HABITAT CONSERVATION TRUST FOUNDATION

Invasive Mussels Lake Monitoring Fund
Application Instructions

Project number # (HCTF to complete)

These instructions include notes in italics for how to complete each section of the Application Form. A completed sample Part 2 Sampling List and Waterbody Risk Assessment is included for your information.

Please review the Invasive Mussels Lake Monitoring Fund Grant Guidelines & Application Instructions and *Dreissenid Mussel Lake Monitoring Field Protocol* prior to completing this form.

This form must be accompanied with Part 2: Sampling List and Waterbody Risk Assessment (Excel Spreadsheet); please complete both tabs on the spreadsheet.

Part 1: Basic Project and Contact Information

Project Title:

Amount Requested from HCTF: *(should match amount in budget below)*	
Water body/ies proposed for sampling:	*List all water bodies to be sampled, just individual water body names, not locations within the water body.*
Project Leader Name:	*This person should be the best contact if we have questions to follow up on your application.*
Organization Name:	
Mailing address:	*This is the address where we will mail your funding agreement, if successful.*
Phone number(s):	*Include multiple contact numbers, indicating if they are office numbers or cell phone(s).*
Email:	

Part 2: Proponent Information

1. Provide a short description of your organisation, e.g., type (government, NGO, community group), mandate, history:

   This section should be relatively brief, maximum 300 words.

2. Describe your experience with water quality and substrate sampling, including how your skills and experience and capacity will allow you to successfully undertake the proposed activities.

   This section is your opportunity to provide confidence in your ability to undertake water and/or substrate sampling. If part of your planning includes additional training to undertake the sampling program, provide details here. Note that training costs are not eligible for HCTF funding under this program, but may be funded elsewhere as part of your project.

Part 3: Project Details

1. Describe your proposed work plan including a timeline for the 2018 field season and complete Part 2: Sampling List and Waterbody Risk Assessment.

   This is the main section of the application form and should provide details on your sampling program. This section may be 1-2 pages long. The following information should be included:

   - *Timeline for the 2018 field season*
   - *Summarize the information you have provided in Part 2, explaining the justification for the waterbodies and sampling locations selected*
   - *Type of sampling method to be used for each proposed waterbody (vertical/horizontal plankton tow, substrate sampler) and justification*
   - *Information on ancillary data you plan to collect if conducting veliger sampling (e.g., pH, Temperature, Ca). Note that surface temperature, surface pH, and Secchi depth are the minimum requirements for veliger sampling, as per the Field Protocol. If you have a water quality probe available, or plan to purchase one for this program, please note so here.*

2. Describe any discussions you may have undertaken with other organizations in your region who may also be applying for funding under this program.

   Complete this section if you anticipate that other groups in your region may also be applying for funding. We hope that different groups within the same geographic area have discussed their proposal sampling locations with each other to prevent sampling at the same location within the same water body over the same time period. We understand there may be multiple groups sampling larger water bodies.

   If you do not anticipate that there are other applicants in your region, you may say "N/A" for this section.

Part 4: Project Budget

PROJECT EXPENSES					
Category	**Basic Description**	**In Kind**	**Cash from other sources**	**Cash requested from HCTF**	**TOTAL**
Labour (Wages and Salaries)	*List all positions funded, e.g., Project Coordinator 30 days @ $150 per day (add extra rows if necessary)*				
Contract labour					
Equipment & Supplies	*Include only larger cost items in the description, e.g., Pen meter (pH, temp), sampling equipment*				
Travel	*e.g., Mileage, meals. **				
Administration	*e.g., Administration fee of 10% of project cost*				
Other	*e.g., Postage*				
TOTAL EXPENSES					

Be sure to list any non-HCTF support for your project under "Cash from other sources". In the Project Contributions table below, provide more details of these matching funds.

Please include any capital purchases in Equipment and Supplies and include a justification of why the items are required in the Project Expenses notes.

Capital assets are any items purchased with a unit cost over $1000 each that could be considered a long-term asset: for example, a water quality probe costing $1000 is a capital asset; $1,000 for 4 pen meters is not.

** Note that HCTF pays a maximum of $0.53/km. Refer to HCTF's Travel Expense Rates & Guidelines on our website (http://www.hctf.ca/manage-your-grant/expense-claim-forms) for information about other rates and restrictions.*

Project Expenses notes:

You may include any additional justification for expenses listed in the table above.

