



Grant Information Kit: next steps for approved grant applicants

This document outlines the steps to take after your grant has been approved.

Contact us anytime if you have questions about how to manage your grant

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

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Table of contents

Grant Information Kit: next steps for approved grant applicants	1
Our grant intake and project cycle	3
Notification Letter	4
Project Conditions	4
Signing the Contribution Agreement	5
Receiving payments	6
Optional Progress Report & Progress Statement of Accounts	6
Final Report, Final Statement of Accounts, & Project Information	7
Optional Change Requests	7

Our grant intake and project cycle

Deadlines may change annually, but the key steps in our application process and project cycle do not. This document provides details on steps 6 to 11 below.

<p>STEP 1 Grant application intake opens Late summer (i.e. August)</p>
<p>STEP 2 Grant application intake closes Late fall (i.e. October)</p>
<p>STEP 3 Three-stage review/evaluation of all grant applications November - January</p>
<p>STEP 4 Regional Boards finalize grant and project funding decisions February</p>
<p>STEP 5 Grant applicants notified of Boards' decisions February</p>
<p>STEP 6 Grant applicants fulfill all project conditions prior to finalizing a contribution agreement March</p>
<p>STEP 7 If all conditions are fulfilled contribution agreement released for signature April 1 of each year (at the earliest)</p>
<p>STEP 8 Execution of contribution agreement and Payment #1</p>
<p>STEP 9 Optional submission of progress report and statement of accounts which triggers Payment #2</p>
<p>STEP 10 Mandatory final report (draft version) due March 31 of each year</p>
<p>STEP 11 Submission of final report (final version) and statement of accounts Final Payment After March 31 of each year</p>

Notification Letter

All grant applicants will receive a Notification Letter indicating if their proposed project has been approved with conditions, or not approved. The letter will also outline any other requests or adjustments required by our Regional Boards, which are responsible for approving all projects and funding decisions.

If your proposed project is approved, the letter will list the conditions that must be met before a Contribution Agreement can be finalized.

Project Conditions

Conditions are outlined in the Notification Letter. All conditions must be met before Sept. 30, 2018 or FWCP reserves the right to withdraw funding. Conditions will vary by project and grant application. Typically, grant recipients can expect to meet the following three conditions:

1. WorkSafe BC clearance letter;
2. Proof of commercial general liability; and
3. Confirmation of project contact and signatory.

Other common conditions include, but are not limited to:

1. Budget revisions;
2. Safety and Environmental Management Plans for projects on or in the immediate vicinity of BC Hydro property;
3. Final Reports from the previous project year must be submitted for multi-year projects;
4. Final Reports from other projects from the same grant recipient must be submitted; and
5. Confirmation that any volunteers performing project work will be covered under private insurance or will sign a volunteer release of liability form that releases BC Hydro of any liability associated with performing the project work. (The release of liability form will be a Schedule in the Contribution Agreement).

Once a project condition is submitted and approved by FWCP staff, it will be removed from the Address Conditions tab in our online grant management system. When all conditions are addressed, the Contribution Agreement will be sent to the project signatory for signing.

Contribution Agreements commence April 1, 2018, or later. If conditions are met **before** April 1st, the Contribution Agreement will not be sent out for signature until April 1st. If conditions are met **after** April 1st, the Contribution Agreement will be sent out immediately.

Follow these three steps to start fulfilling all project conditions through our online grant-management system (see figure 1 below):

1. Log in to <https://fwcp.smartsimple.ca>.
2. Go to the Address Conditions tab.
3. Open each condition and upload the required document(s) or add the appropriate text in the text box.

Condition Type	Condition Description	Status	
Signing Conditions	Please upload a WorksafeBC Clearance Letter showing status and provide your WorksafeBC#. Goto http://www.worksafebc.com and look for 'Clearance Letter' in the insurance section. Alternatively, explain why a Clearance Letter is not needed.	Open	Open
Signing Conditions	Please provide proof of a commercial general liability (CGL) policy, in the amount of \$2M for each and every occurrence, by submitting a completed Certificate of Insurance listing BC Hydro as an additional insured.	Open	Open
Signing Conditions	Please confirm the designated project contact and signatory on the application are correctly stipulated. Alternatively, provide the correct project contact and/or signatory indicating their name, email address and role (project contact and/or signatory).	Open	Open

Figure 1 Screenshot of common project conditions most grant recipients can expect to fulfil.

Signing the Contribution Agreement

When all project conditions are addressed and approved (on or after April 1), the signatory indicated in the application will receive an email asking for a digital signature on the Contribution Agreement.

This email will come from a third-party signatory service [<mailto:secure@signority.com>]. Once the signatory signs the Contribution Agreement, the FWCP Program Manager will sign it and finalize the Contribution Agreement.

A copy of the fully executed Contribution Agreement will be emailed to the signatory and contact on the project. The first payment (40 percent of the approved funding) will be initiated. If you are receiving a Seed Grant, the first payment will be 75 percent of the approved funding.

Ownership of Project Information

On behalf of the FWCP, the Province of B.C. houses all FWCP Project Information (e.g. final reports, data, and products developed by grant recipients). This relationship with the Province enables the FWCP to share Project Information broadly as open data, published under an open data licence through the Province of B.C. information databases. There are exceptions where by information collected can be deemed sensitive (e.g. listed species or other).

To facilitate this information management and distribution, the Contribution Agreement identifies that the grant recipient retains ownership of the data, but gives BC Hydro an irrevocable, perpetual, assignable, royalty-free license to exercise the rights to use, reproduce, modify, publish, and distribute

all Project Information. It also provides BC Hydro with the right to sublicense all or a portion of these rights. The sublicensing of these rights will allow the Province of B.C. to manage and distribute all Project Information. Without that sublicense, the Province of B.C. would be limited in its ability to share the data under an open data licence.

The Contribution Agreement also identifies that the grant recipient covenants and agrees to waive any moral rights that they (or employees or agents of the grant recipient) have in the Project Information. The waiving of moral rights is necessary for the province to manage the Project Information as intended. More information about the importance of waiving moral rights can be found here: https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/reference-resources/intellectual-property/waivers-of-moral-rights#moral_imp.

Receiving payments

Payments for FWCP supported projects are made by BC Hydro¹. Most organizations are now set up for direct deposit with BC Hydro. If your organization is not set up for direct deposit, a cheque will be mailed to the organization and address provided in the grant application (this will be the organization the Contribution Agreement is made with).

Please note payments are made to the organization that the Contribution Agreement is made with, and only in Canadian funds.

First payment

You will receive the first payment within approximately two weeks of signing the Contribution Agreement.

Receiving the Final Payment

The final payment will be made within about two weeks of an approved Final Report and Final Statement of Accounts. The FWCP will pay the balance owing on the project. The maximum amount paid out on a project will be:

1. the approved/awarded amount as shown in the Contribution Agreement; **OR**
2. the total amount of expenditures claimed on the Statement of Accounts, whichever is less.

If your project is completed under budget, you will not receive any unspent funds. If the project is over budget, you will not receive additional funds without the submission and associated approval of a Change Request (see Optional Change Requests below).

Optional Progress Report & Progress Statement of Accounts

¹ Each year, BC Hydro provides funding to the FWCP to fulfill its regulatory and voluntary commitments to conserve and enhance fish and wildlife in watersheds impacted by BC Hydro dams. 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.

Progress Reports and Progress Statement of Accounts are optional for recipients of Large and Small Grants (they do not apply to Seed Grant recipients). A Progress Report and a Progress Statement of Accounts must be submitted to receive the optional second payment of 40 percent. FWCP staff will review the Progress Report and Progress Statement of Accounts. They will be approved, or revisions will be requested. When FWCP staff have approved both the Progress Report and the Progress Statement of Accounts, the second payment of 40 percent will be initiated.

Final Report, Final Statement of Accounts, & Project Information

Submitting a Final Report, a Final Statement of Accounts, and all related Project Information (e.g. raw data, maps, shapefiles) is mandatory for all grant recipients.

You are required to submit a draft Final Report to the FWCP for review by the appropriate regional manager, who is likely to ask for revisions prior to finalizing the report. Draft Final Reports must be submitted by 5 p.m. (Pacific time) on the deadline specified in your Contribution Agreement. A Final Statement of Accounts must also be submitted to the FWCP and will be reviewed by the FWCP Business Coordinator. The final Statement of Accounts can be submitted after the due date.

The draft Final Report and Final Statement of Accounts tasks will either be approved, or revisions will be requested. Once FWCP staff has approved both, the final payment will be initiated.

In addition to submitting the Final Report and the Final Statement of Accounts to the FWCP, all the Project Information you have developed or collected in relation to the project must be submitted to the province in an appropriate electronic format(s). This Project Information could include maps, spreadsheets and databases, raw data sheets, images, and point surveys. The Project Information must be submitted to the province using submission sites managed and maintained by the province for this purpose. These sites are identified in your Contribution Agreement. Project information must be submitted along with your Final Report.

Optional Change Requests

From time to time, there are changes to a project during the project cycle. The most likely changes are:

- Timeline changes: it may be necessary to extend the project past the March 31 due date;
- Financial changes: changes to budget line items (significant amounts added or subtracted from budget items that the FWCP is contributing to, or the addition of new budget items) or, in rare cases, if additional funding is required; and
- Scope changes: changes to project scope or deliverables.

As soon as you are aware of a significant change to your project, you must submit a change request. You can do this through our online grant management system at <https://fwcp.smartsimple.ca/>. You will be asked to provide a rationale for the changes. If you are unsure about whether a change request is necessary, please contact the appropriate FWCP regional manager.