



PEACE REGION GUIDANCE FOR GRANT APPLICANTS 2023

Our annual grant intake is now open. A mandatory [notice of intent](#) is due 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.	
Wednesday, August 9, 2023 10–11 a.m. PT 11 a.m.–12 p.m. MT	INTRODUCTION TO THE PEACE REGION'S NOTICE OF INTENT (NOI) Register now . Learn more about this mandatory first step for all grant applicants in our Peace Region. Find out how the NOI supports First Nations engagement in your project and allows us to provide you with additional guidance ahead of submitting your grant application. Your notice of intent is due September 11, 2023 through our online grant management system.
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 Peace Region Manager.

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PEACE REGION GUIDANCE FOR GRANT APPLICANTS 2023

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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

Mandatory notice of intent due
Monday, September 11, 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: 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?

To be eligible for FWCP funding, projects must:

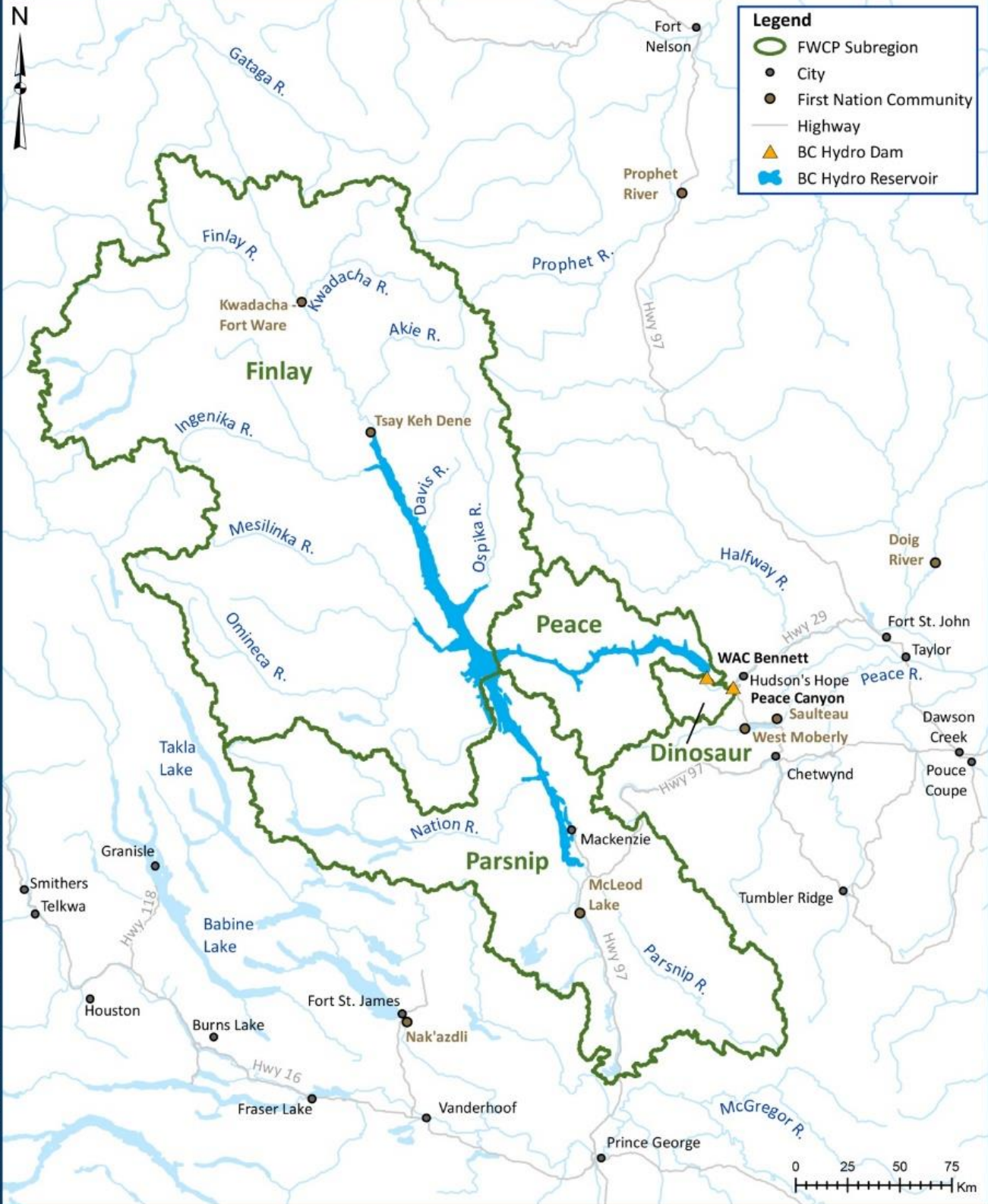
1. Align with our Peace Region action plans

Our Peace Region's ecosystem-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 DIRECTED projects through other funding mechanisms.

2. Be within or relate to our Peace Region

We fund projects delivered within the boundaries of our Peace Region. We may fund projects that only partially overlap with our regional boundary if the project is related to a species that moves across the regional boundary (e.g., caribou herds). We may also fund projects with a strong community engagement or stewardship and education focus that deliver some, but not all, project components outside of our regional boundary. These projects must demonstrate they are addressing a priority action in a Peace Region action plan.



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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.
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.

PEACE REGION GUIDANCE AND REMINDERS

Research and information acquisition type projects must inform conservation actions

We want to see strong linkage to the intended outcomes for all research and information acquisition type projects as identified in our FWCP Peace Region action plans. Any grant applicant proposing to undertake a project to address a research and information acquisition type action must clearly demonstrate how their proposed project will achieve the intended outcome of the priority action.

We are not currently accepting grant applications for moose habitat enhancement

We recently approved a multi-year directed project to enhance moose habitat in the FWCP Peace Region. Given this is a pilot project, we are not accepting other grant applications for moose habitat enhancement until this project is finalized. The FWCP will update our guidance once that occurs.

Guidance for provincial government grant applicants

All provincial government grant applicants must confirm: 1) that the proposed project is not being funded by provincial government operating budgets, and 2) the project outcomes are not solely intended to inform regulatory or legislative requirements.

We are encouraging Seed Grants for fish-related projects

Applicants are encouraged to submit Seed Grant applications aimed at developing partnerships and feasibility for fish-related projects that have conservation actions and outcomes (e.g., habitat enhancement and restoration outcomes).

Planning a wetland or riparian project?

If your grant application is about assessing threats or creating, restoring, or enhancing wetlands and riparian areas, please review the [Williston Wetland Explorer Tool](#) (WWET), an ArcGIS platform that also displays other relevant information—such as roads and other disturbances on the landscape—that may impact wetlands and riparian areas.

Use the [WWET](#) and the associated [final project report](#) to align your grant application with one or more priority actions in our FWCP Peace Region Riparian & Wetlands action plan.

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 Peace Region. For details about applying for land securement grants, visit fwcp.ca/land-securement.

HOW DO I APPLY FOR A GRANT IN 2023?

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

Our Peace 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 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.

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: First Nations engagement—submit your mandatory notice of intent by September 11, 2023

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 Peace 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 Peace 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 Peace 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 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 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 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 Peace 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?
- Quality of engagement and involvement of First Nations in the grant application/proposed project or demonstrated effort to engage with First Nations. Does the project support First Nations environmental, cultural, or sustainable use interests?
- 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)?