



Fish & Wildlife Grant

GUIDANCE FOR APPLICANTS
2027-28



HABITAT CONSERVATION
TRUST FOUNDATION

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Cover Image: A short-eared owl in a grassland set-aside field in Delta – Delta Farmland & Wildlife Trust

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1. Overview

This guidance document provides information about the Fish & Wildlife Grant programs of the Habitat Conservation Trust Foundation (HCTF). This information is intended to help applicants develop their proposal ideas to align with HCTF's mandate, goals, and focus areas.

Please visit the HCTF website for worksheets and budget spreadsheets & information: [Fish & Wildlife \(F&W\) Grants](#)

Important Updates for the 2027–28 Intake

- For White Sturgeon, please note that there will be no intake for the 2027-2028 project year. HCTF is continuing to work with the Province and partners to consolidate the fragmented White Sturgeon dataset. This is a temporary pause. Please reach out to the Aquatic Programs Coordinator (cathryn.klincans@hctf.ca) if you have any questions.
- A new drop-down option has been added to indicate if you are targeting an application to one of the restricted funding opportunities available.
- Some additional questions have been added for New Phase projects. Please refer carefully to Section 3 to determine the correct status of your project.
- Seed proposal maximum funding amount has increased to \$10,000 – please see Section 4 for more details.
- Seed applications can be accessed through the same Survey Apply online application portal as the New, New Phase and Continuing applications.
- The maximum duration for any New or New Phase Fish & Wildlife proposal is 3 years.
- Please check the Fish & Wildlife Grants [Apply tab](#) on the HCTF website for new information on funding priorities and restricted funding opportunities for the 2027-28 intake.

Each year, HCTF provides funding for Fish & Wildlife (F&W) Grants. These grants are provided for projects that:

- Focus on native freshwater fish, wildlife, and their habitats;
- Have the potential to achieve a significant conservation outcome; and
- Align with our purposes as laid out in the [Wildlife Act](#).

One of HCTF's priorities is to support habitat enhancement and restoration; therefore, proposals that involve on-the-ground habitat enhancement and/or restoration activities are strongly encouraged.

2. Eligibility

APPLICANT ELIGIBILITY

HCTF Fish & Wildlife Grants are available to anyone who has a proposed project that benefits fish, wildlife, and their habitats in British Columbia. Proponents can include:

- Provincial government agencies;
- First Nations;
- Municipal/Regional governments;
- NGOs (Non-government organizations);
- Academic institutions;
- Individuals (consultants who apply should provide their credentials and explain their experience in completing the proposed work); and
- Industry

HCTF strongly encourages collaboration and cost-shared proposals. Project leaders should explore the possibility of partnerships with other organizations or agencies (local, provincial, or federal). Although there are no match requirements, proposals with clear support from other funders or organizations (including cash and in-kind services) will demonstrate to reviewers a well-supported project overall.

INELIGIBLE PROJECT ACTIVITIES

HCTF grants have different eligibility criteria and application processes. The “Ineligible Activities List” for the Fish & Wildlife Grant can be found on the [HCTF Resources Page](#).

Please check for the latest updated copy of the list before submitting your proposal.

3. Project Status: Seed, New, Continuing, and New Phase

HCTF operates on a standard fiscal year, running from April 1 – March 31. For example, a proposal submitted on October 30, 2026, would request funding to support project activities to take place between April 1, 2027, and March 31, 2028.

HCTF will support multi-year projects (maximum 3 years), but the approvals are issued one year at a time. *You must submit a Continuing application for each subsequent year of your multi-year project.*

There are 4 types of proposals based on their status:

1. **SEED** (single-year grants up to \$10,000 intended to fund preliminary work and planning prior to submitting a full “New” Fish and Wildlife proposal)
2. **NEW** (first-time proposals, proposals that have not been previously approved, proposals submitted previously that were not approved)
3. **NEW PHASE** (proposals starting a New Phase of an existing project, from 1 to 3 years maximum)
4. **CONTINUING** (proposals that have been approved for multi-year funding and are beginning year 2 or 3)

SEED PROJECTS

A project is considered a Seed project if:

- It is applied for under the Seed Grant project status.
- It is funded for a maximum of \$10,000, and for one year only.
- The work informs preliminary planning and actions that assist a proponent in developing their idea for a full “New” Fish & Wildlife project application.
- It is NOT a small, standalone project. Seed Grants are specifically to fund initial planning, filling knowledge gaps, consulting, and other “groundwork” to inform future Fish & Wildlife proposals.
- Please see Section 4 of this document for further information on Seed Grants.