PROJECT CONTRIBUTIONS					
Name of Organization	In-kind type (Goods or Services)	In kind amount ($)	Cash requested	Cash Confirmed (Yes or No)	**TOTAL**
Funder 1					
Funder 2					
Funder 3					
Funding requested from HCTF					
TOTALS					

Project Contributions notes:

The dollar value of in-kind contributions can sometimes be difficult to estimate; you may include notes here on how in-kind contributions were estimated, e.g., hourly rate used for volunteer time.

Part 5: Checklist and Submission Instructions

Please ensure you include the following with your application:

Required:

- ☐ Part 1 Application Form (as word document or PDF)
- ☐ Part 2 Sampling List and Waterbody Risk Assessment (Excel Spreadsheet)

Optional, but recommended:

- ☐ Letters of support

Send your application to Christina Waddle, Conservation Specialist, at christina.waddle@hctf.ca by **4:30 pm on March 5th, 2018**. Include all attachments in one pdf or submit as separate files. If your files are too large to send as email attachments, please contact Christina Waddle at 250-940-3011. We will confirm via email when your application has been received.

Note for Part 2: Sampling List and Waterbody Risk Assessment

The Field Protocol, especially section 6.4, must be read in detail to complete Part 2 (a) and (b) of the application.

If no data is available and Appendix G3 and G4 from the Federal Risk Assessment (Therriault et al. 2013) are used to score a water body for any of the categories (e.g. probability of survival), please use the following table to translate the rank from the Federal Risk Assessment risk scores to those used in the BC Env Field Protocol.

Federal Risk Assessment (Therriault et al. 2013)	BC ENV Field Protocol
Very High	Critical
High	High
Medium and Low	Medium
Very Low	Low

Reference for the Federal Risk Assessment:

Therriault, T.W., A.M. Weise, S.N. Higgins, S. Guo and J. Duhaime. 2013. Risk assessment for three Dreissenid mussels (Dreissena polymorpha, Dreissena rostriformis bugensis, and Mytilopsis leucophaeata) in Canadian freshwater ecosystems. DFO Can. Sci. Advis. Sec. Res. Doc. 2012/174 v + 88 p

Part 2(a): Waterbody Risk Assessment Scoring Template

Note: Complete both tabs (Part 2(a) and 2(b). *Example (not actual data, for illlustrative purposes only)*

You may add additional water bodies by copying and pasting the last three columns to the right.

Category	Rank Criteria		Waterbody name:	Beaver Lake (not real data)	
			Data	**Score**	**Data source**
Probability of Survival	Calcium (mg/L)		8.9	2	GeoBC Database
	*Water Temp °C	lower limit	2°C	1	
		upper limit	25°C	2	GeoBC Database
	pH	lower limit	6.1	3	GeoBC Database
		upper limit			
	Secchi depth (m)	lower limit	2.5	4	GeoBC Database
		upper limit	2.5		
	Catetory Average Score			2.4	
Probability of Arrival	Angler Days		26-50%	2	
	Waterbody Type or Size (as measured at longest/widest point)		small (<2km)	1	GeoBC Database
	Position Rank		upper end of watershed	2	
	# Boat Launches into waterbody		1	1	Backroads mapbook
	Motorized watercraft		Yes	4	Freshwater Fishing Regulations
	Moorage		no	1	
	Water-based events e.g. fishing/wakeboard/kayak festivals, fishing tournaments		0	1	
	Ease of Access		gravel road	3	Backroads mapbook
	Proximity to source population			1	
	Catetory Average Score			1.8	
Impact of Invasion	Endangered/Threatened species		no	1	BC Species and Ecosystems Explorer
	# Hydro-electric facilities and water intakes		no	1	
	Recreation (# of recreation icons in the Backroads Map book)		2	2	Backroads mapbook
	Catetory Average Score			1.3	
			FINAL Rank Score	1.8	
			Priority Rank:	Medium	

Part 2(a): Sampling locations and frequency

Note: Complete both tabs (Part 2(a) and 2(b).

Example

Waterbody name	**Waterbody ranking category**	**Sample site name/description**	**Latitude**	**Longitude**	**Veliger (V) or Adult (A) Sample**	**Sampling method** *(vertical tow; horizontal tow; substrate monitor; rake toss)*	**Frequency of sampling**	**Sampling period**	**Total proposed samples per site**
Okanagan Lake	*High risk*	*Okanagan boat launch*					*Monthly*	*May-Sep*	*5*
Okanagan Lake	*High risk*	*Eldorado Boat Launch*					*Monthly*	*May-Aug*	*4*
							Total proposed samples	9	