Grant Information Kit: how to apply for a 2018 – 2019 grant

Apply now for a fish or wildlife grant!

Thank you for your interest in the Fish & Wildlife Compensation Program's (FWCP) grants for fish and wildlife projects.

This document outlines projects eligible for an FWCP grant, the grants we offer, how and when to apply, the importance of reviewing our Action Plans, and any regional requirements or priorities for the fall 2017 intake of grant applications. If you have questions, or want to discuss your idea for a fish or wildlife project, please contact us.

Contact us anytime to discuss your grant application

If you have any questions about your grant application for a proposed project, please contact a regional manager. If you aren't sure who you need to talk to, contact our Business Coordinator, Lorraine Ens, at lorraine.ens@bchydro.com or 604-528-8136.

Coastal Region Manager	**Columbia Region Manager**	**Peace Region Manager**
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1   Grant application intake opens (summer)
Our annual intake of grant applications opens in late summer and closes in late fall.

   1) Peace Region grant intake opens Thursday, August 3, 2017.
   2) Mandatory Peace Region Notice of Intent is due Friday, September 8, 2017 at 5 p.m. PDT.
   3) Coastal and Columbia Region grant intake opens Friday, August 18, 2017.
   4) All grant applications are due Friday, October 27, 2017, by 5 p.m. PDT and must be submitted through our online grant management system.

2   Grant application intake closes (fall)
Our annual intake of grant applications closes in the fall.

3   Three-stage review and evaluation of grant applications (November to January)
When the grant intake closes, each grant application goes through a three-stage review and evaluation. Our fish and wildlife Technical Committees in each region, plus our Boards, review and evaluate each grant application. In our Peace Region, our First Nations Working Group (FNWG) also reviews all grant applications. This happens between November and January.

4   Regional Boards finalize decisions (February)
Board Members discuss each grant application and make final decisions. This happens in January and February.

5   Grant applicants notified of Board decisions (February)
Grant applicants will receive a notification letter via email informing them of Board decisions, including any approval conditions that must be fulfilled prior to finalizing a contribution agreement and starting work on the approved project. The contribution agreement outlines the payment and reporting requirements, etc.

6   Fulfill any conditions (March)
All grant applicants are required to meet our mandatory insurance conditions (i.e., WorkSafe BC and commercial general liability insurance), and any other project-specific conditions requested by our Regional Board, before finalizing a contribution agreement with BC Hydro on our behalf.

7   Projects can begin and first payment (April 1)
When the conditions have been fulfilled and the final contribution agreement is fully executed, the first payment can be initiated, and the project can start. This can happen as early as April 1.

8   Optional progress report due and optional second payment
If your Small or Large Grant application is approved, you have the option to submit a progress report and a statement of accounts midway through the project and receive a second payment. The progress report and statement of accounts must be submitted via our online grant management system at http://fwcp.ca/apply-for-funding/. This optional progress report and payment does not apply to Seed Grants.

9   Mandatory final report due and final payment
A mandatory final report must be submitted through our online grant management system by midnight Sunday, March 31, 2018, A final statement of accounts is also due but can be submitted after the final report. A final payment will be issued when the Regional Manager has accepted the final report and statement of accounts.

What is the FWCP?

The Fish & Wildlife Compensation Program (FWCP) is a partnership between BC Hydro, the Province of British Columbia, Fisheries and Oceans Canada, First Nations, and Public Stakeholders. Our mission is to conserve and enhance fish and wildlife impacted by existing BC Hydro dams.

Why does the FWCP fund fish and wildlife projects?

In our Columbia and Peace regions, BC Hydro's water licences require BC Hydro to compensate for the impacts of its dams and generating stations. In our Coastal Region, compensating for the impacts of BC Hydro dams and generating stations is a voluntary initiative by BC Hydro in recognition of the impacts.

Who decides what projects get FWCP funding?

We fund projects that align with our Action Plans, which reflect regional conservation priorities and priority actions. An independent Board in each region reviews all grant applications and approves all project and funding decisions. Our Boards include representatives from BC Hydro, the Province of BC, Fisheries and Oceans Canada, First Nations and Public Stakeholders.