NEW PROJECTS

A project is considered New if any of the following apply:

- It has not been funded by HCTF before.
- It previously received Seed funding, and you are now submitting an application for the full project.
- It is a continuing project or is related to a previously funded HCTF project, but significant changes have been made to the project scope or technical approach. i.e. the location, target species, objectives and/or activities.
- It was not approved for funding in a previous year but has been revised to address the Technical Review Committee’s and/or Board’s concerns (i.e., you are re-applying for HCTF funding for a project that was not approved in the past, please select “New”).

CONTINUING PROJECTS (YEAR 2 - YEAR 3)

A project is considered Continuing if:

- It has been approved as a multi-year project; and
- It is in its second or subsequent year of HCTF funding.
*(*Note: If a project has taken a “pause”, for example, in what would be year 2 of 3 at the proponent’s discretion, due to previous contract extension, or recommendation of the Board, the project will resume back to year 2 of 3 continuing application.)*
 - Continuing projects must provide a Progress Update, as described in the application questions, for the previous year’s work and explain how the current year’s work will contribute to the overall project objectives.
 - If significant changes have been made to the project scope or technical approach of a Continuing Project, this is a “New” application.
 - Proponents should not self-extend. For example, if a 3-year multi-year proposal is approved, the year 3 proposal must be the final year. If funding for additional years is desired, the subsequent request must be submitted as a “New Phase” proposal.
 - Please note that the technical reviewers will assess the funding request relative to the multi-year forecast in previous proposals. Therefore, please ensure that your Continuing year proposal requests are reasonably close to the multi-year budget that was approved in year 1. If your subsequent proposal request is greater than initially proposed, you must provide a detailed explanation for the change.

NEW PHASE (NEW CYCLE)

HCTF administers Continuing projects in a maximum of 3-year cycles. Projects with a lifespan longer than 3 years must reapply as a New Phase at the initiation of the new cycle.

- Once a longer-term continuing project has completed an initial 3 years, the applicant must submit a New Phase proposal for year 1 of a new cycle, and use the same project name and number (provided the proposed work is for a similar ongoing project). HCTF will re-evaluate the project's goals and objectives, considering HCTF's other funding priorities.
- If a New Phase proposal is approved for multi-year funding, the subsequent years (i.e., year 2 and 3 of the funding cycle) must be submitted as Continuing proposals.
 - This type of proposal should explain exactly what has been accomplished over the past 3 years and provide a detailed work plan for the next 3-year cycle.
- New Phase proposals must include a synthesis of results to date to describe what was achieved from the first phase of work (including results and summary analysis, challenges encountered, and lessons learned) and how this next phase of funding will build on previous years.
- Projects that were approved for “One Year Only” of funding should apply as a New Phase.

EXAMPLE

A proponent applies for 3 years of funding, completes the 3-year cycle and determines the project would benefit from 2 additional years of work. There are no significant changes to the project scope or technical approach when they apply for a subsequent cycle of funding.

First cycle (can apply for up to 3 years)

Year 1 of 3 – New

Year 2 of 3 – Continuing

Year 3 of 3 – Continuing

Second cycle (can apply for up to 3 years, retains the same title and project number)

Year 1 of 2 – New Phase

Year 2 of 2 – Continuing

4. Seed Proposals (maximum \$10,000)

- Seed grants are intended for proponents who need to do planning and preliminary work before submitting a full, technically sound “New” proposal for a Fish & Wildlife grant.
- The maximum request is \$10,000 (Note: Approved seed funding does not guarantee funding for a subsequent full proposal).
- Seed funding can be used to help fill information gaps, explore project feasibility, identify project partners, and prepare technical information to develop a full proposal.
- Seed funding is not intended to be used for small, stand-alone projects. Seed grant activities are meant to culminate in the submission of a full HCTF proposal (“New”), ideally within two years. *Note that the Seed project does not count as year one when submitting a full proposal.*
- A Word version of the Seed proposal template is available on HCTF’s website on the [Seed Grants](#) and [HCTF Resources](#) pages, under “Application Worksheets.”

