permission to:*   1. *access the property;* 2. *conduct the activities presented in the application; and* 3. *confirmation there is a management agreement in place, including the length of time (years) the applicant has been managing the property, OR a copy of the management agreement signed by both parties.* | | |
| **Upload files** | | |
| **Both, Lease Agreement (optional)**  *If the property is leased to another party, there must be an agreement in place giving your organization management authority to undertake the activities presented in your application. A letter must be provided from the leaseholder stating that such an agreement is in place, or a copy of the agreement signed by both parties must be provided.* | | |
| **Upload a file** | | |
| **Both, select all conservation designations that apply from the list below.**  *If none of the choices apply, please provide details in the Other text box to describe what supports the conservation value of the land, e.g. First Nations traditional practices that conserve species and habitats.* | Ecogift  Nature Reserve  Conservation land zoning - describe in text box  Conservation lease – describe in text box  Section 219 conservation covenant – describe in text box  Other – describe in text box below | |
| **Both, describe your selection(s) from the list above.** | | |
|  | | |
| **Both, describe the type of public access and recreation activities (if applicable) that occur on and around the property.** | | |
|  | | |
| **Property 2**  *If your property already exists in the Conservation Lands Database please use the existing “Project Name” which is available for viewing on* [*BC iMap*](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/web-based-mapping/imapbc)*.*  *If you are applying for multiple properties, please note that we will use the Property 1 name for communication purposes and HCTF internal project tracking.* | | |
| **Property Name:** |  | |
| **Property Identification Number (PID):** |  | |
| **Latitude: (e.g., 48.422627)** |  | |
| **Longitude:** **(e.g., -123.38480)** |  | |
| **Individual Property size (Ha):** |  | |
| **Does your organization have fee simple ownership of this property?** | Yes No | |
| **If yes, how long has your organization owned this property (number of years)?** |  | |
| **If no, provide the name of the landowner and describe your organization’s relationship with the property, e.g. covenant holder, land manager, other.** | | |
|  | | |
| **If no, Letter of Support and Management Agreement**  *If the property is owned by another party, the applicant must include a letter from the property owner confirming they support the application and permission to:*   1. *access the property;* 2. *conduct the activities presented in the application; and* 3. *confirmation there is a management agreement in place, including the length of time (years) the applicant has been managing the property, OR a copy of the management agreement signed by both parties.* | | |
| **Upload files** | | |
| **Both, Lease Agreement (optional)**  *If the property is leased to another party, there must be an agreement in place giving your organization management authority to undertake the activities presented in your application. A letter must be provided from the leaseholder stating that such an agreement is in place, or a copy of the agreement signed by both parties must be provided.* | | |
| **Upload a file** | | |
| **Both, select all conservation designations that apply from the list below.**  *If none of the choices apply, please provide details in the Other text box to describe what supports the conservation value of the land, e.g. First Nations traditional practices that conserve species and habitats.* | Ecogift  Nature Reserve  Conservation land zoning - describe in text box  Conservation lease – describe in text box  Section 219 conservation covenant – describe in text box  Other – describe in text box below | |
| **Both, describe your selection(s) from the list above.** | | |
|  | | |
| **Both, describe the type of public access and recreation activities (if applicable) that occur on and around the property.** | | |
|  | | |
| **Property 3**  *If your property already exists in the Conservation Lands Database, please use the existing “Project Name” which is available for viewing on* [*BC iMap*](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/web-based-mapping/imapbc)*. If you are applying for multiple properties, please note that we will use the Property 1 name for communication purposes and HCTF internal project tracking.* | | |
| **Property Name:** |  | |
| **Property Identification Number (PID):** |  | |
| **Latitude: (e.g., 48.422627)** |  | |
| **Longitude:** **(e.g., -123.38480)** |  | |
| **Individual Property size (Ha):** |  | |
| **Does your organization have fee simple ownership of this property?** | Yes No | |
| **If yes, how long has your organization owned this property (number of years)?** |  | |
| **If no, provide the name of the landowner and describe your organization’s relationship with the property, e.g. covenant holder, land manager, other.** | | |
|  | | |
| **If no, Letter of Support and Management Agreement**  *If the property is owned by another party, the applicant must include a letter from the property owner confirming they support the application and permission to:*   1. *access the property;* 2. *conduct the activities presented in the application; and* 3. *confirmation there is a management agreement in place, including the length of time (years) the applicant has been managing the property, OR a copy of the management agreement signed by both parties.* | | |
| **Upload files** | | |
| **Both, Lease Agreement  (optional)**  *If the property is leased to another party, there must be an agreement in place giving your organization management authority to undertake the activities presented in your application. A letter must be provided from the leaseholder stating that such an agreement is in place, or a copy of the agreement signed by both parties must be provided.* | | |
| **Upload a file** | | |
| **Both, select all conservation designations that apply from the list below.**  *If none of the choices apply, please provide details in the Other text box to describe what supports the conservation value of the land, e.g. First Nations traditional practices that conserve species and habitats.* | Ecogift  Nature Reserve  Conservation land zoning - describe in text box  Conservation lease – describe in text box  Section 219 conservation covenant – describe in text box  Other – describe in text box below | |