- Coastal Region Board and Committee List
- Columbia Region Board and Committee List
- Peace Region Board and Committee List

Learn more about our grants and projects we fund at fwcp.ca. Subscribe at fwcp.ca/subscribe.

How is the FWCP funded?

Each year, BC Hydro provides funding to our three regions: Coastal, Columbia, and Peace. Through our annual intake of grant applications, as well as other funding mechanisms, we provide funding to deliver fish and wildlife projects within our mandate in each of our three regions. In 2017 – 2018, our local boards approved $9.4 million for 102 fish and wildlife projects across the Province of BC.

What does the FWCP fund?

We fund and support the following types of actions, which are consistent with our mandate:
1. Actions to create, restore, or otherwise improve the function of ecosystems that have been impacted by BC Hydro activities;
2. Actions to create, restore, or otherwise improve the function of alternate ecosystems that provide a better opportunity for investment;
3. Specific management actions for species of interest, as identified by recovery teams and action/implementation groups;

4. Baseline inventories that contribute to the development of habitat- or species-based actions within Action Plans;
5. Monitoring programs designed to measure the effectiveness of FWCP-funded habitat and species actions;
6. Actions that contribute to all aspects of managing co-operatively managed conservation lands; and
7. Participation as a team member in species of interest planning.

What does the FWCP NOT fund?
We do not fund or support the following activities, which are beyond our mandate:
1. Core activities of government or non-government agencies or programs (i.e., if the proposed project is being undertaken to inform a specific regulatory or legislative requirement, it is considered a core activity of government);
2. Programs designed exclusively to address government harvest objectives;
3. Policy development related to land or wildlife management;
4. Administration of government regulations;
5. Leading the development of species recovery goals;
6. Funding, coordinating, or leading National Recovery Teams for species at risk; and
7. Engaging in enforcement and compliance activities, except in relation to co-operatively managed conservation lands.

When are grant applications due?

All grant applications are due Friday, October 27, 2017 at 5 p.m. PDT.

All grant applicants must apply online at http://fwcp.ca/apply-for-funding/

We do not accept grant applications by email or Canada Post.

If you are applying for a grant in our Peace Region, you must have submitted a mandatory Notice of Intent by Friday, September 8, 2017 at 5 p.m. PDT.

What projects are eligible for a grant?

Actions identified in our Action Plans are eligible for an FWCP grant
Our Action Plans define priority actions for the watershed or sub-region and reflect our mission, geographic scope, and three strategic objectives:
1. Conservation;
2. Community engagement; and
3. Sustainable use.

The Action Plans also provide important context about hydro-generating facilities, information gaps, limiting factors, and other information to characterize the watershed or sub-region.

Our priority actions are grouped by five broad action types in the Action Plans:
1. Habitat-based actions;
2. Species-based actions;
3. Research and information acquisition actions;
4. Monitoring and evaluation actions; and
5. Land securement.

Our Action Plans also identify how important each action is to us (i.e., priority 1, 2, or 3). A priority 1 action will score higher than a priority 2 or 3 action, when grant applications are evaluated.

Actions identified as "directed" are not eligible for a grant. These are projects that our Regional Boards will direct through a request for proposal. **Do not** submit a grant application for a "directed" project. Contact us if you are not sure.

Grant applications for projects that do not clearly address a priority action identified in an Action Plan will not be considered for an FWCP grant.

Who can apply for an FWCP grant?

Any group, government agency, First Nation, business, or individual that can meet our insurance requirements (e.g., WorkSafe BC and commercial general liability insurance) is eligible to receive an FWCP grant. In the past, First Nations, municipal, provincial, or federal agencies, stewardship groups, consultants, and educational institutions have been approved for FWCP grants.

What grants are available?

We offer three different grants for fish and wildlife projects. You can apply for each of these grants online at http://fwcp.ca/apply-for-funding/ when the grant intake opens in your region.

1. Seed Grant	2. Small Grant	3. Large Grant
$5,000 This is the maximum Seed Grant funding available from the FWCP.	For projects with a total project cost of less than $20,000 Total project cost including funding from all sources, in-kind contributions, and taxes.	For projects with total a project cost greater than $20,000 Total project cost including funding from all sources, in-kind contributions, and taxes.