5. Review Process

Each proposal goes through a multi-level, objective, technical review process prior to final Board decisions/approvals. All Board decisions are final, and HCTF does not have an appeal process.

STAGE 1: PRIMARY REVIEW

- All New and New Phase proposals undergo a Primary Review. The Primary Review is a detailed review conducted by a subject-matter expert to assess and score technical merit. The Primary reviewer may be a TRC member or may be external to the TRC.

STAGE 2: TECHNICAL REVIEW COMMITTEE (TRC) EVALUATION

- All applications (i.e., Seed, New, New Phase and Continuing proposals) are evaluated on technical merits by a committee of experts, composed of biologists. The technical reviewers meet to discuss and score proposals and make a funding recommendation based on their technical evaluation and the Primary Review. The TRC recommendations, comments, and scores are sent to the HCTF Board for consideration in making funding decisions. This review process is at arm's length as applicants do not interact with TRC members directly or discuss the results of the review process with them. Additional feedback or direction can be provided by HCTF staff as needed.

STAGE 3: BOARD DECISIONS

- The HCTF Board of Directors review all proposals and TRC recommendations to make final funding decisions and approvals. The comments and recommendations from the previous years are considered by the Board. The Board considers additional criteria such as HCTF's strategic plan and priorities. Funding decisions are final, and there is no appeal process. The Board meeting takes place in early March.
- All applicants will receive email notifications by late March regarding funding decisions.
- HCTF staff cannot discuss or share any information regarding funding decisions before notifications are issued in March.

6. Developing Your Proposal

DEVELOPING YOUR PROPOSAL IDEA

- Consider the overall mandate and goals of HCTF when developing your proposal. A copy of our "2022-27 Strategic Plan" can be found on the [HCTF Resources](#) tab.
- For an idea of what HCTF has funded in the past and approved amounts, you can review the previous "Approved Projects List" on the [HCTF Resources](#) page.

WHAT DO OUR PRIMARY REVIEWERS LOOK FOR?

- Does the proposal articulate the conservation issue well?
- Is the need for this project clearly supported?
- Are the project objectives clearly explained and linked to the issue statement?
- Are the objectives realistic and attainable?

- How well are the activities and methods detailed?
- Is the timeline realistic?
- Does the team undertaking the work have the technical expertise and the capacity to achieve the objectives?
- Does the proposal provide a plan or strategy to evaluate success with specific targets?
- How well are the measures of success explained?
- How well does the proposal describe larger ecosystem benefits and implications for fish and wildlife populations and/or habitat?
- Are the potential positive and negative impacts of the project explained?
- Is the project budget realistic and cost-effective?
- Are partner contributions in place (funding or in-kind)?

Download the “Review Criteria at a Glance” document from the Fish & Wildlife Resources page for more information about what our technical reviewers look for: [HCTF Resources](#)

WHAT DO OUR TECHNICAL REVIEWERS LOOK FOR?

- Issue - Does the proposal clearly explain how this work will contribute to positive conservation outcomes for fish, wildlife, and their habitats?
- Technical merit - Are the proposed methods appropriate and feasible, and will the project effectively address the issue identified?
- Deliverables and evaluation - Does the proposal identify practical, specific, measurable indicators of success* for both the implementation and the outcomes themselves?
- Cost/benefit - Is the project budget reasonable to achieve the proposed benefits for fish, wildlife, and habitats?

***Measures of Success:** Specific quantitative targets that can be used to track desired change and project success. They can be short-, medium-, or long-term. Although it is common to report on outputs (e.g., number of collars deployed, square meters of habitat restored), assessing conservation success also depends on evaluating higher-level outcomes (e.g., reduction in mortality of sheep, increases in fish abundance).

