



## COLUMBIA REGION GUIDANCE FOR GRANT APPLICANTS 2023

Our annual grant intake is now open. New this year in our Columbia Region: all grant applicants must submit a mandatory [notice of intent](#) by 12 p.m. PT / 1 p.m. MT on **Monday, September 11, 2023**. Grant applications must be submitted 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 these online information sessions.	
<b>Wednesday, August 9, 2023</b> <b>10-11 a.m. PT</b> <b>11 a.m.-12 p.m. MT</b>	<b>INTRODUCTION TO THE COLUMBIA REGION'S NEW MANDATORY NOTICE OF INTENT</b> <a href="#">Register now</a> . Our Columbia Region board is working to strengthen engagement of First Nations in the fish and wildlife projects we fund. All grant applicants must submit a <b>mandatory notice of intent</b> —a short description of your proposed project—by <b>September 11, 2023</b> . Join our online information session to learn more about this opportunity.
<b>Tuesday, September 26, 2023</b> <b>1-2 p.m. PT</b> <b>2-3 p.m. MT</b>	<b>OVERVIEW OF OUR GRANTS AND ACTION PLANS</b> <a href="#">Register now</a> . 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 Columbia Region Manager.

Jen Walker-Larsen  
[Jennifer.Walker-Larsen@bchydro.com](mailto:Jennifer.Walker-Larsen@bchydro.com)  
 250-814-6645

# COLUMBIA 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
What’s important to our board?	6
Columbia Region guidance and reminders	7
How do I apply for a grant in 2023?	7
What’s in a grant application?	9
How are grant applications evaluated?	11

## 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.



## WHO MAY APPLY?

Eligible grant applicants include: Indigenous 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) with a budget as part of your online grant application.

## WHAT PROJECTS ARE ELIGIBLE FOR AN FWCP GRANT?

Over the last five years, our Columbia Region board has approved an average of \$970,000 per year for grants for fish and wildlife projects. The FWCP also delivers projects through long-term agreements and partnerships, as well as board-directed projects. To be eligible for a FWCP grant, projects must:

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

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 a priority 1 or 2 action

Our Columbia Region's ecosystem-based [action plans](#) identify the priority actions eligible for FWCP grants (see the action tables in each action plan). We will not accept grant applications that have a **primary** alignment with a priority 3 action.

Only grant applications that have a **primary** alignment with a priority 1 or 2 action will be accepted in this year's grant intake. Grant applications that have a **primary** alignment with **priority 3 actions will not be accepted** in

this year’s grant intake (i.e., grant applications that align with a priority 3 action as the **secondary** action will be accepted).

RESERVOIRS AND LARGE LAKES ACTION TABLE - ECOSYSTEMS (PISCIVOROUS RAINBOW TROUT)							Version:AUG2019	
Action #	Action Type	Priority Action Short Description	Priority	Priority Area	Target Species	Priority Action	Intended Outcome	Delivery Approach
17	Monitoring and Evaluation	COLRLL.ECO.ME.17.01 Effectiveness monitoring of past piscivorous Rainbow Trout projects in Kootenay, Arrow-P1	1	Kootenay Lake Arrow Lakes	Piscivorous Rainbow Trout	Monitor and evaluate the effectiveness of previous FWCP piscivorous Rainbow Trout habitat-based projects. Include an approach for adaptive management, information sharing and collaboration among agencies and the public stakeholders to increase the efficacy of conservation action.	Ensuring habitat-based actions are functioning as intended.	Directed / Open
		COLRLL.ECO.ME.17.02 Effectiveness monitoring of past piscivorous Rainbow Trout projects in Duncan, Kinbasket-P2	2	Duncan Kinbasket				

**Figure 1:** Review our action plans to confirm the priority ranking (e.g., priority 1 or 2) assigned to each of our actions. Grant applications will be accepted for only priority 1 or 2 actions this year.