In addition to these three, annual fish and wildlife grants we offer smaller Community Engagement Grants year-round, until the annual funding is allocated. Learn more about these grants – typically $500 – $1,000 – by contacting a Regional Manager.

1. Seed Grant

Our Seed Grant is available if you have a project idea and need financial support to further develop it before submitting a Large Grant application. Seed Grant funding is intended to offset costs to fill information gaps, explore project feasibility, and prepare technical information. *Up to a maximum of $5,000* is available from the FWCP. See below for details on how a Comox Valley Seed Grant helped launch important habitat restoration work.

2. Small Grant

Our Small Grant is available for projects that align with our Action Plans and have *a total project cost of less than $20,000*. The total project cost includes funding from all sources including, but not limited to, the FWCP and the total value of all in-kind contributions (if any), and applicable taxes. Your Small Grant application does not require a written project proposal.

3. Large Grant

Our Large Grant is available for projects that align with our Action Plans and have *a total project cost of more than $20,000*. The total project cost includes funding from all sources including, but not limited to, the FWCP and the total value of all in-kind contributions (if any), and applicable taxes. Your Large Grant application must include a written project proposal (maximum six pages).

Seed Grant Project
Fish habitat improvement in the Comox Valley starts as Seed Grant

In 2016 the Comox Valley Watershed Society's grant application for a Seed Grant from the FWCP was approved. The society had an idea to connect fish habitat, but needed to develop the idea further before starting the work. The Society used the FWCP Seed Grant to determine how to improve side channel connectivity in Simms Park on the Courtenay River. If it could be done, this work would support Coho, Chinook, and Chum Salmon as well as Cutthroat Trout. With help from a Seed Grant, the Society developed a concept plan and budget for the work.

Then the Society applied for a Large Grant from the FWCP. The grant application was approved and in 2017 the Society's plans to improve connectivity for salmonids are being implemented. The Society is constructing a flow-through channel. A culvert will be lowered to make it fish friendly and improve access to upstream habitat for juvenile salmonids. The area will also be enhanced with deeper pools, with in-stream complexing and riparian planting.

It all started with an FWCP Seed Grant. Contact us. Let's talk about your Large Project idea and if a Seed Grant can help get you started.

How do you apply for an FWCP grant in 2017?

We use an online grant management system to manage all aspects of your FWCP grant, starting with your grant application. Access our online grant management system at http://fwcp.ca/apply-for-funding/.

It's easy to apply for an FWCP grant:

1. Review the regional Action Plans of interest to you.
2. Develop a project idea to fulfill an action in any Action Plan(s);
3. Login to our online grant management system at http://fwcp.ca/apply-for-funding/
4. Complete your mandatory Notice of Intent by September 8, 2017, 5 p.m. PDT (Peace Region only);
5. Start your online grant application;
6. Fulfill all mandatory requirements; and
7. Submit your grant application Friday, October 27, 2017, 5 p.m. PDT.

Contact us anytime if you have questions.

1.   Review the regional Action Plans of interest to you.

Decisions about what projects are approved in each FWCP region are guided by a series of Action Plans that define our priorities and recommend priority actions in each region that are eligible for an FWCP grant. Please review the Action Plan(s) in the region (i.e., Coastal, Columbia, or Peace Region) that is of interest to you.

Action Plans are online at:
> Coastal Region
> Columbia Region
> Peace Region

Coastal Region Action Plans

Updated 2017 Action Plans for each of the 14 watersheds that make up our Coastal Region are now available. The new Action Plans are organized by ecosystem type and recommend specific priority actions within our mandate for each watershed. Projects that align with priority actions are eligible for a grant.

Columbia Region Action Plans

If you are applying for an FWCP grant in our Columbia Region, start by reading our Action Plans and reviewing the priority actions. Select the primary and secondary (if applicable) actions that best align with your project idea(s).

Base your grant application for a potential project on any one or more of the actions recommended in our plans.

1. [Large Lakes Action Plan](#)
2. [Riparian and Wetlands Action Plan](#)
3. [Small Lakes Action Plan](#)
4. [Species of Interest Action Plan](#)
5. [Streams Action Plan](#)
6. [Upland and Dryland Action Plan](#)
7. [Upper Kootenay Ecosystem Enhancement Plan](#)

Peace Region Action Plans

If you are applying for an FWCP grant in our Peace Region, start by reading our Action Plans and reviewing the priority actions. Base your grant application for a potential project on any one or more of the priority actions in our plans.