WHAT DOES OUR BOARD LOOK FOR?

- Alignment with HCTF trust purposes, priorities and strategic plan.
- Eligibility of activities and expenses.
- Cost-effectiveness - Do the proposed benefits justify the investment of HCTF funds compared to other projects?
- Conservation need - Did the proposal build a compelling case that the project will lead to positive conservation outcomes for fisheries, wildlife, and habitat in B.C.?
- Are there management implications from this work?
- Endurance of conservation benefits - Will the benefits to fish, wildlife, and their habitats endure over time?

7. Developing the Proposal Budget

There is no upper limit for funding requests, but there is a 3-year limit on project funding*. Fish & Wildlife Grant budgets typically range from \$10,000 to over \$100,000 annually.

HCTF often receives higher requests than the amount of funding available. We suggest targeting your funding request to be as modest as possible. Proposals requesting funds in excess of \$100,000 per year will be reviewed with higher scrutiny to ensure the potential conservation benefits justify this level of investment. When reviewing proposals, our Board considers the multi-year implications of investment.

*** After 3 years of continued HCTF funding, a proponent can apply for another cycle of funding as a New Phase proposal for up to 3 years (see page 8). New Phase proposals must include a detailed synthesis of results to date, explaining the results and outcomes from the previous cycle of funding.**

Please visit the [HCTF Resources](#) page to download the current 2027-28 “HCTF Proposal Budget Spreadsheet” (Excel template) and the separate “HCTF Proposal Budget Instructions” for more detailed information.

MULTI-YEAR FUNDING

- All Multi-year proposals must complete the Multi-year budget table (located in the application form) to provide an ‘at-a-glance’ view of the annual forecast of expected project funding to be requested in each future year.
- If specific funding amounts are not certain for future years, estimates are acceptable.
- The Multi-year budget should remain similar in subsequent proposals. If a Continuing proposal for years 2–3 is requesting a significantly higher amount than forecast in the initially approved proposal for year 1, a strong justification for the increase is required.

CAPITAL ASSET REQUESTS

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, such as for immobile assets (e.g., cattleguards).

Please contact HCTF to discuss if you wish to request an asset over \$3,500, as additional information will be required. Note that any asset purchased must only be used for the project conservation purposes.

MATCHING CONTRIBUTIONS

HCTF does not have a specific matching requirement at this time; however, HCTF values proposals in which other partners are involved (such as government, organizations, industry, Indigenous groups) and may contribute funding or in-kind support.

- In-kind contributions are provided by other organizations/agencies and are needed to conduct the project. In-kind contributions can be Goods (e.g., construction materials or equipment, seedlings) or Services (e.g., use of facilities, staff time, equipment operator).
- In-kind goods or services are valued in monetary terms (\$) and are part of the project budget (i.e., goods or services are donated, but for which you would otherwise have to pay)*.

- In your budget file, you must explain how you calculated the monetary value of in-kind contributions (e.g., 20 hours of expertise x \$100/hour = \$2,000 value for in-kind service).
 - It's recommended to include one or more letters of support in your proposal from partners who have agreed to contribute or participate in the project. Multiple letters of support can be combined into one document. There is a maximum of 3 supporting documents.
- * Note: You cannot list the same in-kind or cash contributions year over year (for multi-year projects). An in-kind or cash contribution must only be listed once, in that specific year's proposal budget.**

ADMIN FEE

- Admin or Overhead costs include phone, office space, office supplies, etc.
- Administration fees cannot be charged on equipment/capital purchases.
- Some items are more appropriately listed as a Site/Project Cost than Overhead. For example, a mobile phone for field crews is a Project expense.
- It is assumed that contractor/consultant overhead costs are included in their day rate. If their costs are billed separately, you can include them here.
- Admin fees are not permitted on proposals submitted by Provincial Government applicants.
- HCTF allows administration fees up to a maximum of 15% of the total amount requested. Your proposal must show how you calculated your Admin fee.

Note: Funding for overhead and administration costs is subject to available funds, and at its discretion, HCTF may reduce funding requests for overhead costs and administration fees.

