



## **Grant Information Kit: next steps for approved grant applicants 2021-2022**

This document outlines next steps for grant applications approved for 2021-2022 (i.e., fiscal year 2022).

### **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](mailto:lorraine.ens@bchydro.com) or 604-528-8136.

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## Our grant intake and project cycle

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

<p>Annual Grant Intake Opens Grant application intake opens <b>Wednesday, August 12, 2020</b> Peace Region <a href="#">notice of intent</a> due <b>Friday, September 11 2020</b></p>
<p>Grant Applications Due Grant application intake closes <b>Friday, October 30, 2020</b></p>
<p>Review and Evaluation of Grant Applications Three-stage review/evaluation of all grant applications <b>November–January</b></p>
<p>Boards Finalize Projects Approvals Regional boards finalize grant and project funding decisions <b>January–February</b></p>
<p><b>Notify Applicants</b> Grant applicants notified of boards' decisions <b>End of February</b></p>
<p><b>Conditions of Approval</b> Grant applicants fulfill all project conditions prior to finalizing a contribution agreement <b>March to September</b></p>
<p><b>Finalize Contribution Agreements</b> If all conditions are fulfilled, contribution agreement released for signature</p>
<p><b>Payment #1</b> Execution of contribution agreement and payment #1</p>
<p><b>Optional Payment #2</b> Optional submission of progress report and statement of accounts, which triggers payment #2</p>
<p><b>Draft Report</b> Mandatory final report (draft version) due <b>March 31, 2022</b></p>
<p><b>Final Report</b> Submission of final report (final version) and statement of accounts final payment <b>After March 31, 2022</b></p>

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## Notification Letter

All grant applicants will receive a notification letter indicating if their proposed project has been approved with conditions, or not approved. Our Regional Boards are responsible for approving all projects and funding decisions.

If your proposed project is approved, the letter will list the conditions. These conditions must be met in the FWCP online grant management system before a Contribution Agreement can be finalized.

## Project Conditions

All conditions must be met before September 30, 2021, or FWCP reserves the right to withdraw funding. Conditions will appear on the “Address Conditions” tab in the online FWCP grant management system and 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 by the applicant and subsequently 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, 2021, or later. If conditions are met **before** April 1, the Contribution Agreement will not be sent out for signature until April 1. If conditions are met **after** April 1, 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 and then be sure to submit the condition.

Condition Type	Condition Description	Status	
Signing Conditions	Please upload a WorksafeBC Clearance Letter showing status and provide your WorksafeBC#. Goto <a href="http://www.worksafebc.com">http://www.worksafebc.com</a> and look for 'Clearance Letter' in the insurance section. Alternatively, explain why a Clearance Letter is not needed.	Open	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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 whereby 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

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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](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 Hydro<sup>1</sup>. 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).

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<sup>1</sup> 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.

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## Optional Progress Report & Progress Statement of Accounts

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 in the online FWCP grant management system to receive the optional second payment of 40 percent. Please note that the progress statement of accounts must demonstrate that the first 40-percent payment was expended. FWCP staff will review the progress report and progress statement of accounts. They will be approved, or revisions will be requested. When FWCP staff approve both the progress report and the progress statement of accounts, the second payment of 40 percent will be initiated.

Follow our [user guides](#) for submitting a progress report or progress statement of accounts:

## 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 in the online FWCP grant management system 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 Final Report Due Date specified in the top left of your project in the FWCP's grant management system. A final statement of accounts must also be submitted in the online FWCP grant management system and will be reviewed by the FWCP Business Coordinator. The final statement of accounts can be submitted after the deadline.

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.

Follow our [user guides](#) for submitting a final report, final statement of accounts, and project information.

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## 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, 2022 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, 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.

Follow our [user guide](#) for submitting a change request: