



HABITAT
CONSERVATION TRUST
FOUNDATION

Land Stewardship Grant Program Guidelines

Funding Cycle 2026–2029

Table of Contents

Overview.....	2
Introduction	2
Guiding Principles.....	2
Timeline	2
Eligibility.....	3
Key Eligibility Considerations	3
Eligible Activities and Expenses	4
Application	6
Application Worksheet	6
Pre-Screening Questions.....	6
Budget and Activities Spreadsheet Instructions	9
Submitting Your Application.....	11
Appendix A	12
Payment and Reporting Schedule.....	12
Appendix B	13
Capital Asset Guidelines.....	13
Appendix C	14
Technical Soundness and Effectiveness	14
Appendix D	15
CMP Conservation Actions Classification 2.0.....	15

Overview

This document provides guidance on grant eligibility, maximum funding, instructions for completing the application requirements for the Land Stewardship Grant, and associated reference documents. Significant updates have been made from the 2023 intake of this grant to facilitate the following program improvements:

- The application and reporting process have moved to an online format, Survey Apply.
- Eligibility has been expanded to include a wider range of conservation organizations and conservation properties.
- Changes to the application and reporting format will result in increased ability to showcase outcomes of funded projects

Please review this [guideline document](#) in full prior to completing the application form. The application form is in two parts: Part 1: **Survey Apply Application** and Part 2: **Budget and Activities** (excel spreadsheet). Worksheets for these forms are posted on [the Apply tab](#) of the Land Stewardship Grant page on the HCTF website.

Any questions regarding the application process, reporting process or timeline should be forwarded to grants@hctf.ca.

Introduction

The Land Stewardship Grant provides funding for operations and management costs on conservation property(ies) actively managed by non-governmental organizations (NGOs). This program is administered by the Habitat Conservation Trust Foundation and is made possible through an endowment provided by the Province of British Columbia.

This program will provide successful applicants with three years of funding from April 1st, 2026, to March 31st, 2029. The application deadline is **November 7, 2025, at 4:30 pm PDT**. Successful applicants will be notified in February 2026.

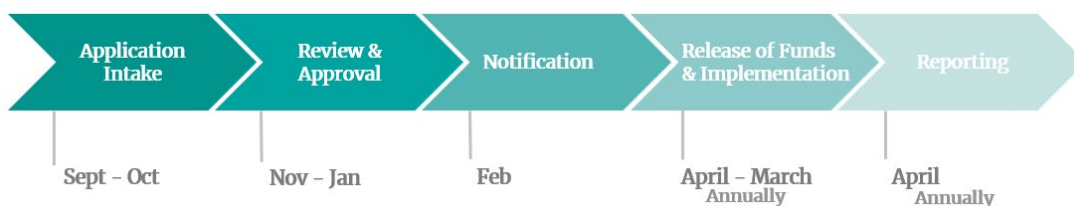
Guiding Principles

The following principles will guide funding of projects and activities:

- **Accountability:** Funding recipients will develop 3-year plans outlining specific goals, objectives (aka Conservation actions) and operational outcomes (aka metrics), including performance indicators (aka targets); and provide annual reports on achievements of the goals, objectives and operational outcomes.
- **Maximum Conservation Benefit:** Grants will be used only for activities directly related to the conservation and enhancement of biological diversity, fish, fish habitat, wildlife or wildlife habitat.
- **Cost Effectiveness:** Applicants must use the least cost/most benefit methods in applications.
- **Best Management Practices:** Organizations must use best management practices and/or best science to maximize the effectiveness of conservation activities.

Timeline

Applications must be submitted to Survey Apply by **November 7, 2025, at 4:30pm PST**.



Eligibility

Key Eligibility Considerations

To be considered eligible for this grant, the applications must meet the following initial criteria:

- The conservation property(ies) must be within B.C.
- Application is for day-to-day operations, maintenance and management activities of conservation property.
- Does not request funds for endowments.
- Does not request funds for conservation covenant monitoring.
- Projects that are focused on federally managed salmon species must also benefit provincially managed fish species and their habitats to be considered eligible.

Eligible organizations are defined as NGOs (non-government organizations) with a conservation focus, such as land trusts. The applicant must be the organization that actively manages the conservation property(ies) for which they are applying for funding. Local, Regional, Municipal, Provincial and Federal government applicants are **not eligible**. The maximum number of applications any one organization may submit is 2.

