GRANT INFORMATION KIT: GUIDANCE FOR GRANT APPLICANTS

Our annual grant intake is now open, and we are accepting grant applications until **Friday, October 29, 2021**, for projects starting as early as April 1, 2022.

If you're applying for an FWCP grant in fall 2021, start by reading this document, with information about:
- FWCP grants and 2021 deadlines.
- Key steps to kick-start your thinking and align your grant application with our action plans.
- Regional guidance, priorities, and mandatory requirements for all grant applicants.
- Step-by-step instructions to start your online grant application.
- What we're looking for in a grant application.
- How grant applications are evaluated.

You can start your grant application from our funding page. See FAQs at fwcp.ca/apply-for-funding.

Contact us

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	**Columbia Region manager**	**Peace Region manager**
Julie Fournier	Crystal Klym	Chelsea Coady
julie.fournier@bchydro.com	crystal.klym@bchydro.com	chelsea.coady@bchydro.com
604-528-7998	250-365-4591	250-561-4884

Learn more about our grants! Join us for an online information session.	
Wednesday, September 1, 2021 **9–10:30 a.m. PT** **10–11:30 a.m. MT** **Register now**	**INTRODUCTION TO THE PEACE REGION'S NOTICE OF INTENT (NOI)** Learn more about this mandatory first step for all grant applicants in our Peace Region. Find out how the notice of intent supports First Nations involvement in your project. This short project description is due Monday, September 13, and is part of our online grant management system. Register now.
Tuesday, September 28, 2021 **1–2:30 p.m. PT** **2–3:30 p.m. MT** **Register now**	**OVERVIEW OF OUR GRANTS AND ACTION PLANS** Find out what grants we offer and how to align your project idea with our regional action plans. Talk with our Coastal, Columbia, and Peace region managers and meet our new program manager. Get answers to your questions and tips to help you succeed! Register now.

OUR GRANT INTAKE AND PROJECT CYCLE

Deadlines may change annually, but the key steps in our application process and project cycle stay the same.

Annual grant intake opens
Grant application intake opens **Thursday, August 12, 2021**
Peace Region mandatory notice of intent due Monday, September 13, 2021

Grant applications due
Grant application intake closes
Friday, October 29, 2021

Review and evaluation of grant applications
Three-stage review/evaluation of all grant applications
November 2021–January 2022

Board approvals
Regional boards finalize grant and project funding decisions
January–February 2022

Notify grant applicants
Grant applicants notified of boards' decisions
February 2022

Conditions of approval
Grant applicants fulfill all project conditions prior to finalizing a
contribution agreement
March 2022

Finalize contribution agreements
If all conditions are fulfilled, contribution agreement released for signature
April 1, 2022 (at the earliest)

Payment #1
Execution of contribution agreement and payment #1

Optional payment #2
Optional submission of progress report and statement of accounts, which
triggers payment #2

Draft report
Mandatory final report (draft version) due
March 31, 2023

Final report
Submission of final report (final version) and statement of accounts
Final payment
After March 31, 2023

REMINDERS!

Regional guidance

Requirements and priorities for grant applicants may vary by region. Be sure to read our regional guidance documents for 2022–2023 grant applicants.

[Coastal Region guidance for grant applicants](#)
[Columbia Region guidance for grant applicants](#)
[Peace Region guidance for grant applicants](#)

Guidance for First Nations involvement in FWCP projects

Strengthening the involvement of First Nations is a priority for the FWCP, and we encourage all grant applicants to engage with the appropriate First Nations prior to submitting your grant application. Our review and evaluation of all grant applications will consider your efforts to engage with and involve First Nations in your proposed project. See our [regional guidance documents](#) and find out more about engaging with First Nations in the FWCP's Coastal, Columbia, and Peace regions.

We value partnerships in our projects

We recognize the value of partnerships to help plan, deliver, and fund projects. We encourage grant applicants to build funding and project partnerships into their projects. We'll be looking for partnerships when we evaluate all grant applications.

WHAT GRANTS ARE AVAILABLE FROM THE FWCP?

All applications for Seed Grants and Large Grants must be submitted through our online grant management system by Friday, October 29, 2021. Start your grant application [here](#) or https://fwcp.ca/apply-for-funding/.

Our [Community Engagement Grant](#) is available year-round on a first-come, first-served basis and you may apply anytime.

Seed Grants

Seed Grants are aimed at helping you explore the feasibility of your project idea and could be the first step toward submitting a grant application in a subsequent year.

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 an application for a Large Grant in a subsequent year. 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.

Large Grants

All grant applicants **ready to implement a proposed project** that aligns with our regional action plans **should apply for a Large Grant** regardless of the total cost.

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.

You will be asked to submit a written project proposal (maximum six pages) as part of your online grant application.

WHAT PROJECTS ARE ELIGIBLE FOR AN FWCP GRANT?

Each FWCP region has a set of ecosystem-based action plans that identify the priority actions eligible for FWCP grants (see the action tables in each action plan).

