



Invasive Mussels Lake Monitoring Fund Program Guidelines

Introduction

The purpose of the Invasive Mussels Lake Monitoring Fund is to ensure lakes and rivers across the province of BC are actively sampled and monitored for the presence of invasive zebra and quagga mussels. The monitoring of water bodies to ensure early detection of the presence of zebra and quagga mussels feeds into the provincial Emergency Detection and Rapid Response Plan. HCTF is administering this fund to provide opportunities for funding to various agencies and community organizations across the province to participate in the sampling of water bodies to test for the presence of *zebra and quagga* mussels. This program has been funded through a contribution to HCTF from the Ministry of Environment and Climate Change Strategy (ENV).

ENV has issued a *Dreissenid Mussel Lake Monitoring Field Protocol*, hereafter referred to as the Field Protocol. This Field Protocol must be reviewed in detail and referenced when completing your application.

Eligibility & Grant Information

Eligible Applicants

Invasive Mussels Lake Monitoring Grants are available to community groups, non-profit organisations, local, regional and provincial governments, First Nations, and others. In order for applicants to be successful, they must show in their application that they have proven experience, knowledge, and capacity to carry out the activities in the proposal. Activities may be conducted by paid staff, volunteers, or a combination, but the applicant must provide a compelling case that they have the experience necessary to complete the proposed activities according to the sampling methods as outlined in the ENV Field Protocol, including direct experience with sampling of water bodies. Applicants with less experience may choose to undertake a modest level of sampling in the first year of funding (e.g., substrate monitoring in a single water body).

Eligible Activities and Expenses

This grant opportunity is available only for the following specific activities, as outlined in the Field Protocol, including:

- Collecting water samples from water bodies to test for the presence of zebra and quagga mussel veliger larvae

- Sampling for the presence of adult or juvenile zebra and quagga mussels, including the installation of substrate samplers
- Preserving, packaging and mailing of samples to the designated lab only

Eligible expenses to complete the above activities include:

- Labour costs to pay employees and/or contractors to complete the water and/or substrate sampling
- Costs associated with supporting volunteers to complete the sampling
- Equipment, materials and supplies directly relating to the sampling work
 - This includes sampling or substrate monitoring equipment identified in the Field Protocol (e.g., plankton net, preservative, sample container, water quality meter, etc.)
 - Equipment and supplies required for equipment decontamination
 - Fuel costs for boats used for monitoring
 - GPS units, water quality meter or probe, and other technical equipment with justification provided
- Travel expenses for travel from the main place of business or boat storage location to the sampling site(s)
- Costs for equipment and materials required for cleaning boat and equipment between water bodies
- Postage/courier costs for shipping samples to the lab
- Administration fee to cover overhead costs, maximum of 13.5% (Note: Provincial government applicants are not eligible for administration fees)

Ineligible expenses

- Salary expenses for regular provincial government employees
- Any expenses unrelated to the sampling activities
- If an administration fee is charged, any charges for overhead (photocopying, office space, etc.) would not be eligible
- General volunteer recruitment expenses
- Training costs

Note: ENV is responsible for all communications with the laboratory including receiving lake monitoring results. ENV will cover the costs associated with the analysis of all samples collected through this Fund. As a result, these costs do **not** need to be included in the proposal budget. ENV may need to limit the number of samples per application; this decision will depend on the number of applications received and total available funds.

Grant Amount

We do not currently have any anticipated restrictions on the amount of funding which could be provided per grant. HCTF has received a grant from ENV of \$450,000 to fund the entire program over two or more years. We anticipate that individual grants may range from \$500 to \$20,000. We would

consider amounts outside of that range in certain situations, for example, a smaller grant to a community group completing substrate sampling only on one lake, or a larger grant to a regional organization sampling multiple lakes and/or locations on a large lake.

Funding Period

This call for applications is for the 2018 field season only. We anticipate a similar application and process for 2019. Successful applicants are encouraged to re-apply for funding in 2019, upon completion and review of an acceptable Grant Report for 2018.

Application Information and Deadline

The grant application form and instructions are available on the HCTF website. The deadline for completed applications is **March 5th, 2018** at 4:30 pm.

Proposal review

Proposal review will consider the following criteria:

- The application includes a selection and justification of proposed sample sites and frequency scored according to the risk assessment provided in the Field Protocol.
- Review of proposals will include a balance between funding high priority lakes and province wide coverage of funding.
- The application provides evidence that the proponent has the technical skills and knowledge, as well as the organizational capacity, to complete quality water and/or substrate sampling.
- Costs listed in the proposal seem reasonable. The cost per sample may be used to compare proposals.
- The project budget is sufficient to complete the proposed activities.
- Proponents with funding from other sources, cash or in-kind, may score higher; however, matched funding is not a requirement.
- Letters of support from relevant experts that speak to your capacity to complete this type of work will strengthen the application.

Funding Decisions and Grant Agreement

Notification of funding decisions should be available in mid-April 2018. Successful applicants must review and sign a funding agreement. An up-front payment of up to 80% of the grant will be made after both parties have signed the funding agreement. Smaller grants may receive 100% of the funding up-front.

Reporting & Performance Measures

A final report detailing activities completed, samples collected, and costs incurred will be due on or before November 30th, 2018. Once this report is received and approved, the final grant payment will be made. The report form will include results on performance measures based on following the Field

Protocol. We will also look at feedback from the laboratory (e.g., sample quality, days between sample collection and shipping to the lab, data provided to the lab with the sample).

Questions?

Any questions about this funding opportunity should be directed to Christina Waddle, Conservation Specialist at HCTF: christina.waddle@hctf.ca or 250-940-3011.