



Land Stewardship Grants - Application Instructions

The following instructions are for the HCTF Land Stewardship grant application form. Please note that HCTF is only accepting applications from organizations that were invited to apply based on their Letter of Intent (LOI). If you were not invited to submit a full application, your next opportunity to apply for funding from this program will be in 2019.

Previously Submitted Letters of Intent (LOIs):

Your LOI will be sent to our Technical Review Committee to provide background information for your full application.

Application Form:

The application form consists of an excel workbook with two sheets. You must complete a separate workbook for each property you've been invited to submit an application for. Completing this workbook should be fairly straightforward, but please email Shannon at shannon.west@hctf.ca if you have any questions.

Property Info sheet

The first sheet of the workbook (labelled "Property Info") identifies which property the application is for and provides contact information for the project leader from your organization.

The second sheet (labelled "Application") is where you will provide us with information on your goals, objectives, expected outcomes, activities and budget for the property. Instructions for completing each section of the application are below. We have also put together a [sample application](#) to give you a better idea of what we are looking for.

Application sheet

Property Complex Name:

Please fill in the name of the property for which you are applying for funding. This should be the same name used in your LOI and on the Property Info tab of the spreadsheet.

Property Vision and/or Overall Management Goals for Property:

A brief description of why your organization acquired this conservation land. Briefly describe your primary management goals, including mention of priority species on the property.

Example:

The management goal for Amazingly Fantastic Conservation Land is to protect in perpetuity and, where appropriate, to enhance habitat for the benefit of Greater Sage-Grouse and Columbian Sharp-tailed Grouse.

Capital Assets:

If you propose to use a portion of your HCTF grant to purchase capital assets costing more than \$1000, please describe them in this section. Please note: if not included in your application, you will need to obtain written permission from HCTF prior to purchasing any capital asset costing more than \$1000. For clarity, this refers to items for which the unit cost is greater than \$1,000; for example, purchasing 500 survey flags at \$2 each would not be considered purchase of a capital asset.

Goals:

In column E, list your organization's goals for the conservation property. These should be broad statements of what your organization hopes to achieve on the property, such as a decrease in invasive species, or increased community involvement in protecting a threatened species found on the property. Note that the same goal may be repeated on multiple rows of the spreadsheet, as you may have multiple objectives stemming from each goal (see [sample application](#)).

Objectives:

These are specific steps towards accomplishing your goals that you hope to achieve by the end of this grant cycle. Please use a new row in column F for each objective. The application form has room for 8 separate objectives. If you would like to list more than 8 objectives for the property, please email Shannon at shannon.west@hctf.ca and we'll modify the spreadsheet for you.

Expected Outcome/Performance Indicators by End of Year 3:

In column G, describe the expected results of completing the activities listed in column H by the end of the three year grant cycle. Please ensure all of your outcomes are measurable. We encourage organizations to plan to evaluate the effectiveness of their activities.

Activities:

In column H, describe the activities you'll carry out to accomplish your objectives. Please ensure that you provide enough detail in your descriptions of activities for our technical review committee to evaluate their effectiveness and appropriateness. Where possible, please include information on the planned timing or duration of the activity.

We've provided room to list three separate activities for each objective. If you would like to request funding from HCTF for more than three activities related to a particular objectives, please email Shannon at shannon.west@hctf.ca and we'll modify the spreadsheet for you.

Budgeting

You will need to provide budget figures for each activity included in your application. Entering budget amounts for staff labour, contract labour, travel, and materials and supplies will automatically fill the "Activity Total" column for each row. The budget numbers you provide are **for the entire 3-year granting cycle**: we have not asked you to forecast your expenditures by year. However, you will be required to report on activities completed, outcomes achieved, and grant money spent on an annual basis. In addition to keeping receipts for any travel and material and supplies costs, you will be expected to track the amount of labour (in person-days rounded to the nearest half-day) dedicated to each activity in your application.

If you know you will require additional cash or in-kind contributions to complete an activity, please indicate this in column Q. Enter the amount of these additional contributions that has been confirmed in column R.

Once you have entered in the budget amounts for all of your activities, your total request for capital assets, labour, travel, and materials and supplies will be automatically calculated in cell B27. If your organization charges an administration fee, please enter it as a percentage in cell B28. The dollar value of the administration fee will be automatically calculated in cell B29, as well your total funding request to HCTF (B30).

Grant Disbursement

To get projects started, we will provide an accountable advance to successful applicants once they have entered into a conditional grant agreement with HCTF. There will be opportunities for reimbursement and further accountable advances during the 3-year cycle, however, these payments will be tied to HCTF's invoicing and reporting requirements. Any unspent conditional grant funds must be returned to HCTF.

Reminders:

- Grant money may only be used for activities on conservation lands that are both owned and managed by NGOs.
- If you do not own the conservation land you are managing, you **must** send us a letter of support from the (NGO) land owner saying they support your application if you did not include one with your LOI. You must ensure that the landowner approves of your proposed activities on their property.
- You are responsible for obtaining any necessary federal/provincial/municipal permits required for the activities included in your application.

Deadline:

All applications must be emailed to jane.algard@hctf.ca by the deadline of **Monday, October 24th at 4:30pm**. Please note that we have extended the deadline communicated to you in your LOI approval email to compensate for the delay in finalizing the application forms. There will be no exceptions to this new deadline.

Questions?

We're here to help! If you have any questions about putting together your application, please contact:

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