We fund five types of projects and our action plan tables identify priority actions by project type:
1. research and information acquisition;
2. habitat-based actions;
3. species-based actions;
4. monitoring and evaluation; and
5. land securement.

Your proposed project must align **with one or more priority action(s)** in any of our regional action plans.
Each priority action is identified as OPEN, OPEN/DIRECTED, or DIRECTED.

Delivery method?	Eligible for a grant?
OPEN	Eligible for a grant. Go ahead and apply!
OPEN/DIRECTED	Eligible for a grant. Go ahead and apply!
DIRECTED	Not eligible for a grant. Do not apply for a grant for this action. Our regional boards will address **DIRECTED** projects through other funding mechanisms.

Your proposed project must align with the project eligibility criteria in Table 1 below.

Table 1: FWCP project eligibility criteria

FWCP does:	FWCP does not:
Fund actions to create, restore, or otherwise improve the function of ecosystems that have been impacted by BC Hydro activities.	Fund core activities of government or non-government agencies or programs.
Fund actions to create, restore, or otherwise improve the function of alternate ecosystems that provide a better opportunity for investment.	Lead the development of species recovery goals.
Participate as a team member in species of interest planning.	Fund, co-ordinate, or lead national recovery teams for species at risk.
Fund specific management actions for species of interest as identified by recovery teams and action/implementation groups.	Develop policy related to land or wildlife management.
Fund baseline inventory that contributes to the development of habitat- or species-based actions within action plans.	Administer government regulations.
Fund monitoring programs designed to measure the effectiveness of FWCP-funded habitat- and species-based actions.	Engage in enforcement and compliance activities, except in relation to co-operatively managed conservation lands.

Contribute to all aspects of managing co-operatively managed conservation lands.	Fund programs designed exclusively to address government objectives.

All grant applicants must complete a short online eligibility quiz prior to starting a grant application to ensure your potential project is eligible for a grant.

WHO MAY APPLY?

Eligible grant applicants include First Nations, consultants, agencies, non-government organizations, individuals, and academic institutions.

All successful grant applicants must be able to provide:
1. a WorkSafe BC clearance letter; and
2. proof of commercial general liability.

HOW DO I APPLY FOR A GRANT IN 2021?

Follow these steps:

1. Review our regional action plans

Our regional action plans identify the priority actions eligible for FWCP grants (see the action tables in each action plan). Your proposed project must align with one or more priority action(s) in any of our regional action plans.

- Coastal Region action plans   fwcp.ca/action-plans-coastal-region
- Columbia Region action plans   fwcp.ca/action-plans-columbia-region
- Peace Region action plans   fwcp.ca/action-plans-peace-region

Our regional managers can help you align your project idea with a priority action(s) in our action plans.

2. Develop a project idea to fulfill an action

Develop a project idea that aligns with one or more priority action(s) in any action plan(s) that will achieve the intended outcome(s). Be sure you have selected an **OPEN** priority action.

REMINDER! Review relevant project reports and outcomes

Before developing your grant application, review our project report list for relevant work already completed. If there is a relevant project report, consider how, or if, the work you propose in your grant application will build on past work. The FWCP has posted more than 500 final reports on provincial databases, making our project results and data available to anyone. A searchable spreadsheet for all final project reports is available at http://fwcp.ca/results/.

You may also wish to review relevant provincial databases for projects not funded by the FWCP to identify recommendations or reports that could support your grant application.

Species Inventory Database
EIRS: Environmental Information Resource System
EcoCat: Ecological Reports Catalogue
CLIR: Cross-Linked Information Resources

3. Review our regional guidance and priorities

Each of our three regions—Coastal, Columbia, and Peace—are unique, and the requirements for grant applicants vary by region. To help with your grant application, we've prepared 2021 guidance documents for each region. Review the regional guidance documents and be sure to fulfill any mandatory requirements.

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 (NOI) after you login and start your grant application at fwcp.ca/apply-for-funding.

4. Start your online grant application

All grant applicants must use our online grant management system to apply. Start your grant application at fwcp.ca/apply-for-funding.

If this is the first time your organization has applied online for an FWCP grant, you must register at fwcp.ca/apply-for-funding.

If your organization is already registered in our online grant management system but *you* have never accessed the system, please contact our business coordinator, Lorraine Ens, at lorraine.ens@bchydro.com. She will set up a profile for you and link you to your organization.

Get help online

You'll find lots of tips and instructions built into the online grant application.

Click on the ❓ next to each question in the grant application to reveal instructions and more information.

Submit your questions to us from your draft grant application. Click on the "Notes/Questions" tab to submit your question.
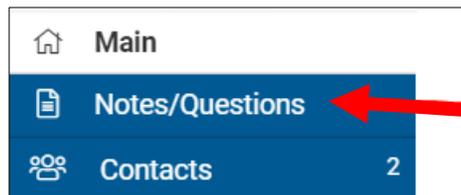
We're here to help

- Contact our business coordinator, Lorraine Ens, at lorraine.ens@bchydro.com or 604-528-8136.