1. [Lakes Action Plan](#)
2. [Reservoirs Action Plan](#)
3. [Riparian and Wetlands Action Plan](#)
4. [Species of Interest Action Plan](#)
5. [Streams Action Plan](#)
6. [Uplands Action Plan](#)

Our [Peace Basin Plan](#) also defines priorities for potential stewardship and education projects. This project type is unique to our Peace Region. Potential stewardship and education projects would have a high educational, volunteer, and/or community engagement component.

2.   Develop a project idea to fulfill an action

Based on your knowledge and experience, consider how you might fulfill a priority action in one of our three regions:

1. Where would the work take place?
2. Who would be the project leader?
3. How would you go about the work?
4. What would the outcome be?
5. What species would benefit?
6. Would you need partners?
7. What would it cost?
8. How would you share the results and what you learned with others?

These are the kinds of questions we'll ask as you complete in your online grant application.

Please [contact our Region Managers](#) to talk about your idea. We can work with you to develop your idea and ensure it aligns with our Action Plans.

3.   Login to our online grant management system

All grant applicants must use our online grant management system to apply. As of 2015, we no longer accept grant applications via email or Canada Post.

Coastal Region

If you've applied for an FWCP grant online before, you can login at http://fwcp.ca/apply-for-funding/

If this is the first time you've applied online for an FWCP grant, you must register online at http://fwcp.ca/apply-for-funding/

Columbia Region

If you've applied for an FWCP grant online before, you can login at http://fwcp.ca/apply-for-funding

If this is the first time you've applied online for an FWCP grant, you must register online at http://fwcp.ca/apply-for-funding/

Peace Region

If you've applied for an FWCP grant before, you can login at http://fwcp.ca/apply-for-funding/ and start your mandatory Notice of Intent now. It is due by Friday, September 8, 2017 at 5 p.m. PDT.

If this is the first time you've applied online for an FWCP grant, you must register online at http://fwcp.ca/apply-for-funding/ and then start your grant application, which begins with a Notice of Intent. It is due by Friday, September 8, 2017 at 5 p.m. PDT.

4.   Start your grant application

Work through the online grant application section by section. You can move between sections and complete it in any order you wish. You can save your work and return to it anytime.

Ask us how you can copy information from a previous online application. This could save you time and make it easier for you.

There are lots of instructions in the online grant application. If you need help, submit your questions online and we'll reply. You can also email your questions to fwcp@bchydro.com or call 604-528-8136.

5.   Fulfill all mandatory requirements

Be sure to complete all grant application sections and fulfil all mandatory requirements. These requirements vary by region (e.g., the mandatory Notice of Intent required by September 8, 2017, for all Peace Region grant applications, and letters of support for Coastal Region Large Grant applications). Be sure to review our regional requirements and/or priorities.

6. Submit your grant application Friday, October 27, 2017, 5 p.m. PDT

We accept grant applications received by the deadline. If you have questions or need help, please contact us.

What are the regional priorities and/or requirements for grants?

Regional priorities and/or requirements for 2017 grant intake vary slightly. See below. Contact us anytime if you have questions.

Coastal Region priorities and/or requirements

Review our updated Coastal Region 2017 Action Plans
Final updated Action Plans for the 14 watersheds that make up our Coastal Region are now online. These new Action Plans identify our conservation priorities and actions eligible for an FWCP grant. We will fund projects that align with our new 2017 Action Plans, not our 2011 Action Plans.

2017 Coastal Region priorities
The Coastal Region Board is interested in funding all priority actions in each of the 14 watersheds that make up our Coastal Region, especially actions identified as a #1 priority.

Submit letters of support for Large Grants
Mandatory letters of support are required for all Large Grant applications (i.e., projects with a total cost of more than $20,000, including taxes). A letter of support from is required from:
    1) A government agency;
    2) A First Nation; and
    3) A stakeholder/community group.

Letters of support for Seed or Small Grants are optional and may be used to strengthen your grant application.