8. Completing the Application Form

Word worksheets are available on the HCTF website. We highly recommend drafting your proposal using the worksheets first, and once complete, you can copy and paste the information into the online form in the [HCTF Survey Apply System](#).

The "Survey Apply Application Guide" on the [HCTF Resources](#) page will provide further details about getting started and using Survey Apply.

General Information

PROJECT LEADER

- The project leader will be the primary contact for all project-related correspondence and email notifications, including funding decisions. If approved for funding, project leaders are responsible for all aspects of their project and meeting the deliverables identified in their proposal. The recipient is ultimately responsible for ensuring the project leaders fulfill all their assigned obligations as set out in the Conditional Grant Agreement.

RECIPIENT ORGANIZATION/BILLING ADDRESS

- This name and address will be used to issue payments and to generate the Conditional Grant Agreement. Pending approval, this organization will be legally responsible for this project.

Project Overview

CONSERVATION CHALLENGE

- Provide details about the conservation pressure that your project will address.
- Explain the conservation challenge on the land (pressure on the ecosystem, habitat, and fish and/or wildlife) and why it's important to address it for this species/habitat/location.
- Describe the urgency and/or need for this work and why you are seeking funding now.
- Maximum 250 words

Example:

In the 1950s, Trout Creek was channelized to allow for human development. Previously, this system had supported cutthroat trout and several salmon species. An undersized culvert was installed, and since then, fish abundance has declined significantly from historical levels. This project proposes to restore 200m of non-functional fish habitat by restoring the habitat and replanting riparian areas. The work is relatively urgent since the culvert is blocked. Once the creek is restored, it is expected that trout will begin to access the habitat in a short period of time.

- This section is not meant to be an Executive Summary to explain the entire project and all the activities that will be conducted.
- Include background information to explain the urgency and/or priority for this work. *Why is this project needed now?*
- Describe how the results of your project will be used to inform conservation and/or management action. *How will this project make a difference to fish, wildlife, and their habitats over time?*

PROJECT GROUP SELECTION

Within the Fish & Wildlife Grant, there are three main project groups for 2027-28 that correspond to different HCTF funding categories and Technical Review Committees (TRC). In addition, in 2027-28, a new drop-down selection is available for other Restricted Funding opportunities (check all that apply):

Fish & Wildlife (F&W) Grant:

- Fisheries [except white sturgeon]
- Wildlife [except wild sheep]
- Special Permits/Wild Sheep [Bighorn/Thinhorn Sheep only]
- Restricted Funding

On the application form, you will be asked to select the group that best applies to your project. You can select more than one project group if there is an equal weight in your measures of success spread over more than one category (e.g., for a wetland and stream habitat restoration project or monitoring for terrestrial and aquatic species, select Fisheries and Wildlife).

The category selection determines several outcomes such as the technical review committee that will review the application, the funding that can be applied, and final approval of funding by the board committee(s).

- **Fisheries Projects** should primarily be focused on provincially managed freshwater fish species and their habitat but may have benefits to other species. Note: For projects focused on Pacific salmon (which are currently managed federally by Fisheries and

Oceans Canada), a clear demonstration of conservation benefits to provincially managed species habitats, including measures of project success, must be demonstrated in the application.

- **Wildlife Projects** primarily focus on terrestrial wildlife species and their habitat(s), but may have benefits to other species.
- **Special Permits/Wild Sheep Projects** are specially targeted to benefit Bighorn or Thinhorn wild sheep and/or their habitat.
- **Restricted Funds** are special funds that HCTF can allocate to eligible projects in a given year (ex., Northern Goshawk/Marbled Murrelet funding or Court Awards).

PROJECT TYPE

- **Applied Science/Research** refers to projects with a practical application that will address a specific fish, wildlife, or habitat conservation or management question.
- **Habitat Restoration & Enhancement** refers to projects with physical on-the-ground work, such as planting, thinning, in-stream work, creating nesting or denning habitat, restoring water flows or creating dams and enhancing wetlands.
- **Population Monitoring & Assessment** refers to projects focused on surveying or enumerating animals to assess population size or update population models to inform specific conservation action(s) (i.e. management actions, restoration prioritization, etc.).

