

Our grant intake and project cycle

Deadlines may change annually, but the key steps in our application and project cycle do not.

<p>STEP 1 Grant application intake opens Wednesday, August 7, 2019</p>
<p>STEP 2 Grant application intake closes Friday, October 25, 2019</p>
<p>STEP 3 Three-stage review/evaluation of all grant applications November 2019 – January 2020</p>
<p>STEP 4 Regional Boards finalize grant and project funding decisions February 2020</p>
<p>STEP 5 Grant applicants notified of Boards' decisions February 2020</p>
<p>STEP 6 Grant applicants fulfill all project conditions prior to a contribution agreement March 2020</p>
<p>STEP 7 If all conditions are fulfilled, contribution agreement released for signature April 1, 2020</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, 2021</p>
<p>STEP 11 Submission of final report (final version) and statement of accounts final payment After March 31, 2021</p>

1 Grant application intake opens (summer)

Our annual grant application intake opens in late summer and closes in late fall.

- 1) grant intake opens Wednesday, August 7, 2019.
- 2) Mandatory Peace Region Notice of Intent is due Monday, September 9, 2019 at 5 p.m. PDT.

2 Grant application intake closes (fall)

Grant intake closes Friday, October 25, 2019, by 5 p.m. PDT and your grant application must be submitted through our online grant management system at fwcp.ca/apply-for-funding

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 (January/February)

Board members meet to discuss each grant application and make final funding decisions. These meetings occur in January and February.

5 Grant applicants notified of Board decisions (February)

Grant applicants will be notified by the end of February about their grant application (i.e. either conditionally approved or declined). If conditionally approved, the notification will include any approval conditions that must be fulfilled prior to finalizing a contribution agreement and starting work on the approved project.

6 Fulfill any conditions (March – September)

All grant applicants are required to meet our mandatory conditions (e.g. WorkSafeBC and commercial general liability insurance), and any other project-specific conditions requested by the regional Board, before finalizing a contribution agreement with BC Hydro, on our behalf.

7 Contribution agreement ready for signature

When all conditions are fulfilled, a contribution agreement will be emailed to the project signatory for signature by April 1, at the earliest. Conditions and contribution agreements must be finalized by September 30, 2020.

8 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. This can happen as early as April 1. The contribution agreement outlines the payment and reporting requirements, etc.

9 Optional progress report due and optional second payment

If your grant application is approved, you have the option to submit a progress report and a statement of accounts midway through the project for review, and when approved, a second payment will be initiated. The progress report and statement of accounts must be submitted via our [online grant management system](#) at fwcp.ca/apply-for-funding. This optional progress report and payment does not apply to Seed Grants.

10 Mandatory final report due (draft version)

A mandatory final report (draft version) must be submitted through our online grant management system at fwcp.ca/apply-for-funding by midnight Sunday, March 31, 2021.

11 Mandatory final report, statement of accounts due and final payment

A statement of accounts must also be submitted along with the finalized version of the final report (i.e. incorporating FWCP feedback on the draft report). When the statement of accounts and final report are approved by the regional manager, the final payment on the project is issued.