Applying for a fish passage project? Read the framework document
Grant applicants looking for FWCP funding to evaluate opportunities to restore fish production above BC Hydro facilities that previously blocked fish passage are required to work through the Fish Passage Decision Framework, approved by the policy committee in 2008 and revised in 2017. Proponents are encouraged to contact BC Hydro at alexis.hall@bchydro.com to get more support in working through the Framework.

Contact us if you are proposing a project near select reservoirs
If you are proposing a project in the Ash, Campbell, Jordan or Puntledge River watersheds, you **MUST** contact our Coastal Region Manager, Julie Fournier, at julie.fournier@bchydro.com or 604-528-7998, prior to submitting your grant application. There are large private land holdings in each of these watersheds, and there is an additional project screening process.

Projects must be within our Coastal Region watersheds
We fund projects to be delivered within the boundaries of the [14 watersheds](#) that make up our Coastal Region.

Columbia Region priorities and/or requirements

2017 Columbia Region priorities
Our Columbia Region Board has identified three priorities for fall 2017 grant applications. The Board is encouraging grant applications for projects that result in "on-the-ground" or "in-stream" restoration and enhancement, especially in the North Columbia.

Grant applications that address one or more of the Columbia Region priorities in alignment with our Action Plans outlined below **will receive additional points during the evaluation process**.

Priority: Project involves implementation of stream habitat restoration and enhancement activities
> Refer to the Columbia Region's [Streams Action Plan](#). Restoration and enhancement projects with adequate technical background are preferred over inventory, research, and planning. Applicants are encouraged to make use of any existing stream restoration plans (e.g., Forest/Fisheries Renewal BC; see the provincial [EcoCat Ecological Reports Catalogue](#)).

Priority: Project involves implementation of riparian and wetland restoration and conservation activities
> Refer to the Columbia Region's [Riparian and Wetlands Action Plan](#).

Priority: Project will be delivered in North Columbia
> Project to be delivered in the northern portion of the Columbia Region (i.e., **North Columbia**), which is bordered by Revelstoke and Golden in the south, and Valemount in the north.

Review our five-year fish plan for eligible fisheries projects in the Columbia Region
If you are applying for a grant for a fisheries project in the Columbia Region, please review the [Core Fisheries Program Five-Year Plan 2014-2018](#) to ensure your proposal does not duplicate actions already planned. Applications for projects that duplicate our core fisheries projects will not be considered for funding.

Letters of support are optional
Letters of support from a government agency, First Nation, or stakeholder/community group are optional for Columbia Region grant applicants. However, they can be used to strengthen your grant application.

Projects must be within our Columbia Region
We fund projects to be delivered within the boundaries of our [Columbia Region,](#) which includes the Canadian portion of the Columbia River Basin, plus our wildlife extension area (northwest of Valemount). The Canadian portion of the Flathead River Basin is not part of our Columbia Region.

Peace Region priorities and/or requirements

Submit your mandatory Notice of Intent by September 8, 2017
If you are applying for a fish or wildlife grant in our Peace Region, you must have submitted a mandatory Notice of Intent (NOI) by Friday, September 8, 2017, by 5 p.m. PDT.

The NOI is an important part of our commitment to First Nations. It helps inform First Nations about your proposed project and allows our Peace Region Manager, Chelsea Coady, to provide you with additional guidance before submitting your grant application on Friday, October 27, 2017, by 5 p.m. PDT.

Start your Peace Region online grant application and follow the instructions to complete and submit your Notice of Intent.

Your NOI will be reviewed by our First Nations Working Group and you will receive written notice via email advising you to contact specific First Nations in our Peace Region to discuss your proposed project. We expect the dialogue to:
1. Occur in advance of the grant application deadline;
2. Determine First Nations' support for the proposed project; and
3. Identify reasonable opportunities for First Nation involvement and recognition and the inclusion of cultural values and traditional knowledge in the proposed project.