| **Both, describe your selection(s) from the list above.** | | |
|  | | |
| **Both, describe the type of public access and recreation activities (if applicable) that occur on and around the property.** | | |
|  | | |
| |  |  | | --- | --- | | **Property 4**  *If your property already exists in the Conservation Lands Database, please use the existing “Project Name” which is available for viewing on* [*BC iMap*](https://www2.gov.bc.ca/gov/content/data/geographic-data-services/web-based-mapping/imapbc)*.*  *If you are applying for multiple properties, please note that we will use the Property 1 name for communication purposes and HCTF internal project tracking.* | | | **Property Name:** |  | | **Property Identification Number (PID):** |  | | **Latitude: (e.g., 48.422627)** |  | | **Longitude:** **(e.g., -123.38480)** |  | | **Individual Property size (Ha):** |  | | **Does your organization have fee simple ownership of this property?** | Yes No | | **If yes, how long has your organization owned this property (number of years)?** |  | | **If no, provide the name of the landowner and describe your organization’s relationship with the property, e.g. covenant holder, land manager, other.** | | |  | | | **If no, Letter of Support and Management Agreement**  *If the property is owned by another party, the applicant must include a letter from the property owner confirming they support the application and permission to:*   1. *access the property;* 2. *conduct the activities presented in the application; and* 3. *confirmation there is a management agreement in place, including the length of time (years) the applicant has been managing the property, OR a copy of the management agreement signed by both parties.* | | | **Upload files** | | | **Both, Lease Agreement (optional)**  *If the property is leased to another party, there must be an agreement in place giving your organization management authority to undertake the activities presented in your application. A letter must be provided from the leaseholder stating that such an agreement is in place, or a copy of the agreement signed by both parties must be provided.* | | | **Upload a file** | | | **Both, select all conservation designations that apply from the list below.**  *If none of the choices apply, please provide details in the Other text box to describe what supports the conservation value of the land e.g. First Nations traditional practices that conserve species and habitats.* | Ecogift  Nature Reserve  Conservation land zoning - describe in text box  Conservation lease – describe in text box  Section 219 conservation covenant – describe in text box  Other – describe in text box below. | | **Both, describe your selection(s) from the list above.** | | |  | | | **Both, describe the type of public access and recreation activities (if applicable) that occur on and around the property.** | | |  | | | | |
| **5B Property Complex**  *If your properties already exist in the Conservation Lands Database, please use the existing “Project Name” which is available for viewing on BC iMap.*  **Property complexes are a combination of conservation properties that have shared property boundaries and similar management and operations needs**. For this intake, HCTF will consider property complexes made up of no more than 6 properties. The applicant may own some or all of the properties within the complex. | | |
| **Property Names**  *Provide a numbered list of all the properties in the complex, the owner organization and a description of all the conservation designations that apply. Conservation designations may include Ecogift, Conservation land zoning, Section 219 Conservation Covenant, Nature Reserve, Conservation Lease or Others – please describe.*  *e.g.*   1. *Smith property – applicant Happy Valley Land trust owns property fee simple; property has conservation covenant with Land trust 3* 2. *Owls Forest – Village land trust owns property - Nature reserve* |  | |
| **Property Identification Numbers (PID):** *Provide a numbered list of all the property PIDs, e.g.*   1. *Smith property – 000-001-002*   **Note: the first listed Property will be used for HCTF mapping and communication purposes.** |  | |
| **Geographic Coordinates (Lat, Long):**  *Provide a numbered list of the lat* ***(e.g., 48.422627)*** *and longs* ***(e.g., -123.38480)*** *for each property***.** |  | |
| **Individual Property sizes (Ha):** *Provide a numbered list of the ha for each property.* |  | |
| **For any properties listed above that your organization does not own, provide the name of the landowner and describe your relationship with the property e.g., land manager.** | | |
|  | | |
| **Letter of Support and Management Agreement**  *For any of the properties owned by another party, the applicant must include a letter from the property owner confirming they support the application and permission to:*   1. *access the property;* 2. *conduct the activities presented in the application; and* 3. *confirmation there is a management agreement in place, including the length of time (years) the applicant has been managing the property, OR a copy of the management agreement signed by both parties.* | | |
| **Upload files** | | |
| **Lease Agreement**  *If any of the properties are leased to another party, there must be an agreement in place giving your organization management authority to undertake the activities presented in your application. A letter must be provided from the leaseholder stating that such an agreement is in place, or a copy of the agreement signed by both parties must be provided.* | | |
| **Upload file** | | |
| **6. Project Links** | | |
| |  |  | | --- | --- | | **Has your organization previously received Land Stewardship Grant funding for the property(ies)?** | Yes No | | **If yes, provide HCTF project number, e.g. 1-123 and briefly describe what activities the funding supported.** | | |  | | | **If yes, is this project affiliated with another project that has or is receiving funding from another HCTF grant? (e.g. Fish and Wildlife [formerly ERS], Capacity, Community, etc.)** | Yes No | | | |
| **If yes, provide project numbers, e.g. 1-123 or 26-27-0000000007and briefly describe the project.** | | |
|  | | |
| **7. Habitat Description, Significance and Management Goals** | | |