HCTF prioritizes funding restoration and enhancement projects that yield tangible outcomes for wildlife, fish, and their habitats. Therefore, any **inventory, monitoring or research proposals** focused on wildlife species will be vetted to assess whether they:

- 1) support pending habitat management decisions;
- 2) identify or assess the feasibility of new restoration and enhancement opportunities; or,
- 3) evaluate the effectiveness of projects funded by HCTF.

When selecting **Habitat Restoration & Enhancement**, there will be additional questions to help applicants provide information about their projects that reviewers are looking for:

- What habitat type do you plan to restore or enhance (describe if multiple)?
- What is your restoration project prescription? Briefly describe the restoration prescription for your project (description of treatment, planting prescription, etc.), reference ecosystem(s) or benchmarks. 2-3 short paragraphs or bullet points. Attach additional documents for reference but do not rely on attachments to answer the question.
- Does your project involve planting? Describe the species types (tree, shrubs, native plants, etc.), % of species, timing of planting, approx. number of seedlings or live stakes, etc. (bullet list).
- What restoration outcomes do you expect your project to achieve? Please be specific in how you will determine that your project has been successful, e.g., the area of target habitat restored in hectares, indicators that the habitat has been successfully restored or improved. For wetland, stream and floodplain restoration projects: How will you determine the hydrological success of your project? Provide a list of metrics and a sentence for each describing how you will measure it.
- In your habitat restoration and enhancement project, what unknowns will you be managing? For example, aspects of the restoration project that are outside of your control, such as population movements from outside the restored area, annual rainfall, etc. List unknowns and provide a sentence explaining how each will be managed.

- If multi-year funding is available for this project, how would you monitor and implement adaptive management at the site? What metrics would you use to determine whether adaptive management is needed? List metrics and provide one or two sentences for each describing how you would monitor it.

SECURITY OF CONSERVATION INVESTMENT

The HCTF Board wants to invest in projects that have a high likelihood of success with long-term, broad-scale conservation benefits. Projects that involve on-the-ground habitat improvements (such as wetland restoration, riparian planting, forest thinning, etc.) must provide supporting information describing the expected longevity of conservation benefits.

The application form will require you to:

- Confirm the status/ownership of the land base (i.e., public or private) and any designation (e.g., provincial park). Note: In some cases, you may be required to submit a letter of support from the landowner as part of a funding condition to confirm access and permission.
- Does your project address the root cause of the problem (ongoing conservation challenge or threat)? If not, why? (1-2 paragraphs)
- Describe what measures are in place to demonstrate that your conservation or restoration efforts will not be impacted by others (e.g., recreational users, resource extraction activities, adjacent landowners).

INVASIVE SPECIES

If your proposed activities focus on invasive species prevention, eradication, containment or management, you must discuss your project idea with a provincial government invasive species management professional (e.g., Invasive Plant Specialists, Members of the B.C. Inter-Ministry Invasive Species Working Group, Provincial Invasive Fauna Specialists, Regional Ecosystems Biologists). If your proposed activities involve ground disturbance and/or could result in the potential dispersion or introduction of invasive species, you must consult the Provincial invasive species priority list and any relevant management and control guidelines and practices (i.e. Invasive Species Council of BC).

The application form will require you to consider:

- Does your proposal include any mapping, treatments, or management of invasive plant or animal species? If yes, what invasive species will be targeted and what methods will be used for each species?
- Does your proposed target species fit into any Provincial priority invasive species lists set by the Provincial government? You can check the list here if you're not sure: [Priority Invasive Species List](#)
- If not, does your proposed target species fit into any regional priority lists developed by local governments or non-profit organizations that focus on invasive species management?

PROJECT STATUS (REFER TO SECTION 3 ABOVE)

- Select NEW, CONTINUING or NEW PHASE
- Continuing proposals should have the same objectives and activities as originally approved in Year 1, although some aspects (e.g., location, timing) may be altered slightly. **New objectives, activities, and methods should not be added to Continuing proposals.**

- The Maximum duration for multi-year proposals is 3 years.

