



GRANT INFO KIT: GUIDANCE FOR 2019 GRANT APPLICANTS

If you're applying for an FWCP grant in 2019, start by reading this info kit

This document:

- outlines grants available from FWCP and 2019 deadlines;
- defines key steps to kick-start your thinking and align your grant application with our Action Plans;
- directs you to more information on regional guidance, priorities and mandatory requirements for all grant applicants;
- provides step-by-step instructions to start your online grant application;
- gives you an overview of what's in a grant application; and
- provides a summary of how grant applications are evaluated.

This information is also available on our [funding page](#). See FAQs at fwcp.ca/apply-for-funding/

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 to talk to, contact our Business Coordinator, Lorraine Ens, at lorraine.ens@bchydro.com or 604-528-8136.

Coastal Region Manager

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 604-528-7998

Columbia Region Manager

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Peace Region Manager

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Important 2019 dates

2019 grant intake opens for our Coastal and Peace Regions	Wednesday, August 7, 2019
2019 grant intake opens for our Columbia Region	Wednesday, August 21, 2019
Peace Region Notice of Intent online information session. RSVP to fwcp@bchydro.com	Wednesday, August 21, 2019, 10 a.m. PDT
Mandatory Notice of Intent is due for Peace Region grant applicants only	Monday, September 9, 2019 at 5 p.m. PDT
Grant Applications and Action Plans online information session for all regions. RSVP to fwcp@bchydro.com	Wednesday, October 2, 2019, 10 a.m. PDT
Deadline to submit online grant application. 2019 grant intake closes.	Friday, October 25, 2019, 5 p.m. PDT

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WHAT GRANTS ARE AVAILABLE?

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 a total project cost greater than \$20,000 Total project cost, including funding from all sources, in-kind contributions, and taxes.

1. Seed Grant

Seed Grants are intended to offset costs to fill information gaps, explore project feasibility, and prepare technical information that may be required prior to developing a project proposal for a Large Grant application. Use our Seed Grant to grow your idea into a future Large Grant application. **Up to a maximum of \$5,000** is available from the FWCP.

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, other funders (if any), 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, other funders (if any), 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).

HOW TO APPLY FOR A GRANT IN 2019?

Follow these steps:

1. Review the [regional Action Plans](#) of interest to you.
2. Review and comply with applicable [regional requirements and guidance](#).
3. Develop a project idea to fulfill an action in any Action Plan(s);
4. Login to our [online grant management system](#) at fwcp.ca/apply-for-funding
5. Complete your mandatory Notice of Intent by Monday September 9, 2019, 5 p.m. PDT (**Peace Region only**);
6. Start your online grant application;
7. Fulfill all mandatory grant application requirements; and
8. Submit your grant application by Friday, October 25, 2019, 5 p.m. PDT.

The next section provides more details on these steps.

1. Review regional Action Plans

A series of Action Plans define Priority Actions eligible for an FWCP grant in each of our three regions. Decisions about what grant applications and projects are approved, are guided by these Action Plans (i.e. we fund projects that align with our Action Plans).

Please review the Action Plan(s) in the region(s) of interest to you. Base your grant application for a potential project on any one, or more, of the actions recommended in our regional Action Plans.

Regional Action Plans are online at:

- [Coastal Region](#)
- [Columbia Region](#)
- [Peace Region](#)

NEW Columbia Region Action Plans

Updated 2019 [Columbia Region Action Plans](#) are now available. Anyone applying for an FWCP grant must clearly demonstrate how the proposed project aligns with Priority Actions identified in our updated 2019 Action Plans.

Our 2012 Columbia Region Action Plans have been archived for reference only and no longer provide current guidance on our priorities or projects eligible for an FWCP grant. Do not refer to our [archived 2012 Action Plans](#) when developing your project idea and submitting a grant application.

2. Review regional guidance and priorities

Requirements and priorities vary by region. Review our regional guidance, requirements, and priorities to ensure your project idea and grant application are in alignment.

- [Coastal Region guidance and priorities for 2019 grant applicants](#)
- [Columbia Region guidance and priorities for 2019 grant applicants](#)
- [Peace Region guidance and priorities for 2019 grant applicants](#)

Columbia Region guidance and priorities for 2019 grant applicants will be posted, along with updated 2019 Columbia Region Action Plans, on Wednesday, August 21, 2019.