Use these points to guide your discussion with First Nations:
1. **First Nations Priorities' and Values:** Discuss specific priorities and values for the First Nations and identify how this information can be incorporated into the project scope.
2. **Community Activity Timelines**: Discuss the timelines of the project activities relative to traditional, cultural or community activities and how to ensure there is no conflict between activities.
3. **Traditional Knowledge**: Discuss if there are opportunities to incorporate traditional and local knowledge into the project scope.
4. **Training Opportunities:** Discuss and determine First Nations' training opportunities related to the project (e.g. electrofishing certification). Costs associated with First Nations' training can be included as a budget line item in the project application.
5. **Employment Approach**: Discuss preferred approach to hiring First Nations' members who may be involved in the project and determine appropriate daily rates for First Nations (e.g. hiring members on an individual basis or hiring through the First Nation or a First Nation-owned company).
6. **Level of Involvement:** Based on the above discussion points and the different types of involvement that could result from these discussions, four types of involvement are defined below (the grant applicant must select the type of involvement or "type of partnership" the First Nations have with the project). FWCP encourages meaningful involvement by First Nations to strengthen and maintain relationships with First Nations.

i. Financial or in-kind support – First Nation contributes funds or in-kind services which increase the total value of the project
ii. Support in principle – A First Nation provides a letter of support for the project but is not directly involved
iii. Working relationship – Budgeted involvement in the project. (e.g. First Nations technicians employed through the project)
iv. Project development support – First Nation contributes to project development and implementation

Letters of support are optional
Letters of support from a government agency, First Nation, or stakeholder/community group are optional for Peace Region grant applicants. They are encouraged and can be used to strengthen your grant application.

Follow our guidance for Arctic Grayling projects
In July 2017, we finalized an Arctic Grayling synthesis report and prepared a monitoring framework that identifies high-priority information gaps and monitoring needs related to Arctic Grayling. These monitoring needs must be undertaken prior to funding on-the-ground conservation and enhancement projects, and include:

1. Acquiring population data;
2. Identifying critical habitats; and
3. Assessing potential limiting factors.

Grant applications for projects to conserve and enhance Arctic Grayling in our Peace Region must align with our Streams Action Plan (Actions 1b-3 and 1b-4) and the monitoring needs in the synthesis report and monitoring framework.

Projects must occur within or relate to our Peace Region
We fund projects to be delivered within the boundaries of our Peace Region. We may fund projects that only partially overlap with our region boundary if the project is related to a species that moves across the regional boundary (e.g. caribou herds). Additionally, projects with a strong community engagement or stewardship and education focus could have some, but not all, project components outside of our regional boundary. These projects must still demonstrate they are addressing a priority action in a Peace Region Action Plan. Please contact our Peace Region Manager Chelsea Coady to discuss your project idea for grant application.

What should I know about the grant applications?

Our online grant applications generally ask for the same types of information with some exceptions. If you have any questions about completing your grant application, contact us.

What's in a grant application?

Overview of online grant applications

	Description	Project Info	Project Budget	Proposal & Letters of Support	Experience
Seed Grant	✓	✓	✓	X	✓
Small Grant	✓	✓	✓	X	✓
Large Grant	✓	✓	✓	✓	✓

Description
Project Summary: project title**,** project summary statement**,** and project urgency
Project Details: species that will benefit, detailed project description
Applicant Info: proponent organization, project contact, signing authority, collaborators, project partners, project volunteer

Project info
Project location information: location description, project coordinates (Lat. and Long.)
Alignment with Action Plan(s): primary Action Plan, primary project type, priority action, how will project address priority action, secondary Action Plan alignment
Benefits: benefits to fish or wildlife, benefits to First Nations, stakeholders and/or communities
Project phases: start-up, field work, data entry and analysis, draft reporting, community engagement, final reporting
Permits and approval: BC Hydro-owned lands, proximity to BC Hydro facility, landowners, required permits and approvals

Project budget
Budget: labour expenses, materials/equipment/transportation and field expenses, other funding sources, total project cost, total FWCP grant requested
Funding: Is this a resubmission of a not approved application? Have you previously received FWCP funding? Is this a multi-year project?

Proposal and letters of support
Project proposal, letters of support (see regional requirements and / or priorities)

Experience
Project contact experience: experience and credentials
Other team members experience: roles, credentials/qualification

Tips for completing your online grant application

- Contact us anytime if you want to talk at fwcp@bchydro.com.
- There are many instruction and tips in our online grant application, and you can send us your questions online while completing your application.
- We can help you copy and paste sections from an existing grant application. Contact us to arrange copy and paste function.
- You can save your grant application anytime and return to it next time you log in.
- Your online grant application is organized by key subject area (see the tabs in the online grant application), and you can complete the grant application in any order that suits you.