HCTF PROJECT #

- For Continuing or New Phase projects, please use the same HCTF project # (X-XXX), which can be found in your notification email sent in March. If this is a revised proposal that was previously submitted but not approved, please use the same project #.

LINKS TO PREVIOUS HCTF PROJECT #

- Identify if this project has evolved from another project, that is, it is related but not the same project; for example, the objectives and/or activities have changed substantially, or the project has moved to a new location. If this new application is the result of a Seed project, please indicate the Seed HCTF # here. If you are resubmitting a proposal that was not approved previously, please use the previous HCTF number (refer to the notification email)

RESPONSE TO TECHNICAL & BOARD COMMENTS

- If you have applied previously, make sure to address all prior year feedback (Board comments, technical review comments, and funding conditions) in your proposal, even if you were approved.
- Refer to the Concerns and Feedback listed in the notification email you received in March. List each point from the notification in your proposal and explain how you incorporated the feedback (or not).

PROGRESS UPDATE (RECOMMEND 5–10 PARAGRAPHS)

- For Continuing proposals, explain the project results and outcomes achieved in previous years. You may want to refer to information submitted in previous HCTF grant reports.
Note: Grant Reports are not reviewed by TRC members or the Board.
- Include specifics such as the number of samples collected, locations, results of data analysis, meetings, partner organizations, etc.
- Describe any challenges encountered in previous phase(s) of the project and how they will be addressed in this next phase (lessons learned).
- Explain why this next phase of work is needed.
- If this proposal is part of a larger project not funded by HCTF, explain how the proposed work builds on other activities.

SYNTHESIS OF RESULTS UPDATE (RECOMMEND 5–10 PARAGRAPHS)

- For New Phase projects, provide a summary of results to date for this project for the previous funding cycle(s).
- If your project was previously reduced to 1 year only funding, or continued funding was not renewed, describe the Technical Review Committee and/or Board concerns and feedback and how this feedback was addressed in this application.

INDIGENOUS-LED AND PARTNERSHIPS

- HCTF-funded projects take place on the territories of Indigenous communities or involve partnerships with Indigenous communities. You will need to select one of the 6 options in the application form to indicate if the project is Indigenous-led or the level of Indigenous partnership or engagement.

- If the project is not Indigenous-led, you will need to describe any communication you have had with Indigenous communities about your proposal and include details of those contacts and a summary of any feedback you received.

CONTACTING THE BC MINISTRY BIOLOGIST

- It is best to contact the Provincial Biologist most closely associated with your proposed work, located within the region your work will take place, or who works with the species or habitats that you are proposing to work with, to discuss your project idea.
- If you have not discussed your proposal with a Provincial Biologist, explain how your project aligns with a provincial or regional program, such as a Management Plan, Conservation Plan, Recovery Plan or other broader provincial strategy and/or within First Nation-led or Indigenous community priorities, actions or stewardship plans for this species and/or habitat.

Objectives, Activities and Measures of Success

OBJECTIVES SHOULD:

- Describe an outcome: What you want to accomplish, which is usually a desired future state (i.e., how your project will make a difference to conservation);
- Link to the steps needed to reach the overall project goal;
- Focus on what you want to achieve, not what you have to do;
- Not be a list of activities or methods;
- Be measurable and can be accomplished in a specific timeframe. If appropriate, list both short-term objectives (current fiscal year) and long-term objectives for multi-year projects;
- Be the basis for the activities of your project and also serve as the basis for the evaluation of your project; and
- Include keywords such as “to improve,” “to reduce,” and/or “to increase,” for example.

Under each objective, list the associated activities, measures of success, and timelines:

- Using 10–15 words, list all the activities that will be done to achieve each objective;
- Usually 2–5 activities are recommended for each objective;
- If you have more than 5 activities, you will need to lump them or add them into the Detailed Description text box using the same numbering system;
- Identify the expected timing for each activity and make sure it corresponds to the appropriate fiscal year (start and end dates, e.g., May–July 2027); and
- For each activity, include a specific Measure of Success that will be used to track progress and evaluate the success of the project.

