



Next steps for approved grant recipients 2024-2025

This document outlines the next steps for grant applications approved for funding in 2024-2025.

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

If you have any questions about your, please contact a region manager. If you aren't sure who to talk to, contact our Environmental Project Coordinator, Melissa Fiel de Sousa at melissa.fieldesousa@bchydro.com or 604-528-8136.

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Our grant intake and project cycle

Annual deadlines may change, but key steps in our grant and project cycle do not.

Annual Grant Intake Opens Grant application intake opens mid-August Peace & Columbia regions: mandatory notice of intent due early September Our Coastal Region does not require a notice of intent.
Grant Applications Due Grant application intake closes End of October
Review and Evaluation of Grant Applications Three-stage review/evaluation of all grant applications November–January
Boards Finalize Projects Approvals Regional boards finalize grant and project funding decisions January–February
Notification Letters Grant applicants notified of boards’ decisions End of February
Conditions of Approval Grant applicants fulfill all project conditions in the notification letters prior to finalizing a contribution agreement March
Finalize Contribution Agreements If all conditions are fulfilled, contribution agreement released for signature April 1 (at the earliest)
Payment #1- Initial Execution of contribution agreement and payment #1
Optional Payment #2 - Interim Submission of progress report and statement of accounts (may be optional) <small>*no second payment for Seed Grant projects</small>
Draft Report Mandatory final report (draft version) due March 31, 2025
Final Report Submission of final report (final version) and statement of accounts
Payment #3 – Final Following submission of final report (final version) and statement of accounts

Notification Letter

All grant applicants will receive a notification letter indicating if their proposed project has been approved with conditions, or not approved. 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, 2024, 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 could include:

1. budget revisions;
2. safety and Environmental Management Plans for projects on, or in the immediate vicinity of BC Hydro property;
3. submission of draft final reports from the previous project year;
4. submission of final reports from other projects from the same grant recipient;
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);
6. confirmation the project work will be performed in accordance with all applicable laws, regulations, rules, codes and ordinances of authorities having jurisdiction; and
7. confirmation that the designated project contact and signatory on the application are correctly stipulated.

When all conditions are addressed, the Contribution Agreement will be sent to the project signatory for signing. Successful applicants can expect to receive a Contribution Agreement on April 1, 2024, (which is the start of FWCP’s new fiscal year) if all conditions are met.

Follow these three steps to start fulfilling all project conditions through our online grant management system (see Figure 1 on next page):

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 submit the condition.

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.

Note – please ensure that the WorkSafe BC letter is addressed to FWCP as per the example below

WORKSAFE BC
WORKING TO MAKE A DIFFERENCE

Home | Contact Us | Exit

Clearance Letter

Step 1 : Tell us who is requesting the letter. This information will appear in the address of the clearance letter.

The name and address you enter here will appear in the upper left corner of the clearance letter.
View a [sample clearance letter](#).

* REQUIRED. All fields marked with (*) are required.

Name

Enter the name of the business or individual that is requesting the clearance information. This is the addressee of the clearance letter.

☒ Business user
☐ Individual user

* Legal name:

WorkSafeBC account number: Use numbers only; please exclude letters (ie: AA, AQ)

Mailing address

* Country:

* Address:

* City:

* Province:

* Postal code:

Enter phone number and optional email address.

* Phone number: Ext:

Email address:

[Clear details](#)

Step 2 : Find firm(s) for the letter

A firm includes an employer, a contractor, a subcontractor, and/or a prime contractor. In order to add a firm to your clearance letter, the firm must have a WorkSafeBC account number.

[Search](#)

Step 3 : Create the clearance letter

You may create a letter with up to 150 firms.

Showing 1 firm

Account number	Legal name	Trade name	Remove
[REDACTED]	[REDACTED]		Remove

[Create clearance letter](#) [Clear list](#)

Acrobat Reader or Exchange is required to view PDF documents. [Download free document viewer](#) (Acrobat Reader).

2010 WorkSafeBC (the Workers' Compensation Board of BC) | [Terms & Conditions](#) | [Privacy](#)

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 [secure@signority.com]. Shortly after 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 per cent of the approved funding) will be initiated. If you are receiving a Seed Grant, the first payment will be 75 per cent of the approved funding. The first payment for grants supporting land securement will be 80 per cent of the approved funding.

The Contribution Agreement includes several terms and conditions for the funding to be provided to the grant recipient, including (but not limited to):

- **Approvals - Permits/Authorizations** (e.g., Wildlife Act permits, fish collection permits, Water Sustainability Act authorizations, Heritage Act permits, etc): Grant recipients are responsible for obtaining all permits and approvals related to the project. Grant recipients are required to continue to have all relevant permits in place to deliver projects funded by FWCP. Funding approval by the FWCP does not remove your obligation, if applicable, to obtain any required permits.
- **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 of B.C. 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. To facilitate this information management and distribution, the Contribution Agreement identifies that the grant recipient retains ownership of the data but provides the right to sublicense the information to the Province of B.C. to manage and distribute all project information. Specifically, the Province of B.C. will manage the project information in accordance with the procedures in Appendix I of the [FWCP Governance Manual](#). The procedures include provisions for requests securing the data for the purposes of publication, securing data collected on private land, and/or securing data associated with expressed First Nations interests.
- **Safety:** Safety is the responsibility of the grant recipient, and you must comply with all safety regulations and procedures required by law or by BC Hydro (on behalf of the FWCP).
- **Governing Law:** The grant recipient shall comply with all laws, licences, and permits applicable to the project and performance of the Contribution Agreement. The Contribution Agreement is governed by the laws of the Province of British Columbia and the applicable federal laws of Canada.

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). Contact our Environmental Project Coordinator, Melissa.FieldeSousa@bchydro.com to set up direct deposit.

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 ~30 days of signing the Contribution Agreement.

Final Payment

The final payment will be made within approximately 30 days of an **approved** final report, a **final statement of accounts**, and confirmation that all **project information has been submitted** to the Province. The FWCP will pay the balance owed 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). **Note** – a change request for increased funding must be approved before any statement of accounts (SOA) is started. This will reduce the chance of losing data entered in your SOA.

Optional Progress Report & Progress Statement of Accounts

Progress reports and progress statement of accounts are generally optional for recipients of Large 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 per cent. The progress statement of accounts must demonstrate that the first 40 per cent payment was expended. FWCP staff will review the progress report and progress statement of accounts and approve or request revisions. Once both the progress report and the progress statement of accounts are approved, the second payment of 40 per cent will be initiated.

Follow our [user guides](#) for submitting a progress report or 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.

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 may ask for revisions prior to finalizing the report. Draft final reports must be submitted by 4 p.m. PT / 5 p.m. MT 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 Environmental Project Coordinator. The final statement of accounts can be submitted after the deadline.

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 related to the project must be submitted to the Province in an appropriate electronic format(s). This project information could include geospatial or georeferenced data, maps, spreadsheets, 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. FWCP requires confirmation from the grant recipient that all project information has been submitted to the Province.

When the final report and final statement of accounts are submitted they will either be approved, or revisions will be requested. Once FWCP staff have approved both, and once the grant recipient has confirmed that all project information has been submitted to the Province, the final payment will be initiated.

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

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, 2025, 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.