Eligible properties are conservation properties in British Columbia that are owned **or** managed by an NGO. This may include properties acquired through the HCTF Habitat Acquisition Grant. Eligible properties can include:

- A **single conservation property** that applicants own and/or manage. **OR;**
- **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;**
- 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 of up to 4 properties. The applicant may own some or all of the properties within the complex.

HCTF will accept applications for properties previously funded under this program; however, priority may be given to properties not previously funded if the program is highly subscribed.

If the applicant is not the **landowner**, they **must** have permission in the form of a written letter of support from the landowner to conduct the conservation work outlined in the application.

Ineligible properties

1. Property(ies) **owned** by federal or provincial governments are not eligible.
2. Properties owned by regional, local or municipal governments are generally not eligible. However, HCTF recognizes the complexity of conservation land management partnerships, and applications **may be** considered on a case-by-case basis where an NGO manages conservation property(ies) owned by a **non-federal or nonprovincial** government entity where the primary purpose of the property is for conservation of fish, wildlife and habitat.
3. Property(ies) owned and managed for recreational, historical, agricultural or architectural value are not eligible for funding.

Organizations may submit up to 2 applications.

Funding will be prioritized for conservation property(ies) with significant biodiversity and conservation values, demonstrated need or threats, and clearly articulated conservation goals, actions leading to measurable outcomes.

There is **an eligible funding limit of \$60,000** over the 3 years of the grant. Previous grants awarded were from \$5,000 to \$47,000. If the program is over-subscribed, individual funding amounts may be reduced. HCTF expects to see significant conservation outcomes at higher levels of funding.

Eligible Activities and Expenses

Eligible Expenses:

- Staff labour and Contractor labour costs that are directly linked to the approved conservation actions and operations and management activities.
- Materials and supplies required to carry out operations and management activities.
- Travel costs, e.g. mileage to travel to sites as per HCTF rates of \$0.70/km.

Eligible Activities:

All project activities must occur in B.C. for the benefit of biodiversity, fish, wildlife, and habitats.

Those activities on eligible sites that involve the management and administration of land and waters, including:

- Developing project plans, or staff/volunteer/First Nation partner plans for site management
- Providing operational oversight of the maintenance activities taking place on the property(ies), including management of volunteers undertaking maintenance activities
- Engagement activities that provide input, feedback and direct involvement in the operations and management of a site, which will result in better management of the site and/or increase capacity to manage the site
- Mapping and boundary delineation
- Management planning, specifically high-priority management plans, resource conservation plans, enhancement or restoration plans
- Management activities associated with community education regarding the purpose of the property(ies), First Nation traditional practices that support conservation, and the value of the natural assets. For example, restoration events, guided walks to highlight conservation values and restoration activities. **Note:** This does not include interpretive programming (e.g. educational programs, educational series).
- Monitoring the results of restoration or maintenance activities taking place on the land
- Undertaking resource inventory and analysis, which may include adding information to a current project database or website. **Note:** Database, website and social media development **are not eligible**.

Those activities on eligible sites that involve maintaining, repairing, and restoring land, including:

- Building new assets required for conservation (e.g., exclusion zones, information shelters, dams, culverts, fences)
- Managing human activities on the property(ies) (e.g. signage, fencing, trail work, information kiosks)
- First Nations traditional activities that conserve, restore or manage for species or habitats (e.g. activities that enhance traditional foods and medicines, etc.)
- Propagation of native plants for the purposes of planting on the property to restore habitat
- Removing invasive species
- Repairing and maintaining built assets (e.g., fences, simple shelters, dams, culverts) if they provide a demonstrable conservation benefit
- Restoring and maintaining site-specific¹ natural habitats such as planting eroded slopes and riparian zones

¹ This fund is not intended to fund large enhancement and restoration projects on a landscape scale. HCTF's [Fish & Wildlife Grant](#) may be a suitable source of funding for larger projects.

