



## COASTAL REGION GUIDANCE FOR GRANT APPLICANTS 2023

Our annual grant intake is now open. For a project starting after April 1, 2024, please submit your grant application online by 4 p.m. PT / 5 p.m. MT on **Monday, October 30, 2023**.

If you're applying for an FWCP grant, start by reading this document with information about:

- FWCP grants available
- Deadlines and key dates
- Guidance, priorities, and mandatory requirements
- What we're looking for in a grant application
- How grant applications are evaluated

Complete your grant application [online](#).

**Learn more about our grants! Join us for an online information session.**

**Tuesday, September 26, 2023**

**1-2 p.m. PT**

**2-3 p.m. MT**

**OVERVIEW OF OUR GRANTS AND ACTION PLANS**

[Register now](#). Find out what grants we offer and how to align your project idea with our regional action plans. Get answers to your questions and tips to help you succeed!

### Questions? Contact our Coastal Region Manager

Julie Fournier

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604-528-7998

# COASTAL REGION GUIDANCE FOR GRANT APPLICANTS 2023

## TABLE OF CONTENTS

|  |    |
|--|----|
| Our grant intake cycle – deadlines and key dates | 2  |
| Who may apply?                                   | 3  |
| What grants are available from the FWCP?         | 3  |
| What projects are eligible for an FWCP grant?    | 3  |
| Coastal Region guidance and reminders            | 5  |
| How do I apply for a grant in 2023?              | 6  |
| What’s in a grant application?                   | 8  |
| How are grant applications evaluated?            | 10 |

## OUR GRANT INTAKE CYCLE—DEADLINES AND KEY DATES

Please note that although the key steps in our application process and project cycle are the same from year to year, the specific deadline dates vary.

**Grant application intake opens**  
**Tuesday, August 1, 2023**

**Grant applications due**  
Grant application intake closes  
**Monday, October 30, 2023**

**Application review**  
Three-stage evaluation of all grant applications  
**November 2023–February 2024**

**Notification**  
Grant applicants notified of regional board’s decisions  
**February 2024**

## WHO MAY APPLY?

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

All grant applicants must be able to provide:

1. a WorkSafeBC clearance letter; and
2. proof of commercial general liability.

## WHAT GRANTS ARE AVAILABLE FROM THE FWCP?

### 1. Seed Grants

Use our Seed Grant to grow your idea. Seed Grants are aimed at helping you explore the feasibility of your project idea and could be the first step towards developing a larger project. **Up to a maximum of \$5,000** is available from the FWCP for project ideas that align with our regional action plans.

Seed Grants are intended to offset costs to fill information gaps, explore project feasibility, and prepare technical information to support a Large Grant application in a subsequent year.

### 2. Large Grants

If you are **ready to implement a proposed project** that aligns with our regional action plans, **apply for a Large Grant**.

You will be asked to submit a written project proposal (maximum six pages), budget, and support letters as part of your grant application.

## WHAT PROJECTS ARE ELIGIBLE FOR AN FWCP GRANT?

To be eligible for FWCP funding, projects must:

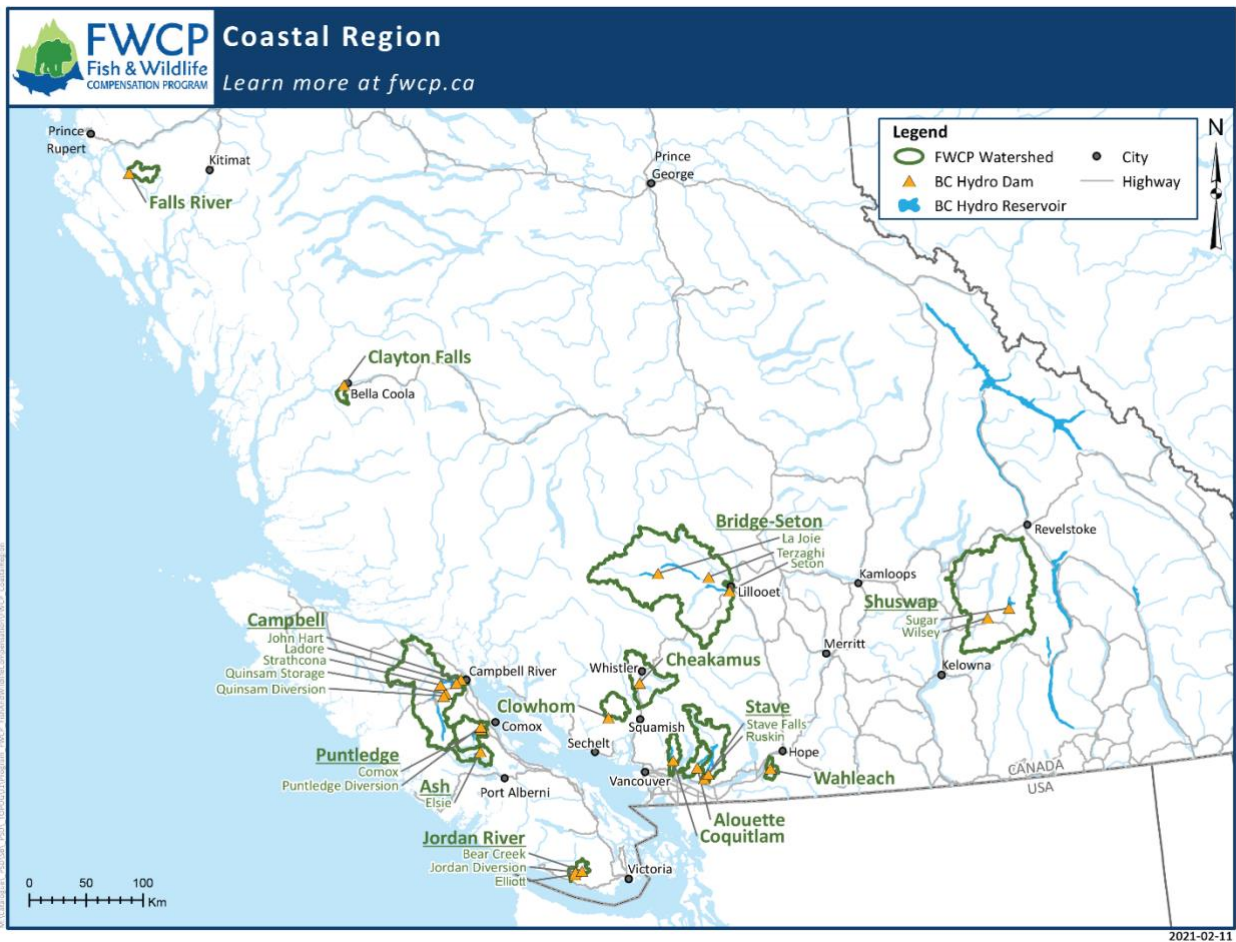
### 1. Align with our Coastal Region action plans

Our Coastal Region's watershed-based [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 open priority action(s)**. Each priority action in our action plans is identified as OPEN, OPEN/DIRECTED, or DIRECTED. Your project must be aligned to an **OPEN** or **OPEN/DIRECTED** priority action to be eligible for a grant.

| 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 <b>DIRECTED</b> projects through other funding mechanisms. |

### 2. Be within or relate to our Coastal Region

We fund projects delivered within the boundaries of our 14 FWCP Coastal Region watersheds. We may fund projects in multiple watersheds, and projects that only partially overlap with our watershed boundaries if the project is related to a species that moves across the regional boundary (e.g., salmon species). These projects must demonstrate they are addressing a priority action in a Coastal Region action plan.



### 3. Align with project eligibility criteria

**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.                     |

**Table 1: FWCP project eligibility criteria, continued.**

| FWCP does:  | FWCP does not:  |
|---|---|
| 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 applicants must complete a short online quiz prior to starting an application to ensure their project is eligible for an FWCP grant.

## COASTAL REGION GUIDANCE AND REMINDERS

### Research projects must inform conservation actions

The Coastal Region board wants to strengthen the link between research and information gathering projects and the FWCP’s [objectives](#).

Grant applications that clearly demonstrate how results from the proposed research and information gathering project will benefit future conservation actions or inform decisions to conserve and enhance the watershed will receive a more favourable evaluation by reviewers.

