



## INFORMATION FOR GRANT APPLICANTS

Thanks for your interest in the Fish and Wildlife Compensation Program's (FWCP) grants for fish and wildlife projects. FWCP is a partnership between BC Hydro, the Province of British Columbia, Fisheries and Oceans Canada, First Nations, and Public Stakeholders to conserve and enhance fish and wildlife impacted by existing BC Hydro dams.

If you have any questions or require more information, please contact our Regional Managers.

### Coastal Region

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### Columbia Region

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### Peace Region

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## OVERVIEW: GRANT TYPES, DEADLINES & ELIGIBILITY

Funding Type	Description
<b>Seed Grant</b>	This grant is available to assist applicants to develop a large project grant application in a subsequent year that aligns with FWCP's Action Plans. This funding recognizes that some applicants may require financial support to prepare the technical information required for a Large Project Funding application for a complex project where the feasibility is uncertain.
<b>Small Project Grant</b>	This grant is available for projects that align with FWCP's Action Plans and have <b>a total project cost of less than \$20,000</b> . The small project grant application is a simpler process for applicants looking to conduct smaller-scale projects for which the level of detail requested in the Large Project Funding application would be onerous to provide.
<b>Large Project Grant</b>	This grant is available for projects that align with FWCP's Action Plans and have <b>a total project cost of more than \$20,000</b> . The large project grant application requires clear technical information from the applicant regarding the proposed project's objectives, methods and outcomes.

<b>Funding Limits</b>	<b>Seed Funding</b>	<b>Small Project</b>	<b>Large Project</b>
	\$5,000 (maximum seed funding available from FWCP)	\$20,000 (including all funding, in-kind contributions and taxes)	More than \$20,000 (including all funding, in-kind contributions and taxes)
<a href="#"><u>Grant Application Deadlines</u></a>	<p>Completed grant applications must be submitted by midnight on the grant application deadline date</p> <p><b>Coastal Region</b> Grant Application Deadline: November 6, 2015</p> <p><b>Columbia Region</b> Grant Application Deadline: November 13, 2015</p> <p><b>Peace Region</b> Notice of Intent Deadline: October 2, 2015 Grant Application Deadline: November 20, 2015</p>		
<b>Eligible Projects</b>	The FWCP funds projects that align with the conservation priorities and actions recommended in its Action Plans which address ecosystems and species of interests. See below: Project Eligibility.		
<b>FWCP-Columbia Project Priorities</b>	The Columbia Region Board is finalizing project priorities for 2016-17 grant applications. Updated information on Columbia priorities will be available by September 1, 2015.		
<b>Regional Requirements</b>	Grant applicants in the FWCP's Coastal and Peace Regions should be aware of mandatory regional requirements. See below: Regional Requirements.		
<b>Online Grant Applications</b>	Effective October 1, 2015, the FWCP is using a new web-based, online grant application system and will only accept grant applications submitted via <a href="http://www.fwcp.ca">www.fwcp.ca</a> .		
<b>Evaluation</b>	Proposed projects are evaluated on several criteria including but not limited to: alignment with Action Plans, technical merit, deliverables, outcomes, qualifications and past experience. See below: Evaluating Grant Applications.		
<b>Approval Process</b>	Applications go through a three-stage review process that culminates in a review and final decision by each regional Board regarding proposed projects in that region. See below: Evaluating Grant Applications.		
<b>Notification</b>	All proponents will be notified in writing regarding the outcomes of the evaluation process. If your project is approved for an FWCP grant you should be prepared to fulfill the insurance and project management requirements. See below: Next Steps for Approved Grant Applications.		