Ineligible Activities or Expenses

Ineligible activities include (but are not limited to):

- Conferences, lecture series, or conventions (attendance, booths, or creation of)
- General festivals, tours, events (attendance, booths, or creation of) that do not directly pertain to the conservation operation and management of the properties
- Training courses for project personnel
- Interpretive programming and associated services, e.g. school curriculum, materials for educational programming
- Production or sponsorship of commercial programs
- Organizational fundraising
- Cultural, heritage, historical or architectural operations, management and maintenance activities
- Creation or management of electronic databases, websites or file systems (single activity not linked to greater conservation operations and management activity)
- Conservation covenant monitoring
- Enforcement activities
- General patrols
- Insurance costs
- General lease administration (e.g., right-of-way, lease modifications, tax exemptions)
- Legal fees
- Residential tenancy agreements/rentals
- Propagation of native plants for sale (commercial purposes)
- Rehabilitation, captive breeding, feeding or control (euthanasia) of wildlife species
- Fish rearing, farming, stocking, feeding, or hatchery projects
- Marine projects, except for activities that occur in estuary habitats
- Projects that are focused on federally managed salmon species that do not also benefit provincially managed fish species or their habitats (<https://www.pac.dfo-mpo.gc.ca/fm-gp/salmon-saumon/index-eng.html>)
- Non-applied research, projects of interest, or academic in nature, without informing clear conservation or management outcomes
- Strategic/higher-level land use planning or ecosystem planning

Application

Application Worksheet

Before beginning your online application, applicants may wish to complete the application worksheet available for download on the HCTF [website](#). The worksheet is intended as an added resource for you to draft your application, and once completed, you can copy and paste the information into the online system.

Please note that you are required to submit the Excel budget and activity spreadsheet as a separate attachment at the end of your online application form.

Pre-Screening Questions

These questions have been added to determine organizational and project eligibility for this grant.

1. Contact Information

- The Project Leader should be the main contact and is the person to whom notification of funding will be sent.
- The email address provided must be linked to a verified Survey Apply account.
- Pending approval, the organization name and address listed here will be legally responsible for this project.

2. Total Amount Requested of HCTF

- Confirm this total matches the total project budget on Tab 2 of the Budget and Activities spreadsheet.
- 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.
- Matching funds are not required for this grant.

3. Organization Details

- This is for information about the organization applying for funding.
- The information included here should provide assurance that the organization can complete the project as described with qualified staff, contractors, and/or volunteers.

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.

5. Conservation Property Information

New to the 2025 application. Applicants now have the option of applying for one of 3 property scenarios as listed below. Regardless of the funding scenario an organization applies for, the maximum available funds per application is \$60,000 over the 3-year cycle of the grant.

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.

Depending on which of the 3 options you select, the Survey Apply application will take you to the appropriate next question. The downloadable Word worksheet includes questions for options 1-3 above. Fill in only the information that applies.

HCTF Project Region: HCTF uses provincial regional designations; there is a link to a map of these designations on the application in case you are unsure which region your project fits into.

Property Name: If your property(ies) already exists in the Conservation Property Database, please use the existing “Project Name” which is available for viewing on [BC iMap](#). This will also be the name used for your grant in the HCTF project database. **Note:** If your application is approved, the coordinates for Property 1 will be used on the HCTF project map and by our communications department when listing the location of your project.

Geographic Coordinates: If you do not know the latitude/longitude coordinates for your property, you can find them using [Google Maps](#). Right-click on your property’s location on the map and select “What’s here?” from the dropdown menu. The latitude/longitude coordinates will appear in a new window.

Depending on the ownership scenario the application may require information about fee simple **ownership**, the **applicant organization’s relationship to the property**, and details on all **conservation designations** that ensure the ongoing conservation of the property. This information will assist the Technical Review Committee (TRC) in determining the security of HCTF’s investment in the property(ies).

Describe Public Access: Is the property accessible to the general public? What are the allowable recreation activities, if any? If there are property access restrictions, what are they, and what is their purpose?

The maximum number of applications any one organization may submit is 2.

Letter of Support and Management Agreement: If the applicant is not the property owner, a letter must be provided from the property owner supporting the application and providing permission to access the property, conduct the work outlined in the application, and confirm that there is an existing management arrangement in place with the applicant. Or a copy of the management agreement signed by both parties may be submitted.

Lease Agreement: 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.

6. Project Links

Provide project number and details of any current or previous funding received for this property(ies) through the Land Stewardship or other HCTF grants.

HCTF will accept applications for properties previously funded under this program; however, priority may be given to properties not previously funded if the program is highly subscribed.