Grant applications must describe how the proposed project will address data gaps to better understand limiting factors, inform a decision leading to a conservation action, or address a specific land use or recovery plan. Proposed research and information gathering projects must identify how the proposed project will benefit fish, wildlife, or ecosystems in the watershed. For example, show how the proposed project will:

- correlate the data collected to a clearly identified resource management objective or conservation action (e.g., land use plan, recovery plan, etc.);
- describe how the data addresses knowledge gaps; and
- describe how the proposed project will inform next steps to improve or clarify a management objective.

The grant application should include a support letter from an appropriate resource manager to confirm the need for the proposed project results to further conservation efforts.

### **NEW!** Follow our guidance for land securement grant applications

The FWCP funds land securement projects and supports a partnership approach in our Coastal Region.

If you are seeking a grant for a land securement project, start by contacting our [Coastal Region manager](#) to discuss your project idea and learn about our Coastal Region’s land securement principles. For example:

- The regional board sets aside a portion of its annual budget towards a land securement reserve fund.
- Due to the time sensitive nature of real-estate transactions, land securement applications are not limited to the open application window and may be considered anytime.
- Applications for endowments and other costs may be considered on a case-by-case basis.

- Applications must be led by an organization with endowment funding and the capability to develop and implement a land management plan.
- Partnerships and co-funders are important. FWCP grants in our Coastal Region are limited to no more than 33% of the total purchase price.

For details about applying for a grant for land securement, visit [fwcp.ca/land-securement](http://fwcp.ca/land-securement).

## Follow our Campbell River Gravel Restoration Strategy

The mainstem Campbell River is important for spawning Chinook salmon. In 2018, the FWCP funded a multi-stakeholder process to develop a strategy for salmon spawning habitat enhancement and monitoring in the Lower Campbell River. The [Campbell River Gravel Restoration Strategy](#) identifies priority spawning sites for restoration.

If you are proposing a Lower Campbell River project for gravel monitoring (priority action #23 in our Campbell River Watershed Action Plan) or salmon spawning habitat restoration (priority action #13 in our Campbell River Watershed Action Plan), it must align with the [Campbell River Gravel Restoration Strategy](#).

## Contact us if you are proposing a project near BC Hydro reservoirs

Your safety is important to us. If your proposed project is located on or near BC Hydro property, reservoirs, or downstream of a generation station, please [contact](#) our Coastal Region manager before submitting your grant application. We can help share helpful information about safety hazards. There may also be additional time and budget considerations should a BC Hydro property access agreement be required.

## Contact us if you are proposing a project in select Vancouver Island watersheds

If you are proposing a project in the Ash, Campbell, Jordan, or Puntledge River watersheds, you **MUST** [contact](#) our Coastal Region manager prior to submitting your grant application. There are large private land holdings in each of these watersheds and, as a result, there is an additional project screening process.

### FWCP Coastal Region manager

Julie Fournier

[Julie.Fournier@bchydro.com](mailto:Julie.Fournier@bchydro.com)

604-528-7998

## HOW DO I APPLY FOR A GRANT IN 2023?

### Step 1: Develop a project idea that aligns with our Coastal Region action plans

Our Coastal Region [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 open priority action(s) in any of our regional action plans. Develop a project idea that will achieve the intended outcome(s).

### Step 2: Build upon past work—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 [fwcp.ca/results](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](#)

### **Step 3: Engage with First Nations, agencies, stakeholders, and communities**

#### **First Nations engagement**

Strengthening the engagement of First Nations in FWCP-funded projects is a priority. We encourage grant applicants in our Coastal Region to engage with the appropriate First Nations to discuss your proposed project and options for First Nations engagement prior to submitting your grant application. The [Provincial Consultative Areas Database](#)<sup>1</sup> can provide a list of communities and contact information based on geographic area.

You will be asked to document your engagement efforts when you complete your online grant application. Our review and evaluation of grant applications will consider efforts to engage with and involve First Nations in proposed projects.

#### **Stakeholder and community engagement**

The FWCP values partnerships and encourages grant applicants to identify and engage project partners and/or funding partners to leverage FWCP funds. Engage with government agencies, stakeholders, and other communities of interest as appropriate.

### **Step 4: Obtain mandatory letters of support**

Letters of support for your project are mandatory in our Coastal Region for Large Grant applications of any amount. A letter of support is required from each of the following groups:

- First Nations
- government agencies
- stakeholder/community groups

If you are a First Nation or government agency, you do not have to submit a letter of support from a First Nation or government agency.