We've provided a few suggestions and additional details below to help you complete specific parts of the grant application.

Action Plan alignment

Our online grant application will ask you to identify a primary and secondary Action Plan, and associated priority action(s), that align with your proposed project. We recognize that your project idea may align with several Action Plans and priority actions. Contact us if you are not sure and want to discuss aligning your project idea with our Action Plan priorities.

Multi-year projects

A multi-year project is a project that will span more than one fiscal year before being complete.

If your project will span more than one fiscal year (even though you are currently applying for only one of those years), you must answer "yes" to the question "Is this a multi-year project?".

A "yes" answer will prompt more questions about the achievements and challenges of the project to date and rationale for future funding. The information you provide is essential to the Technical Committees and our Regional Boards when assessing the merits of the project and deciding on funding future years.

If you are applying for the first year of funding of a multi-year project, you must still answer "yes" to the question "Is this a multi-year project?".

If this is the first year you are applying for this multi-year project, you should answer "not applicable" to the additional questions.

You can only apply for one year of project funding at a time, even if your proposed project will span multiple years. **You must apply for funding annually for proposed multi-year projects.**

Approval of annual FWCP funding for a multi-year project does not guarantee FWCP funding in future years.

Project phases

In the project information part of the grant application, you'll be asked to outline the details and timelines for work that will occur in five project phases:

1. Project start-up
2. Data entry and analysis
3. Draft reporting
4. Community engagement
    - We're looking for details on how you plan to share your project details, including results and what you've learned, with others (i.e., fish and wildlife stakeholders, First Nations, the public, technical experts, etc.), and any details on how others may be involved in your project (i.e. volunteers).
5. Final reporting

Project budget

Our grant application will provide you with an online budget template to complete.

1. Your budget should include all components of the project (e.g., start up, implementation, monitoring, and evaluation, etc.) that the FWCP or another funder is covering.
2. All labour rates must be expressed as day rates (and include all applicable taxes).
3. Be sure to note the acceptable per diem and mileage rates noted in the budget template (i.e. mileage $0.54/km, breakfast $11, lunch $14 and dinner $26, all day per diem $51).
4. In-kind and volunteer contributions are to be expressed as: $250/day for skilled labour; $100 for unskilled labour (standard day = 8 hours); standard charge out rates for professionals.
5. Provision of data, technical drawings, etc., from BC Hydro and other organizations should <u>not</u> be assumed. Costs associated for such requests should be included in the project budget (e.g., $350/day).
6. Any administration costs that the FWCP is asked to cover cannot exceed 10% of the total FWCP is being asked to fund in the Labour and Materials sections of the budget.
7. If your grant application is approved, you will be expected to report on total actual expenditures against your FWCP projected budget that you submit in your online grant application. Please structure your budget with this type of reporting in mind.

Total project value/cost

Total project cost includes funding from all sources (including but not limited to the FWCP) and the value of in-kind and volunteer contributions and all applicable taxes.

Submit a written proposal with your Large Grant application

A written proposal (maximum six pages) is mandatory for all Large Grant applicants.

The written proposal should include background and context for the proposed project, the risks of proceeding with the project, literature cited, and accurate and functioning links to online sources. Optional photos and/or a map of the project site are encouraged.

Letters of support

Three letters of support are mandatory in the Coastal Region.

Three letters of support are encouraged in the Columbia and Peace Regions, but they are not mandatory.

Letters of support (three in total) should be from each of the following:
1. Government agency;
2. First Nation; and
3. Stakeholder/community group.

The three letters should clearly indicate their support for the project and how the project is relevant to the author.

Experience

We request information about the credentials, qualifications, and roles of key project team members that will participate in the proposed project. The FWCP no longer collects résumés from team members during the initial submission of your grant application. We may ask for résumés as a condition for approval.

How are grant applications reviewed and evaluated?

How are grant applications reviewed?

All grant applications go through a three-stage review process that ends with a final decision by each Regional Board about proposed projects in each of our three regions.