7. Habitat Description, Significance and Management Goals

Provide a description of the **ecological significance** of this property(ies). Information to consider and include:

- Why was this property designated for conservation?
- What are the important species (e.g. western painted turtles) or groups of species (waterfowl feeding, resting, nesting site; butterfly breeding area)?
- What are important ecosystems (e.g. Coastal Douglas fir ecosystems) and/or habitats (e.g. Riparian habitats)?
- This information will assist the Technical Review Committee (TRC) in determining the important role this land plays in the conservation of biodiversity and/or the conservation of fish, wildlife and habitats.

Describe the **Management Goal(s)/Vision** 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 both the current and the desired condition over the long term.
The Objectives and Activities listed in the Budget Spreadsheet of the application should directly support the goal(s) listed here.

8. Guiding Documents

List relevant documents (but do not attach) that guide the land management/stewardship of the property(ies) or property complex, e.g. from strategic landscape plans such as invasive species management to site-specific plans such as lease agreements, etc.

9. Partnership and Community Engagement

HCTF recognizes that the operations and management of conservation properties 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.**

Include a list of other anticipated or confirmed project partners/organizations and the nature of their contribution (e.g. materials, labour, funding, in-kind expertise).

Describe any existing or anticipated local community involvement in conserving or managing the property (e.g. volunteer groups).

10. Acknowledgement & Submission Process

Certification of Information and Recognition of HCTF's funding contribution are required as part of the application process.

Upload Tasks

The Budget and Activities Spreadsheet must be submitted as part of the application. Instructions for completing the spreadsheet are detailed below.

Property Map

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**.

For a property complex or multiple properties, insert or attach one or more maps per site and an overview map containing all the sites.

Secondary optional maps could include neighbouring conservation areas, sensitive ecosystems, air photo, etc. Include information about adjacent land use to orient the conservation property within the greater landscape.

Maps should include the context of the surrounding area to orientate reviewers within the landscape.

Additional Documents

Upload any additional documents you wish to include in your Survey Apply application:

- Other Letters of Support
- Other Management or Lease Agreements

Please submit your application by **4:30pm PST on November 7, 2025**, via Survey Apply. You will receive an email confirmation once your application has been successfully submitted. Late submissions cannot be accepted.

Budget and Activities Spreadsheet Instructions

During the application process, only Tab 2 Objectives needs to be filled out; **no additional information is required on any of the other tabs**. The Action Definitions, Examples and Picklist tabs are resource tabs to help when filling out the conservation objectives. A review of information in these 3 tabs is strongly recommended before completing the worksheet. Additional information to help with filling out the application can be found by hovering over the red tabs in the corner of some of the cells.

Application and reporting will occur in the same worksheet; therefore, various columns and tabs to be used for reporting will be hidden and/or locked at the application stage. Additionally, some values will be auto-calculated, and these cells will be locked and highlighted.

If your project is approved, you will be sent further instructions on how to complete the annual reporting within the worksheet, **which will include completing** information on the budget tab.

Tab 1 - Budget

At the application stage, do not add any information to Tab 1. All the information required on the budget tab will auto-calculate from the data you enter on Tab 2 at the application stage. Actual expenditures and descriptions will need to be added at the reporting stage.

Tab 2 - Objectives and Activities

This is where you will list your Objectives via the Conservation Action drop-down list and detail the associated planned activities, anticipated outcomes via target values, and planned expenditures for each property.

At the application stage, applicants will be adding information via drop-down menus (grey highlighted cells) and manual entry (white cells) between columns F and R.

Column M and P auto-calculate; do not add data here.

Refer to the legend on the far left of this tab to understand where you need to add information and edit the sheet.

Property/Complex Name

Fill in the same Property/Complex Name used at the beginning of the Survey Application process.

Overview – HCTF Funding

Subtotal: This cell will auto-populate; **do not manually enter data**. As you enter budget amounts for your planned activities, labour, travel, and materials and supplies in columns **N, O, Q and R**, including capital assets if applicable, the subtotal request will be automatically calculated in cell **D27**.

Admin Fee: If your organization charges an administration fee, please enter the percentage, not a \$ value, in cell **D29**.

- The maximum eligible administration fee for this grant is 15%.
- The dollar value of the administration fee will be automatically calculated in cell **D31**.
- If you do not charge an administration fee, please describe how administrative costs are covered in the Admin Note in cell **C37**, e.g. a portion of administrative costs are included in staff labour charges or administrative costs are covered by the applicant through other funding sources, etc.