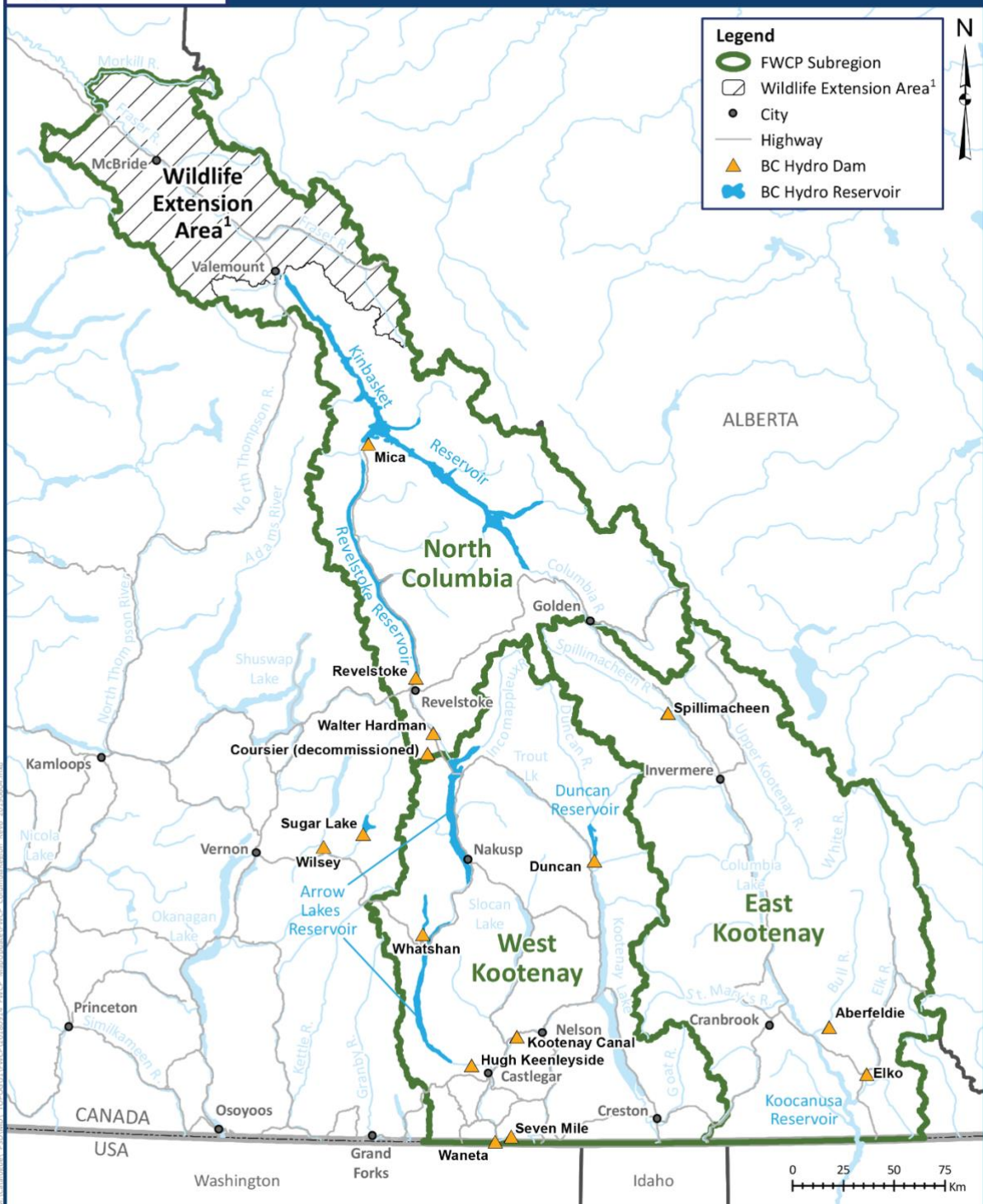
### 3. Be within our Columbia Region

We fund projects to be delivered within the boundaries of our Columbia Region, which includes the Canadian portion of the Columbia River Basin and our wildlife extension area (northwest of Valemount). Grant applications for wildlife projects in the wildlife extension area are eligible for funding. Grant applications for fish projects in the wildlife extension area are not eligible for funding (i.e., the FWCP funds projects related to the Columbia River system, not the Fraser River). The Canadian portion of the Flathead River Basin is not part of our Columbia Region. See map on next page.



# Columbia Region

Learn more at [fwcp.ca](http://fwcp.ca)



<sup>1</sup> Wildlife Extension Area: The Upper Fraser area was added to the Program based on limited opportunities for wildlife compensation projects in the Canoe Reach. SB - Rev 6 - 2019-06-04

## 4. 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.
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.

### WHAT'S IMPORTANT TO OUR BOARD?

Our Columbia Region board has identified two priorities for the fall 2023 grant intake and is encouraging grant applications for projects that consider either of these. Grant applications for other projects that do not address these priorities are welcome.