Stage 1   Review by Regional Manager
Each FWCP Regional Manager reviews grant applications to ensure they are complete and in alignment with priority actions in our Action Plans.

In our Peace Region, the First Nations Working Group (FNWG) reviews all Notices of Intent (NOI) received by the September 8, 2017 5 p.m. PDT, deadline. When this review is complete, the Regional Manager will advise all Peace Region grant applicants which First Nations they are expected to contact about the proposed project and any other applicable regional guidance.

Stage 2   Review by Technical Committees and First Nations Working Group
Fish and Wildlife Technical Committees in each region review each grant application for technical merit. In our Peace Region, the First Nations Working Group also evaluates grant applications for inclusion of traditional ecological knowledge, incorporation of First Nation cultural values, and involvement of First Nations in the proposed project, where appropriate.

Results from the Technical Committees and First Nations Working Group (Peace Region) review are provided to each Board to assist in their review and final decision-making in Stage 3.

Stage 3   Review by Board Members

The three Regional Boards review each grant application for projects proposed in their region. The Boards consider the results of all Stage 2 evaluations and make final decisions on which grant applications will be approved with conditions. The Regional Boards evaluate the grant applications and are responsible for all project and funding decisions in each region.

Proposed projects are evaluated on several criteria, including but not limited to: alignment with Action Plans, technical merit, deliverables, outcomes, qualifications, and experience. See below: How are grant applications evaluated?

How are grant applications evaluated?

During Stage 2 of our review process, the FWCP's fish and wildlife technical committees in each region review all grant applications and evaluate them for:

1. Alignment with the FWCP's strategic objectives (e.g., conservation, sustainable use, and community engagement) and investment criteria.
2. Alignment with priority actions in our Action Plans.
   - In each Action Plan, every action has been assigned a priority of 1 (highest), 2, or 3. During the evaluation of grant applications, a proposed project that aligns with a priority 1 action will be awarded more points, and a proposed project for a priority 2 or 3 action will receive fewer points.
3. Conservation and enhancement of fish or wildlife that will result from the proposed project.
4. Overall quality of the grant application.
5. Technical merit, feasibility and likelihood of success.,
6. Deliverables and project outcomes.
7. Team qualifications and experience.
8. Cost-effectiveness.
9. Innovation and creativity.

In our Peace Region, our First Nations Working Group also reviews each grant application at Stage 2 and evaluates each one for:

1. Effective communication with First Nations about the proposed project prior to submitting a grant application;
2. Partnership, training, or participation opportunities; and
3. Recognition and inclusion of cultural values and traditional knowledge.

During Stage 3 of our review process, our Regional Boards review each grant application and consider the results of other evaluations, their evaluation of the grant application, and the balancing of priorities including, but not limited to:

1. The balance between projects that benefit primarily fish or wildlife;
2. The balance of projects between Action Plans;
3. The value of funding fewer high-cost single-year projects or a several smaller-cost projects; and
4. The impact of multi-year funding on future year projects.

The Boards' review and evaluation considers each grant application relative to the FWCP's strategic objectives: conservation, sustainable use and community engagement. Board members in each region review all grant applications and evaluate them for:

1. The benefit of the proposed project to fish or wildlife, and ecosystems, impacted by BC Hydro dams;
2. Alignment with Action Plan objectives;
3. Alignment with annual regional priorities or regional guidance;
   - Additional points will be awarded during the evaluation process to applications that address one or more of the three Columbia Region priorities.
4. Likelihood of improving or maintaining opportunities for sustainable use;
5. Overall value of the project, including but not limited to, partnerships with First Nations and other, funding partners, in-kind contributions, and volunteers;
6. Engagement of First Nations, public, communities and local stakeholders; and
7. Overall quality of the grant application.

What happens if my grant application is approved?

All grant applicants will be notified of Board decisions by March 2018.

If your grant application is approved, you will be notified in writing of all conditions that must be fulfilled before finalizing a contribution agreement, starting work on your proposed project, and receiving the first payment instalment. The conditions are determined by the Regional Board and vary by grant application and proposed project.

All approved grant applicants will be required to fulfil our mandatory insurance requirements (i.e., WorkSafe BC and general commercial liability coverage).

Read our information kit for approved grant applicants. It will be posted in fall 2017. Contact us anytime.