

**COLUMBIA VALLEY LOCAL CONSERVATION FUND (CVLCF)  
PROJECT PROPOSAL APPLICATION**

**2018**

**General Instructions**

- Only registered non-profit organizations, local governments, or First Nations Bands are eligible to apply. Unqualified groups or organizations may partner with a qualified organization.
- The project outline and more detailed information must be limited to a maximum of 6 pages.
- Applications must be returned to the Kootenay Conservation Program **by 4:30 pm November 1, 2017**. Acceptable forms of delivery include hand delivery, courier, mail, facsimile, and email to info@kootenayconservation.ca.
- **All areas of the application must be answered.**

**Section A – GENERAL INFORMATION**

**1. Application Date:**

**2. Project Title:**

**3. Proponent**

*Must be a registered non-profit organization, local government or First Nations Band, or must be partnered with a qualified organization.*

**a) Legal Name:**

**b) Organization Registration #:**

**c) Mailing Address:**

**Postal Code:**

**d) Main Contact:**

**e) Telephone #:**

**f) Fax #:**

**g) Email:**

**4. Partner (if applicable)**

*Must be a registered non-profit organization, local government or First Nations Band that is partnering with the unqualified proponent listed in Section A-3.*

**a) Legal Name:**

**b) Organization Registration #:**

**c) Mailing Address:**

**Postal Code:**

**d) Contact:**

**e) Telephone #:**

**f) Fax #:**

**g) Email:**

**5. Total Funding Requested:**

**6. Total Project Budget:**

**7. Multi-Year Projects:** *Please confirm if the project is anticipated to extend over multiple years, and if so, indicate for how long and if support would be requested for the duration of this project.*

## Section B – MANDATORY CRITERIA

All projects must meet the following requirements to be considered for funding under this program. If the answer is “no” to any question, the project will not be considered further.

- |    |   |  |
|----|---|--|
| 1. | In which geographical areas will your project occur? Select all that apply.<br>Village of Radium Hot Springs<br>District of Invermere<br>Village of Canal Flats<br>RDEK Area F<br>RDEK Area G   |  |
| 2. | Project addresses IUCN threats to biodiversity targets, specifically at least <u>one</u> of the following:<br>a) Residential and commercial development;<br>b) Climate change;<br>c) Invasive and/or other problematic species;<br>d) Transportation and service corridors;<br>e) Fire and fire suppression; or<br>f) Human intrusions and disturbance (recreational activities). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | Project meets the basic requirements for an eligible activity (see attached Appendix 1 List of Ineligible Activities).  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Proponent is a registered non-profit organization, local government or First Nations Band, or is partnered with a qualified organization.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | Proponent is prepared to make a presentation on the outcomes of their work and submit a written report on an annual basis.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Section C – PROJECT OUTLINE

- A project outline must be attached to the application and include the following information:
- Why this project is important for conservation and how will it benefit the Upper Columbia Valley.
  - What the objectives/goals are of the project and how the project addresses IUCN's threats to biodiversity.
  - How you will measure the success of the project and know that you've met the objectives/goals.
  - Identify who will be primarily responsible for delivering the project along with their qualifications and provide two references (name, phone number, email address) for each individual.
  - Who you will be partnering with on this project and what their roles are (including partners providing funding).
  - Provide an outline (Project Charter) detailing the steps through to completion of the final report and presentations. Include dates where possible.
  - How the public will be made aware of the project and the Columbia Valley Local Conservation Fund's contribution. Please include ideas on where you would like to present the outcome of your project.
  - If you have received funding in the past from the Columbia Valley Local Conservation Fund for this project, please briefly outline what your goals were, how much funding you have received to date, what you have accomplished to date with that funding, and what the implications are for conservation if you do not receive funding this year.
  - A full project budget using the budget template provided on the Columbia Valley Local Conservation Fund webpage on the Kootenay Conservation Program website: [www.kootenayconservation.ca](http://www.kootenayconservation.ca).

# KOOTENAY CONSERVATION PROGRAM

## APPENDIX 1 OF THE TERMS OF REFERENCE

### INELIGIBLE ACTIVITIES

The following types of projects will not be considered for funding:

- (a) Existing federal, provincial or local government responsibilities;
- (b) Capacity building or operating expenses for organizations;
- (c) Projects with recreational benefits only;
- (d) Community infrastructure services;
- (e) Lobbying or advocacy initiatives;
- (f) Wildlife feeding programs;
- (g) Non-applied research (research not related to a conservation action goal);
- (h) Training costs for contractors;
- (i) Enforcement activities;
- (j) Fish rearing, farming, stocking or hatchery projects;
- (k) \*Rehabilitation, captive breeding or control of wildlife species;
- (l) \*Mapping only projects;
- (m) \*Inventory only projects;
- (n) \*Planning only projects;
- (o) Education only projects;
- (p) Fishing and hunting tour or curriculum guides;
- (q) Information projects on regulations or stocking;
- (r) Conferences;
- (s) Production or sponsorship of commercial programs;
- (t) \*Interpretive services;
- (u) \*Creation or management of electronic databases, websites or file systems.

\*These activities will be considered if they are part of an eligible project that will lead to 'on-the-ground' implementation.