## GRANT AND PROJECT CYCLE

1. Grant applications due November (see below for November 2015 deadlines)
2. Grant applications reviewed by regional committees and the First Nations Working Group (Peace Region only) November – January
3. Grant applications reviewed by regional Boards January - February
4. Granting decisions (approved, conditional, or not approved) sent to applicants February - March
5. Contribution Agreements finalized between FWCP and the Project Contact starting April 1, 2016
6. First project payment upon finalization of Contribution Agreement
7. Project implementation as early as April 1, 2016
8. Progress Reports, Statements of Accounts and subsequent payments at agreed-to project milestones
9. Final date for report submission no later than March 31, 2017
10. Final payment (upon delivery of Final Report)

## GRANT AND PROJECT ELIGIBILITY

### Alignment with Actions Plans

Proposed projects must be delivered within one of the FWCP's three regions and align with the priority actions outlined in the relevant FWCP [Action Plans](#) at [fwcp.ca](http://fwcp.ca). Proposed projects must also align with activities that are consistent with the role of the FWCP and the types of activities it funds and supports. See below for more details on what we support and **do not** support.

Projects that do not clearly address a conservation priority and recommended action(s) will not be considered for an FWCP grant.

### What We Fund and Support:

The FWCP funds and supports the following which are consistent with its role and mandate:

1. actions to create, restore, or otherwise improve the function of ecosystems that have been impacted by BC Hydro construction of hydro-electric generating facilities;
2. actions to create, restore, or otherwise improve the function of alternate ecosystems that provide a better opportunity for investment;
3. specific management actions for species of interest as identified by recovery teams and action/implementation groups;
4. baseline inventory that contributes to the development of habitat- or species-based actions within Action Plans;
5. monitoring programs designed to measure the effectiveness of FWCP-funded habitat and species actions;
6. contribute to all aspects of managing co-operatively managed conservation lands; and
7. participation as a team member in species of interest planning.

## **What We DO NOT Fund and Support:**

The FWCP does **NOT** fund or support the following activities which are beyond its scope and mandate:

1. core activities of government or non-government agencies or programs;
2. programs designed exclusively to address government harvest objectives;
3. policy development related to land or wildlife management;
4. administration of government regulations;
5. leading the development of species recovery goals;
6. fund, co-ordinate or lead National Recovery Teams for species at risk; and
7. engaging in enforcement and compliance activities, except in relation to co-operatively managed conservation lands.

## **Eligible Applicants**

Any group, agency or individual that meets our project eligibility requirements and can comply with our insurance and project management requirements (see below: Next Steps for Approved Applications) is eligible to receive funding. In the past, proponents approved for funding have included: First Nations, municipal, provincial or federal agencies, stewardship groups, consultants, corporations and educational institutions.

# **PREPARING YOUR GRANT APPLICATION**

## **Start Here**

1. Confirm FWCP's regional priorities by reviewing the regional Action Plans for the Coastal, Columbia and Peace Regions. All FWCP plans are available at [www.fwcp.ca](http://www.fwcp.ca).
  - a. In the Columbia and Peace Region, applicants should review the Basin Plans for context and background.
  - b. In the Coastal Region, applicants should review the applicable Watershed Plan for context and background.
  - c. If your proposed project in the Columbia Region is within the upper Kootenay River watershed, including the Kooconusa Reservoir, you should review the Upper Kootenay Ecosystem Enhancement Plan.
2. Align your proposed project idea with the FWCP's action priorities in your region
3. If you are applying for a grant that will result in a project in the FWCP's Peace Region, you must submit a mandatory Notice of Intent form by Oct 2, 2015. See below: Regional Requirements.
4. Apply online at [www.fwcp.ca](http://www.fwcp.ca).
5. Contact your Regional Manager if you have questions about your proposed project or grant application.
6. Submit your completed online grant application. Late applications will not be accepted. See page 2 for grant deadlines.

## **Define Your Proposed Project**

The FWCP funds and supports several broad types of conservation actions through its Grant applications. The Action Plans reflect these types of projects. The application form will ask

applicants to define their proposed project type. Use the definitions for FWCP Action Categories below to determine which type of project you are applying for. When completing your funding application, please select only the type(s) that apply, do not select all.