MEASURES OF SUCCESS (MOS)

These will be used to track progress and success of the project. (Important Note: You will use these same Measures when reporting project results in your annual Grant Report and the HCTF Final Year Grant Report in March each year.)

- Measures of Success (MOS) relate directly to the objective and/or activity.
- MOS are an indicator of the desired long-term outcomes under each objective and/or activity.

- MOS should include quantitative targets that can be easily measured to track desired change and project success (e.g., replant 200m of habitat). They can be short, medium or long-term.
- Short-term outputs (e.g., number of seedlings planted) can be useful to track project progress. However, assessing conservation success also depends on evaluating longer-term outcomes, so you should include at least 2–3 long-term outcome measures of success (e.g., % seedling survival).

DETAILED METHODS (MINIMUM 2–4 PARAGRAPHS FOR EACH)

Provide a detailed explanation for the proposed approach, sample size, locations, and methods for each objective (i.e., what, when, how, why, where). Reference any standard sampling protocols that will be followed. This section should also describe how you will measure the outcomes of the project. A minimum of 2–4 paragraphs is recommended for each objective.

Note: Proposals that lack sufficient detail in this section may score lower.

You may provide the metric(s) for MOS in the table; however, the detailed description should include specific numerical targets. For example:

- Activity 1.1 – Metric: Square meters cleared of invasives; Target: 300 square meters cleared of invasives.
- Activity 1.2 – Metrics: # shrub/tree species planted, square meters replanted, % survival of plantings; Target: 500 shrubs planted, 200 square meters replanted, 80% survival of plantings after 1 year.
- Activity 2.3 – Metric: # of collars deployed, # of mortality investigations, % successful retrieval of collar data.

Financial Information

MULTI-YEAR BUDGET

If your application is for longer than a single year, you will be required to provide previous year's amounts approved and/or estimates for future years. If your request for this year's application is more than a 20% increase from your previous application's estimate, please provide justification in the Multi-year Budget Comments below the table.

PERMITTING REQUIREMENTS

- It is the proponent's responsibility to understand current permitting requirements and to secure all the necessary regulatory permits and authorizations before initiating the project.
- Many permits can take up to several months to secure, and adequate time should be factored into project planning to account for this.
- In this section, list all the permits and authorizations that are necessary to conduct this project, with the expected time to obtain the permit and the current permit status (if applicable). Refer to the [Front Counter BC](#) application list for more info.
- British Columbia's archaeological sites are protected under the Heritage Conservation Act (HCA). This applies whether sites are located on public or private land, and whether the site is known or unknown. Under the HCA, protected sites or objects are subject to specific legal requirements and may not be altered or changed in any manner without obtaining a permit.

PARTNERSHIPS AND LETTERS OF SUPPORT

- Letters of support are recommended to demonstrate you have partner organizations involved in your project or to demonstrate support from Indigenous groups or other organizations.
- For non-government applicants, a letter of support from the provincial fish/wildlife/ecosystem biologist in the region of your project is recommended. If a letter isn't possible, it's recommended to try and contact a Ministry Biologist to discuss your project idea.

9. Submitting Your Application

***The application deadline for projects taking place in 2027–28 is:
Friday, November 6, 2026, at 4:30 pm PT***

Submission of Fish & Wildlife Grant Applications is through the [HCTF Survey Apply System](#). Please note that all applications and supporting documents must be submitted using Survey Apply. *HCTF cannot accept applications or supplemental information by email.*

The online system typically opens by mid-September, but application worksheets (Word versions) are available on the HCTF website earlier for drafting your proposal.

Note: All proposal groups/categories (i.e., Fisheries, Wildlife, Special Permits/Wild Sheep, or Restricted Funds) are submitted through the Survey Apply program "Fish & Wildlife." The application form includes a drop-down question that allows applicants to select their proposal group.

By submitting your 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.

If you have questions about your project's eligibility, your proposal, what our reviewers are looking for, or any other details, please contact grants@hctf.ca.

Please contact us well ahead of the deadline, as we are often very busy on deadline day and our response time may be delayed.