### **Step 5: Submit your online grant application by Monday, October 30, 2023**

[Start a grant application](#) and be sure to complete all sections, fulfill all mandatory requirements and submit by **4 p.m. PT / 5 p.m. MT on Monday, October 30, 2023**. 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. We only review grant applications received by the deadline.

#### **Notes:**

- If this is the first time your organization has applied online for an FWCP grant, you will first need to register.

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<sup>1</sup> Note: FWCP's understanding is that the Provincial Consultative Area Database is not intended to create, recognize, limit or deny any aboriginal rights, including title, that First Nations may have.



- If your organization is already registered in our online grant management system but **you** have never accessed the system, please contact our Environmental Project Coordinator, Melissa Fiel de Sousa ([Melissa.FieldeSousa@bchydro.com](mailto:Melissa.FieldeSousa@bchydro.com) or 604-528-8136). She will set up a profile for you and link you to your organization.

### 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 Environmental Project Coordinator, Melissa Fiel de Sousa ([Melissa.FieldeSousa@bchydro.com](mailto:Melissa.FieldeSousa@bchydro.com) or 604-528-8136), to request 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 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:** Organization, project contact, signing authority, collaborators, project supporters, and project volunteers

### Project information

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

**Alignment with action plan(s):** Primary action plan, sub objective, action type, 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

**Funding:** Is this a resubmission of a previously "not approved" application?



## Project budget

### Budget:

- Labour expenses, materials, equipment, transportation, and field expenses
- Project administration costs
- GST section
- Additional revenue (i.e., other funding sources, in-kind and volunteer contributions)

### Notes:

- For materials and equipment, the FWCP does *not* provide funding to purchase non-consumable items (e.g., GPS units, cameras, electronics, boats, tents, etc.). Rental rates for non-consumable items are acceptable.
- How GST is claimed depends on your organization type. There are three options:
  - a) Not-for-profit, government, and CHUMS (charities, hospitals, universities, municipalities, and schools) organizations would be expected to incur some GST on their inputs. The FWCP can be responsible for the net amount of GST *after* the organization's rebate percentage (i.e., if you get a rebate of 75% of your GST, FWCP can cover the remaining 25%). The remaining GST needs to be entered as part of the project cost and within the line items.
  - b) Consultants and registered businesses (which don't receive a GST rebate) would be expected to incur GST and claim a full input tax credit on their inputs. The estimated GST that would apply to the total FWCP contribution needs to be split out from the project cost and line items and entered in the GST section of the budget along with the organization's GST number.
  - c) If you don't have a GST number or prefer to use FWCP funding to pay for the GST portion of your project, estimate the cost(s) with GST and enter it as part of the project cost and within the line items.
- Travel expenses (meals and mileage) need to align with accepted standardized rates:
  - Per diem meal rates: breakfast = \$18; lunch = \$20; dinner = \$34
  - Mileage: highway = \$0.68/km; 4x4 (when mode required) = \$0.95/km
- Total FWCP contribution towards administration costs (telephone charges, photocopies, printing, mailing/courier, etc.) is not to exceed 5% of the total FWCP contribution for project expenses for government and 10% for non-government. Administration costs should not be specified for consultants whose rates normally include administration costs.
- 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.
- For the additional revenue section, in-kind and volunteer contributions should be expressed as \$250/day for skilled labour and \$100/day for unskilled labour for a standard day of eight hours. For professionals, use standard charge-out rates.

## Proposals

A six-page (maximum) project proposal is required for all Large Grant applications only. A proposal is not required for Seed Grant applications.

## Letters of support

Include mandatory letters of support for your project.

## 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?

We evaluate grant applications for:

- A clear and well-defined approach that aligns with the priority action(s), 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). 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?
- Engagement with and involvement of First Nations in the grant application/proposed project. First Nations engagement is part of the review and evaluation of all grant applications. 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 First Nations involvement in your proposed project.
- Describe how your project will engage with the community. Costs may be included in the project budget.
- Partnerships: The FWCP values partnerships and encourages grant applicants to identify and involve project partners and/or funding partners to leverage FWCP funds.
- Budget: Are the charges for fees (including charge out rates) and expenses appropriate and reasonable? 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 with strong linkages to the priority action(s) and intended outcome(s)?