1. **Research and information acquisition** – actions to inventory resources or research critical effect pathways and relationships; these projects are typically funded as priority actions to gather information that is needed to support a future habitat enhancement or restoration projects, or species-based actions.
2. **Species-based actions** – activities that improve conditions or address specific life requisites for particular species.
3. **Habitat-based actions** – activities focused on improving general habitat conditions or ecosystem function.
4. **Monitoring and evaluation (aka Monitoring and adaptive management in FWCP's Peace Region)** – activities conducted *following a habitat-based or species-based* action that are focused on *assessing the outcomes* of that habitat- or species-based action.

### **Project Budget and Expenses**

1. Your budget should include all components of the project (e.g. start up, implementation, monitoring and evaluation, etc.)
2. In-kind and volunteer contributions are to be expressed as: \$250/day for skilled labour; \$100 for unskilled labour (Standard day = 8 hours); standard charge out rates for professionals.
3. Provision of data, technical drawings, etc. from BC Hydro and other organizations should not be assumed. Costs associated for such requests should be included in the project budget (e.g. \$350/day).

### **Total Project Value / Cost**

Total project cost includes all funding and the value of in-kind contributions and all applicable taxes.

### **Applicants Applying for Year 2 of Multi-Year Project**

Applicants applying for year two or more of a multi-year project must provide a summary of the work and deliverables completed to date and the outcomes achieved. This information, which is requested in the grant application, is essential to assess the merits of continued grants.

## **FWCP-COLUMBIA REGION PROJECT PRIORITIES**

The FWCP-Columbia Board is encouraging applicants applying in fall 2015 to FWCP-Columbia to submit grant applications in alignment with its Action Plans that result in 'on the ground' or 'in-stream' restoration and enhancement work outlined below. Read the FWCP-Columbia Project Priorities for more information.

1. Implementation of stream habitat restoration and enhancement projects.
2. Implementation of riparian and wetland restoration and conservation projects as identified in the FWCP-Columbia Wetland and Riparian Action Plan.

3. Fish and wildlife projects to be delivered within the North Columbia Sub-region (see map at [fwcp.ca](http://fwcp.ca)) which is bordered by Revelstoke and Golden in the south, and Valemount in the north.

**Note:** Additional points will also be awarded during the evaluation process to applications that address one or more of the three FWCP-Columbia Region priorities above.

## REGIONAL REQUIREMENTS

### Coastal Region

#### **Community Engagement and Communications**

Applicants applying to FWCP's Coastal Region are required to submit a MANDATORY community engagement and communications plan that outlines how they will increase awareness of the proposed project and its expected results. The application form will ask applicants to consider the following in their community engagement and communications plan: goal of community engagement and communications; audience, methods, recognizing FWCP's support for the proposed project and schedule.

#### **Working Near BC Hydro Reservoirs**

Proponents proposing a project that involves work on land immediately surrounding BC Hydro reservoirs in the Campbell, Puntledge, Elsie or Jordan River watersheds **MUST** contact Trevor Oussoren at [Trevor.oussoren@bchydro.com](mailto:Trevor.oussoren@bchydro.com), or 250.755.7152, prior to submitting their completed application.

Letters of support are mandatory for all FWCP-Coastal applicants.

### Peace Region

#### **MANDATORY Notice of Intent Form Due Oct. 2, 2015**

Applicants applying to FWCP's Peace Region are required to submit a completed [Notice of Intent](#) by Oct. 2, 2015. This will help make sure your project idea aligns with our Action Plans and enables early engagement of First Nations. Download the Notice of Intent at [www.fwcp.ca](http://www.fwcp.ca) or contact FWCP-Peace Program Manager at [dan.bouillon@bchydro.com](mailto:dan.bouillon@bchydro.com) or 250.783.7509.

Letters of support are not mandatory for FWCP-Peace applicants but are desirable.

### Columbia Region

#### **Columbia Fisheries Projects**

If you are proposing a fisheries project in the Columbia Region, please review the Core Fisheries Program Five-Year Plan 2014 -2018 at [www.fwcp.ca](http://www.fwcp.ca) to ensure your proposal does not duplicate actions already planned. Applications for projects that duplicate the FWCP's Core Fisheries projects will not be considered for funding.