3. 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. To help you develop a project idea, these are some of the questions we'll ask as you to answer in your online grant application:

1. How does your project idea align with an Action Plan(s)?
2. Which Priority Action(s) would your project address?
3. Where would the work take place?
4. How would you go about the work?
5. What would the outcome be?
6. What species would benefit?
7. Would you need partners?
8. What would it cost?
9. How would you share the results and what you learned with others?

Our regional managers can help you align your project idea with one or more Priority Actions in our Action Plans, and our grant applications. Please [contact us](#) to talk about your project idea.

4. Login to our online grant management system and start grant application

All grant applicants must use our online grant management system to apply.

Coastal and Columbia Regions

If you've applied for an FWCP grant online before, you can [login](#) at fwcp.ca/apply-for-funding. If this is the first time you've applied online for an FWCP grant, you must [register online](#) at fwcp.ca/apply-for-funding.

Peace Region

If you've applied for an FWCP grant online before, you can [login](#) at fwcp.ca/apply-for-funding and start your mandatory Notice of Intent now. It is due by Monday, September 9, 2019 at 5 p.m. PDT. If this is the first time you've applied online for an FWCP grant, you must register [online](#) at fwcp.ca/apply-for-funding and then start your grant application, which begins with the mandatory Notice of Intent.

5. Complete mandatory Peace Region Notice of Intent

The **mandatory Notice of Intent is due by 5 p.m. PDT on Monday September 9, 2019**, for all Peace Region grant applications. If you are submitting a grant application in our Peace Region, our online grant management system will prompt you to complete and submit the mandatory Notice of Intent.

6. Start your online grant application

Follow the online instructions to start your grant application. There are lots of instructions in the online grant application, but if you need help, submit your questions online, email them to fwcp@bchydro.com or call 604-528-8136.

7. Fulfill all mandatory requirements

Be sure to complete all sections of the grant application and fulfil all mandatory requirements. These requirements vary by region. Review our regional guidance and priorities (See 2 above).

8. Submit your grant application by Friday, October 25, 2019, 5 p.m. PDT

The grant intake closes promptly at 5 p.m. PDT on Friday, Oct. 25, 2019. We accept and review grant applications received by the deadline. Avoid submitting your application immediately before the deadline in case you need to make corrections or additions. When you submit your grant application, the grant management system validates it to ensure required information has been provided. Allow time to correct any validation errors.

Helpful Tips

- Save time by asking us for a copy of your previous grant application. This is useful if you're resubmitting an application, or if you are applying for subsequent years of a multi-year project.
- You can save your grant application and return to it anytime.
- The grant application is organized by key sections (see tabs in the online grant application), and you can complete the grant application in any order you wish.
- If your project spans multiple years, you must apply for one year of project funding at a time, even if your proposed project spans 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.

WHAT'S IN A GRANT APPLICATION?

This section provides an overview of our grant applications and what information you'll be asked to provide.

	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 information: proponent organization, project contact, signing authority, collaborators, project partners, project volunteers.

Project info

Project location information: location description, project coordinates (latitude and longitude).

Alignment with Action Plan(s): primary Action Plan, primary project type, priority action, how will project address priority action, secondary Action Plan alignment.

Single or multi-year project: define project duration, and provide overview of project achievements and challenges for ongoing multi-year projects.

Project phases: start-up, fieldwork, data entry and analysis, draft reporting, community engagement (i.e. define how you plan to share your project results and involve others in your proposed project?)

Benefits: benefits to fish or wildlife, benefits to First Nations, stakeholders, and/or communities.

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 previously "not approved" application? Have you previously received FWCP funding?

Proposal and letters of support

A six-page (maximum length) project proposal is required for Large Grant applications only; letters of support may be required (see regional requirements and guidance).

Experience

Project contact experience: it is mandatory to include the experience and credentials of the project contact. It is optional to include the credentials and experience of other team members.

HOW ARE GRANT APPLICATIONS EVALUATED?

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 Monday, September 9, 2019 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.

For more information on how we evaluate grant applications, see our [funding page FAQs](#).