| **Provide a description of the ecological significance of the property(ies), e.g.:**   * *What are the important species and/or biodiversity supported* * *What groups of species and what habitat needs does the property(ies) support (e.g. waterfowl feeding, resting and nesting; butterfly breeding area; denning area)* * *What important ecosystems or habitats are found here – e.g. Coastal Douglas fir ecosystems, winter range, riparian habitat, etc.*   *The intent of this question is to help assess the important role this property(ies) or property complex plays in the conservation of biodiversity and conservation of fish,**wildlife and habitats in B.C.* | | |
|  | | |
| **Briefly and succinctly describe the management goal(s) that this funding application will support for the property(ies).**  *The management goal(s) should seek to address conservation threats (human threats or natural processes) that are or could impact the ecological significance described above. Management goal(s) should describe the desired condition over the long term. Note that the Objectives and Activities listed in the Budget Spreadsheet of the application should directly support the goal(s) listed here.* | | |
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| **8. Guiding Documents** | | |
| **List any documents used to guide management at the site (e.g. management plan, access management plan, restoration plan, invasive species management guide). Please include the year the document was completed.** | | |
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| **9. Partnership and Community Engagement** | | |
| **HCTF recognizes that the operations and management of conservation lands often happen with a variety of partners, including First Nations (FN) Partnerships. This question is for information only and is not part of the application assessment. Please indicate which level of First Nations partnership listed below that is the best fit:**   * **First Nations Applicant** - This is a FN-led project. * **Full Partner** - Involved in management and operation direction, design, implementation, dissemination, and follow-up work. Involved in all related management and/or operational activities. * **Partial Partner** - Involved in some key milestones and events, has a say in key elements, but may not be involved in all management and/or operational activities. * **Info-Sharing Partner** - Nations are kept informed of activities and progress specific to management and operation activities, and in return may include the sharing or input on First Nations values and priorities as they pertain to site management. * **No Current Partnership** | | First Nations Applicant  Full Partner  Partial Partner  Info-Sharing Partner  No Current Partnership |
| **List any anticipated project partners/organizations and the nature of their contribution (e.g. labour, materials, funding and/or expertise).** | | |
|  | | |
| **Describe existing or anticipated local community involvement in conserving and maintaining the property.** | | |
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| **10. Acknowledgement & Submission Process** | | |
| **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 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. | | |
| **Next Steps:**   * Click **"MARK AS COMPLETE"** to finish the form portion of your application. * Complete the other required upload tasks and add any additional optional attachments. | | |
| **Budget and Activities Spreadsheet**   * It is mandatory to complete and upload the HCTF Budget and Activities Spreadsheet along with your online application form. * The budget and activities worksheet can be found [here.](https://hctf.ca/grants/land-stewardship-grants/#apply) * For this application, **NO** information needs to be added to the Tab 1 – Budget; this information will auto-populate from Tab 2. * For the application process, **only Tab 2 Objectives, which includes budget planning, needs to be filled out.** * Hovering your cursor over the red triangles in the upper right corner of cells will provide further information. * Various columns, rows and cells which will be used for reporting will be hidden and/or locked at the application stage and/or are highlighted. Do not unlock or enter data there. * Tab 3 – 5, Action Definitions, Examples and Picklist tabs are information-only resource tabs. **No information needs to be added to these tabs,** however, a review of the information in these 3 tabs is strongly recommended before completing the worksheet. | | |
| **Upload a file** | | |
| **Property Map**   * Please attach one or more map(s) of the property(ies). * You must include a minimum of one map of the property showing the **property boundaries,** and any **significant features** on the property (e.g. wetlands, sensitive ecosystems, dams, bridges, trails), particularly those features that relate to project activities. The map should include **details of the property** (more than a location map), with a **legend** and a **North arrow.** * If you are applying for multiple properties, attach one or more maps per property and an overview containing all the properties. * For a property complex, attach one or more maps per property and an overview map containing all the sites. * Secondary optional maps could include neighboring conservation areas, sensitive ecosystems, air photo, etc. Include information about adjacent land use to orientate the conservation property within the greater landscape. * Maps should include context of the surrounding area to orientate reviewers within the landscape. | | |
| **Upload a file** | | |
| **Additional Documents (***optional)*   * Include any optional documents you wish to include e.g.   + Additional Letter(s) of support where appropriate   + Restoration or management plans | | |
| **Final Step:**   * Once you've completed and reviewed all your upload tasks, click **"Submit".**   **IMPORTANT!** - Once all application tasks are "Marked as Complete" you still need to submit your application by clicking the **"SUBMIT"** button.   * Once your completed application is submitted, you will receive a notification email in your inbox that your application has been received. If you do not receive any email, make sure to check your Junk or Spam folder.   *Note: Collaborators are not able to submit the application – the proposal can only be formally submitted by the account listed as the****Owner****. Please contact*[*grants@hctf.ca*](mailto:grants@hctf.ca)*if you need assistance.* | | |