5. Complete all mandatory sections of the grant application

Be sure to complete all sections of the online grant application and fulfill all mandatory requirements. These requirements vary by region.

6. Submit your online grant application by Friday, October 29, 2021, 5 p.m. PT

Our grant management system will validate your grant application entries immediately after you submit your application and indicate right away if any required information is missing.

We suggest you avoid submitting your application immediately before the deadline in case you need to make corrections or additions. The **grant intake closes promptly at 5 p.m. PT on Friday, October 29, 2021**, and we will only review grant applications received by the deadline.

Tips for completing grant applications

- 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.

Tips for multi-year grant applications

- If your project spans multiple years, you must apply for funding annually. Approval of annual FWCP funding for a multi-year project **does not** guarantee FWCP funding in future years.
- If you are in year two or more of a multi-year project, you can save time by [contacting](#) our business coordinator, Lorraine Ens, to make a copy of your previous application. This copy can be used to start the current year's grant application.
- If you are beyond year one of your multi-year project, your 2021 grant application must identify achievements and challenges encountered in previous year(s).

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 summary: Project title, project summary statement, and project urgency
Project details: Species that will benefit, detailed project description

Applicant information

Applicant information: Proponent organization, project contact, signing authority, collaborators, project supporters, First Nations communications, and project volunteers

Project information

Project location information: Map, location description, project coordinates (latitude and longitude)
Alignment with action plan(s): Primary action plan, primary project type, priority action, alignment with priority action and intended outcome(s), and optional alignment with secondary action plan
Single or multi-year project: Project duration, provide overview of project achievements and challenges for ongoing multi-year projects
Project phases: Start-up, fieldwork, data entry and analysis, community engagement (i.e., define how you plan to share your project results and involve others in your proposed project), draft reporting, and final reporting
Benefits: Benefits to fish and/or wildlife
Ongoing maintenance: Is ongoing maintenance required to sustain benefits?
Community engagement: What are your plans to share results and engage with First Nations, stakeholders, and others?
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
- project administration costs
- GST section

- revenue (i.e., other funding sources)

Funding: Is this a resubmission of a previously "not approved" application? Have you previously received FWCP funding?

Proposals

A six-page (maximum) project proposal is required for all Large Grant applications only. No proposal is required for Seed Grant applications.

Letters of support

Letters of support are optional in our Columbia and Peace regions. Letters of support are mandatory in our Coastal Region. See our regional guidance documents for more details.

Experience

Project contact experience: It is mandatory to include the experience and credentials of the project contact. We encourage you to provide the credentials and experience of *key* team members so we can properly evaluate your grant application.

HOW ARE GRANT APPLICATIONS EVALUATED?

All grant applications go through a three-stage review process that ends with a decision by our three regional boards.

Stage 1: review by regional manager and business coordinator

- Project eligibility: Does the proposed project align with our project eligibility criteria?
- Proponent status: Is the project proponent in good standing with FWCP? If applicable, are past project deliverables complete?
- Completeness: Have all grant application requirements been fulfilled?

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.

Results from the technical committee and First Nations Working Group (Peace Region only) review are provided to each board to assist in their review and decision-making in stage 3.

During this stage, our technical committees (all regions) will be evaluating grant applications for:

- Alignment with the priority action(s) and the intended outcome (see priority action table in each action plan): Are there clear objectives that are specific, measurable, attainable, relevant, and time-bound?
- Technical design: Are the methods and approaches for the proposed project acceptable and appropriate? Are there direct benefits to fish and/or wildlife?
- Urgency: What are the implications if the proposed project is approved, or is not approved?
- Budget: Are the charges for fees and expenses appropriate? Is there a demonstrated good value for the money?
- Relevant credentials and experience of the team members, and roles of individuals on the project: Does the project team have the skills, expertise, and capacity to carry out the project? Are the right people in the right roles?

- Overall quality of the grant application: Is it a clear, easily understood grant application and project proposal with strong linkages to the priority action(s) and intended outcome(s)?

During this stage, our First Nations Working Group (Peace Region only) will be evaluating grant applications for:
- Inclusion of Indigenous knowledge.
- Incorporation of First Nations cultural values and perspectives.
- Approach to sharing project results with First Nations communities.
- Involvement of First Nations in the proposed project, where appropriate.

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 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.

During this stage, our regional boards will be evaluating grant applications for:
- Alignment with the FWCP's vision, mission, and any applicable regional guidance.
- A clear and well-defined approach that aligns with the priority action, as stated in the relevant action plan(s).
- A strong linkage between the proposed project and the intended outcome(s) as stated in the relevant action plan(s).
- Engagement with and involvement of First Nations in the grant application/proposed project. We recognize engagement may not necessarily result in First Nations involvement, but you will be required to document your engagement efforts in your grant application and provide a rationale why you may not have Indigenous involvement in your proposed project.
- Community engagement: Does your proposed project include a community engagement component? Demonstrated effort to engage with First Nations, stakeholders, and other communities of interest.
- Partnerships: The FWCP values partnerships and encourages grant applicants to identify and involve project partners and/or funding partners to leverage FWCP funds

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