Letters of support are not mandatory for FWCP-Columbia applicants but are desirable.

Community engagement and communications is desirable in the FWCP-Columbia but is not mandatory.

# EVALUATION AND REVIEW

## Evaluating Grant Applications

The FWCP's technical committees and Boards consider the following when evaluating each grant application for a proposed project.

1. Alignment with Action Plan priorities;
2. Alignment with annual regional priorities (applies to FWCP-Columbia only);
3. Technical merit;
4. Deliverables and project outcomes;
5. Team qualifications and past experience;
6. Community engagement and communications/outreach); and
7. Cost-effectiveness.

In the FWCP's Peace Region, the First Nations Working Group reviews each grant application and, in addition to evaluating applications from an ecosystem-value perspective, will also consider the following when evaluating proposed projects:

1. Effective communication with First Nations about the project prior to proposal submission;
2. Partnership, training or participation opportunities; and
3. Recognition and inclusion of cultural values and traditional knowledge.

In each Action Plan, every action has been assigned a priority of '1' (highest), '2' or '3'. During the evaluation of grant applications a proposed project that aligns with a priority '1' action will be awarded more points, and a proposed project for a priority '2' or '3' action will receive fewer points.

Additional points will be awarded during the evaluation process to applications that address one or more of the three Columbia Region priorities.

## Application Review Process

Prior to the final review by the regional Board in each region, grant applications for proposed projects are reviewed by Fish and Wildlife Technical Committees and a First Nations Working Group (in FWCP-Peace Region only). This review includes FWCP's agency partners (e.g. the Province, DFO and BC Hydro), First Nations and public stakeholders. Each grant application will go through the following three-stage review process.

### **Stage 1**      ***Review by Regional Program Manager***

Each FWCP Regional Manager will review grant applications to ensure they are complete and for general alignment with regional conservation priorities.

### **Stage 2**      ***Review by Regional Committees***

Fish and Wildlife Technical Committees in each region will review each grant application for technical merit. In the FWCP's Peace Region, the First Nations Working Group will also review each grant application. Each Board receives the results of these reviews to assist Board members in their review during Stage 3.

### **Stage 3      Review by Regional Board Members**

The three regional Boards review each grant application for the proposed projects to be delivered in their region. The Boards consider the results of Stage 2 evaluations. The Boards make the final decisions to approve grants for proposed projects in each region.

## **NEXT STEPS FOR APPROVED GRANT APPLICATIONS**

All grant applicants will be notified ASAP but no later than March 2016. If your grant application is approved, please be prepared to meet the following insurance requirements and be aware of expected reporting and payment schedule.

### **Insurance & Liability Requirements**

Successful applicants must comply with minimum insurance requirements and provide a copy of Work Safe BC Registration, Commercial General Liability Insurance and vehicle insurance prior to finalizing a Contribution Agreement.

The applicant's Commercial General Liability Policy shall add BC Hydro as an additional insured in respect of covered liability arising out of Recipient's Project work.

### **Progress Reports and Payment Schedule**

A fully executed Contribution Agreement between FWCP (BC Hydro) and the proponent must be in place prior to payment. Payment of grant will be in installment payments. We do not require – or accept – invoices, however, we do require a statement of accounts to be submitted with ~~each~~ the Progress Report and final report.

The proponent will be paid :

- a. 40% of total project costs upon executing a Contribution Agreement;
- b. 40% of total project cost up receipt of ~~second~~ a Progress Report and Statement of Account; and
- c. 20% - the final payment upon receipt of Final Report and Statement of Account (See Clause 3 of the Contribution Agreement).

### **Term of Project**

Contribution Agreements do not commence until April 1, 2016 or later, as specified in the Contribution Agreement. Project completion date is March 31, 2017 unless otherwise specified in the Contribution Agreement.