3 Year Total Including Admin Fee: This cell will auto-populate; **do not manually enter data**. Your total funding request to HCTF will be automatically calculated in cell **D33**. This amount should match question 2 of the Survey Apply Application.

Additional Funding

If you know you will require additional cash contributions to complete planned activities, please indicate this in cell **D44**. Enter the amount of these additional contributions that have been **confirmed** in cell **D48**.

At the application stage, you are not required to detail additional funding contributions needed or confirmed by activity. However, add any relevant notes in the Additional Funding notes section.

Objectives aka Conservation Actions - starting in column F

Property Name (column F): This is the name of the property where the conservation action is taking place. If you are applying for multiple properties or a property complex, there will be multiple names listed.

Conservation Action (column G): In order to gather comparable and consistent data, this grant now requires applicants to select from a list of broad objectives, aka **Conservation Actions**, as a starting point for describing planned activities. The “Conservation Actions” originate from the International Union for Conservation of Nature (IUCN) and Conservation Measures Partnership (CMP) framework (see Appendix D).

- Use the “Actions Definitions” and “Examples” tabs to help you determine the appropriate Conservation Action.
- The majority of actions supported by the Land Stewardship Grant will fall under the Conservation Action of Land/Water Management.
- Conservation Action “1. Land / Water Management” has been split into two subcategories; please select either “1a. Ecosystem Based” or “1b. Infrastructure Based”
- A Conservation Action must be selected before a Metric can be chosen.
- **For this grant, the Conservation Actions of 4. Law Enforcement and 7. Legal & Policy Frameworks are not eligible.**
- You will only be able to choose a metric once you have selected a Conservation Action.

Activity Description (column H): Describe the activities to be carried out to accomplish your Conservation Actions.

- Your planned activities should be developed considering the goals you have described in the Survey Apply application form.
- This section was created to develop SMART objectives (Specific, Measurable, Attainable, Relevant, & Time-bound) using Conservation Actions that are linked to specific metrics and timelines.
- Ensure that you provide enough detail in your descriptions of activities for the Technical Review Committee to evaluate their effectiveness and appropriateness.
- Include a brief description of the methods you plan to use.
- Include information on whether there is a standard protocol or methodology you will follow.
- Add details such as species name, location of action on property, etc.
- See the Examples tab.

Metrics (column I): The outcomes vary in specificity; select the more specific option where available.

- You cannot select a metric until you have selected a Conservation Action.
- Select the best-fit Metric for quantifying your Conservation Action, aka Objective.
- If a Metric you are looking for is missing, select “Other” and specify in the “Notes” column.

Target Value (column J): Based on the metric selected, fill in your Target Value. Create values using the SMART approach – ensure values are attainable and realistic.

Timeline (column K): From the pick list, select your planned timeline for **completing** the conservation action. The pick list includes the option of selecting annually for reoccurring activities.

HCTF recognizes that over a 3-year period conditions may evolve, and planned conservation actions and objectives may need to change or be modified. If the planned conservation action cannot be completed, you will be able to provide the progress status, details, and rationale during reporting.

If site conservation priorities change and a new conservation action, objective, and/or metric are required, new highlighted rows can be inserted into the table at the annual reporting stage detailing any needed changes.

Notes (column L): This is the location to add further details relevant to the Conservation Action, aka Objective; in particular, this is the location to provide measurable details if you are choosing “Other” for any of the metrics.

Budgeting - starting in column M

You will need to provide budget information for each activity included in your application. Entering budget amounts for staff labour, contract labour, travel, and materials and supplies will automatically total at the bottom of each budget column. The budget numbers you provide are **for the entire 3-year granting cycle**. HCTF does not require you to forecast your expenditures by year. However, you will be required to report on activities completed, outcomes achieved, and expenditures on an annual basis. Ensure you keep receipts for any travel, material and supplies costs. For more information about the payment and reporting schedule, please see Appendix A below.

There is an **eligible funding limit of \$60,000** over the 3 years of the grant.

Materials and Supplies (column R): Capital expenditures are defined for HCTF purposes as any individual item costing over \$1000. It is unlikely that any of your individual materials and supplies would be over \$1000. This does not include 100 plants at \$10 each, or two trail cameras at \$500 each. Please review the Capital Assets Guidelines, which include information on infrastructure, in **Appendix B**.