#### 1. On-the-ground fish and stream restoration and feasibility projects

Grant applications for on-the-ground fish and stream restoration projects (i.e., Large Grant) and feasibility studies (i.e., Seed Grant) are a priority in our fall 2023 grant intake. Seed Grants (maximum of \$5,000 in FWCP funds) are aimed at exploring options and the feasibility of a proposed project. The Seed Grant is the first step toward a future Large Grant application.

#### 2. Projects in the North Columbia

While we are interested in grant applications for projects to be delivered in the West and East Kootenays, grant applications for projects in the North Columbia sub-region are a priority in our fall 2023 grant intake.



The North Columbia sub-region is bordered by Revelstoke and Golden in the south and Valemount in the north (see map on page 5). Please note that proposed projects in this sub-region must still align with priority actions in our action plans.

## COLUMBIA REGION GUIDANCE AND REMINDERS

### **NEW!** Submit a mandatory notice of intent by Monday, September 11, 2023

This year, all grant applicants are required to submit a mandatory notice of intent. Learn more about this first step to engage First Nations at [fwcp.ca/notice-of-intent](https://fwcp.ca/notice-of-intent) and [register here](#) for an information session on Wednesday, August 9, 2023.

### **Projects from First Nations and stewardship groups are encouraged**

For our fall 2023 grant intake, our regional board is encouraging applications from First Nations, stewardship groups, and non-government organizations. Eligible grant applicants include First Nations, government agencies, consultants, non-profit organizations, stewardship groups, and academic institutions.

### **Projects to evaluate past wetland conservation are not accepted this year**

A directed project evaluating the effectiveness of past FWCP-funded wetland conservation actions is underway. As a result, proposed projects aligning with priority action COLWRA.ECO.ME.21.01 (effectiveness monitoring of past projects-P1) in the Wetlands & Riparian Areas action plan will not be accepted in our fall 2023 grant intake.

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

The FWCP—or BC Hydro on behalf of the FWCP—does not own property purchased for conservation purchases. The FWCP funds land securement projects and supports a partnership approach in our Columbia Region. For details about applying for land securement grants, visit [fwcp.ca/land-securement](https://fwcp.ca/land-securement).

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

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

Our Columbia 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 priority 1 and 2 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](https://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: NEW! Early engagement with First Nations—submit your mandatory notice of intent by September 11, 2023**

The Columbia Region is continuing work to strengthen engagement of First Nations in the fish and wildlife projects we fund through our annual grant intake.

The [notice of intent \(NOI\)](#) process helps identify opportunities for First Nations perspectives on and involvement in your project. The NOI process also helps our Columbia Region manager give you additional guidance to support your grant application. All grant applicants, including First Nations, must submit a mandatory notice of intent online by **Monday, September 11, 2023 at 12 p.m. PT / 1 p.m. MT.**

Submit your mandatory notice of intent by [starting a grant application](#).

The notice of intent includes:

- Brief project summary
- Name of grant applicant/organization and contact information
- List of other project supporters
- Project location
- Project duration (number of years)

Members of our Columbia Region's First Nations Working Group will review your NOI and determine if they want to discuss your project with you prior to the grant application deadline. Our Columbia Region manager will notify all grant applicants by late September which First Nations, communities or businesses are interested in discussing your proposed project with you.

Visit [fwcp.ca/notice-of-intent](http://fwcp.ca/notice-of-intent) for more information.

#### Notes:

- If this is the first time your organization has applied online for an FWCP grant, you will first need to register. Our online grant management system will prompt you to complete and submit the mandatory notice of intent after you log in and start your grant application.
- 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.

### **Step 4: Engage with agencies, stakeholders, and communities**

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

### **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.

### 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, field work, data entry and analysis, community engagement, 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.

## Optional letters of support

Letters of support for your project are optional in our Columbia Region, but they can be used to strengthen your grant application. If you choose to submit letters of support along with your grant application, please ensure the letter author(s) clearly indicate their support for your proposed project and specify their involvement (i.e., actively involved, engaged in project planning and/or delivery, providing in-kind and/or cash support, or supporting the project in principle). A letter of support should come from an organization, First Nation, or government agency, and it should demonstrate how the support is relevant to 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, 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)?