Examples Tab

This tab provides examples for filling out Tab 2 and the level of detail to add under Activity Descriptions, e.g. row 4 shows how to input an invasive species removal activity.

Action Definitions Tab

Please refer to these when selecting your Conservation Actions on the Objectives tab. The description and examples will help you determine which Conservation Actions support your planned objectives. Please note that conservation actions 4. Law Enforcement and 7. Legal & Policy Frameworks are ineligible for this grant.

Picklist Tab

This tab can be used to browse the Conservation Actions and their corresponding metrics used within the application.

DO NOT EDIT! These lists are used in formulas throughout the application.

Submitting Your Application

Please submit your application by **4:30pm PDT on November 7, 2025**, via Survey Apply. You will receive an email confirmation when your application has been successfully submitted. Late submissions cannot be accepted.

IMPORTANT! - Once all application tasks are "Marked as Complete," you still need to submit your application by clicking the **"SUBMIT"** button.

Appendix A

Payment and Reporting Schedule

<u>Activity</u>	<u>Timeline / Deadline</u>
Three (3) Year Grant Cycle Begins <ul style="list-style-type: none">Return signed conditional grant agreement, and receive first 50% Accountable Advance	April 1, 2026
Work on Year 1 Activities	April 1, 2026 – March 31, 2027
Submit Year 1 Grant Report	April 15, 2027 (<i>Deadline</i>)
Submit Invoice for the next 30% advance <ul style="list-style-type: none">Ensure the following criteria have been met:<ul style="list-style-type: none">The initial 50% Accountable Advance has been fully spentThe date is after April 1, 2027The Year 1 Grant Report has been submitted to HCTF	after April 1, 2027
Work on Year 2 Activities	April 1, 2027 – March 31, 2028
Submit Year 2 Grant Report	April 15, 2028 (<i>Deadline</i>)
Work on Year 3 Activities	April 1, 2028 – March 31, 2029
Submit Final Year Grant Report	April 15, 2029 (<i>Deadline</i>)
Submit Invoice for up to final 20% holdback <ul style="list-style-type: none">Ensure the following criteria have been met:<ul style="list-style-type: none">The project is completeThe 30% Accountable Advance has been fully spentThe date is after April 1, 2027All required Grant Reports and the Final Year Grant Report have been submitted and approved by HCTF	after April 1, 2027

Reporting Notes:

The Final Year Grant Report must always be submitted at the end of a project. For example:

- If the project completes after one year, only the Final Year Grant Report is required.
- If the project completes after two years, only the Year 1 and Final Year Grant Reports are required.

If your project completes halfway through a fiscal year, you do not need to wait until April 15th to submit the applicable Grant Report.

Appendix B

Capital Asset Guidelines

From time to time, applicants may request funding for a capital asset within their application. Capital assets are the physical or intangible property or items used by the organization with a useful life extending beyond one year that provide a lasting benefit or service potential. They include vehicles, boats, ATVs, quads, trailers, snowmobiles, computers, drones, etc., and any equipment or technology (including software) not dedicated solely to the project. Capital assets are considered any individual item over \$1,000 per unit and require additional specific funding approval, as detailed below, to determine if this is an appropriate use of HCTF funds.

More commonly, applicants are seeking funding for the construction, purchase, or improvement of infrastructure, infrastructure being the basic physical structures and facilities that support an organization's operations or program delivery. It includes buildings, docks, fences, kiosks, roads, bridges, utilities (such as hydro poles and hydro lines), office spaces, storage facilities, and similar fixed physical items providing a public or organizational service, usually permanent or long-lasting. *Infrastructure costs that support conservation goals, objectives and outcomes and demonstrate a benefit to the site will be considered within applications.*

In order to maximize the on-the-ground impact of every conservation dollar, HCTF will consider requests for capital assets where they are necessary to complete the project and where the cost per asset does not exceed \$3,500. This threshold may be lifted in certain circumstances. Please contact HCTF to discuss if you wish to request an asset over \$3,500. HCTF will consider approving funding for capital assets between \$1,000 - \$3,500 if certain conditions are met. To determine whether those conditions are met, proponents must provide the following specific information:

- Confirm that the asset will become the property of the proponent, and a plan to amortize the asset over time has been agreed to with the proponent's accounting department. HCTF will not become the owner of any assets purchased with a grant from HCTF.
- Describe your efforts to acquire the capital asset through other means (e.g. other funding, etc.). HCTF is unlikely to fund the asset if other efforts have not been exhausted. In addition, capital asset requests that have matched funding from other sources are more likely to be approved.
- Describe why the acquisition of the capital asset is essential for the success of your project.
- Describe where the asset will be stored, how it will be maintained (and by whom), and how the maintenance activities will be funded. By approving the purchase of an asset, HCTF does not commit to also funding maintenance or repair costs.
- Provide the estimated useful life of the asset.
- Provide assurance that the asset will only be used to support the conservation or enhancement of biological diversity, fish, fish habitat, wildlife, and/or wildlife habitat, as per HCTF's Trust Purposes (Section 122[1] of the Wildlife Act).

Appendix C

Technical Soundness and Effectiveness

Each application will undergo a technical review process to assess its conservation effectiveness. Below is an example of the type of questions that may be used to assess an application.

Suitability

- Will the proposed activities maintain, restore, or enhance biodiversity or fish and wildlife habitat?
- Does or could the property represent significant biodiversity and conservation values for fish, wildlife, and habitats?
- Will the proposed activities provide long-term benefits for the landscape by addressing a current or potential threat?
- Does the property have adequate conservation or other designations to ensure that the benefits of funding will endure over time?

Feasibility

- Will the proposed activities support the stated goal(s)?
- Are the objectives (Conservation Actions) and planned outcomes clearly defined and achievable?
- Are the techniques/methods suggested the most appropriate to address the objectives?
- Are the proposed timelines reasonable?

Cost & Benefit

- Do the costs for the proposed activities seem appropriate?
- Are the benefits as described in the proposal in line with the cost of the project?
- Are the project budget and/or in-kind rates reasonable?

Appendix D

CMP Conservation Actions Classification 2.0

The Conservation Measures Partnership (CMP) and International Union for Conservation of Nature (IUCN) Red List of Threatened Species have created the Conservation Actions Classification, which is used in the Conservation Property(ies) O&M Program's worksheet. A downloadable version with more detail can be found at: [Threats and Actions Classifications \(2016\) - The Open Standards for the Practice of Conservation \(conservationstandards.org\)](https://www.conservaionstandards.org/)

CMP Conservation Actions Classification v 2.0

A. TARGET RESTORATION / STRESS REDUCTION ACTIONS

1. Land / Water Management

- 1.1 Site/Area Stewardship
- 1.2 Ecosystem & Natural Process (Re)Creation

2. Species Management

- 2.1 Species Stewardship
- 2.2 Species Re-Introduction & Translocation
- 2.3 *Ex-Situ* Conservation

B. BEHAVIORAL CHANGE / THREAT REDUCTION ACTIONS

3. Awareness Raising

- 3.1 Outreach & Communications
- 3.2 Protests & Civil Disobedience

4. Law Enforcement & Prosecution

- 4.1 Detection & Arrest
- 4.2 Criminal Prosecution & Conviction
- 4.3 Non-Criminal Legal Action

5. Livelihood, Economic & Moral Incentives

- 5.1 Linked Enterprises & Alternative Livelihoods
- 5.2 Better Products & Management Practices
- 5.3 Market-Based Incentives
- 5.4 Direct Economic Incentives
- 5.5 Non-Monetary Values

C. ENABLING CONDITION ACTIONS

6. Conservation Designation & Planning

- 6.1 Protected Area Designation &/or Acquisition
- 6.2 Easements & Resource Rights
- 6.3 Land/Water Use Zoning & Designation
- 6.4 Conservation Planning
- 6.5 Site Infrastructure

7. Legal & Policy Frameworks

- 7.1 Laws, Regulations & Codes
- 7.2 Policies & Guidelines

8. Research & Monitoring

- 8.1 Basic Research & Status Monitoring
- 8.2 Evaluation, Effectiveness Measures & Learning

9. Education & Training

- 9.1 Formal Education
- 9.2 Training & Individual Capacity Development

10. Institutional Development

- 10.1 Internal Organizational Management & Administration
- 10.2 External Organizational Development & Support
- 10.3 Alliance & Partnership Development
- 10.4 Financing Conservation