



GUIDANCE FOR 2022 LOCAL CONSERVATION FUND APPLICANTS

General Instructions

This application guide was developed to assist applicants with preparing and submitting an application to the Kootenay Lake Local Conservation Fund (KLLCF). The Guide provides information on project eligibility and requirements and an overview of the application cycle and evaluation process. All questions related to the KLLCF application process should be directed to the Kootenay Conservation Program (KCP) Program Manager, Juliet Craig, at manager@kootenayconservation.ca. New project applicants are strongly encouraged to contact the KCP Program Manager to discuss their project idea prior to submitting an application.

Applications must be submitted via email to the Kootenay Conservation Program by the deadline posted on the website at: <https://kootenayconservation.ca/kootenay-lake-local-conservation-fund/>.

What is the Kootenay Lake Local Conservation Fund?

In 2015, the Regional District of Central Kootenay (RDCK) adopted a bylaw through public referendum to establish a service for the purpose of establishing a Local Conservation Fund in the Kootenay Lake area. Participating areas include Electoral Areas A, D and E, and \$15 per parcel is collected annually. The RDCK is responsible for maintaining the fund, final project approvals, grant payments and financial audits of the fund. KCP works in partnership with the RDCK to co-deliver the Local Conservation Fund program. Under a formal written agreement with the RDCK, KCP manages fund inquiries, applications, technical review processes, and project evaluation.

Conservation funds support projects that reflect local priorities, which are conservation of wildlife and habitat, water, and aquatic ecosystems. Local government elected officials representing the conservation fund area decide which projects to support according to criteria in the [KLLCF Terms of Reference](#), recommendations from the KLLCF Technical Review Committee, and their own local priorities.

More information on the KLLCF can be found on the KCP website at:
<https://kootenayconservation.ca/kootenay-lake-local-conservation-fund/>

Who can apply?

Eligible applicants must be a registered non-profit organization, local government, or First Nation. Any private sector proposal must be sponsored by an eligible organization.

What types of projects are eligible for funding?

Grants may not be used to relieve any level of government of its legal or financial obligations. Projects that can demonstrate a reduction of a known threat to biodiversity target will be given priority for KLLCF funding. Conservation priorities are outlined in the [KLLCF Guidance Document](#). In general, projects that are focused on research, planning, and outreach are not considered for funding, although these activities may be considered if they are a component of an on-the-ground conservation project. The focus is on private land within the fund area, but projects on Crown land may also be considered.

The list of mandatory fund requirements can be found in Section B of the Project Application form. Appendix 1 (page 9) of the [KLLCF Terms of Reference](#) contains a list of ineligible projects, and examples



of past KLLCF projects can be found on the KCP website at: <https://kootenayconservation.ca/kootenay-lake-local-conservation-fund-projects/>

What are the KLLCF key dates?

The KLLCF runs on the following general annual timeline:

- August – Call for proposals opens
- End of October – applications due (see KCP website for specific date and time each year)
- November/December – Technical Review Committee reviews proposals and provides recommendations to the RDCK
- January – RDCK Kootenay Lake Directors review proposals and Technical Review Committee recommendations
- February – RDCK Board of Directors completes final approvals for projects
- March – Proponents are notified via email
- April/May – Funding agreement documents are finalized and mailed to proponents

Reporting deadlines: Interim and final reports are typically due on September 30 and January 31, respectively. Reporting templates are provided by KCP on the [KLLCF webpage](#).

Note: Land acquisition or covenant proposals may be submitted at any time during the year provided there is sufficient time for the Technical Review Committee and the RDCK to review proposals.

How are proposals evaluated?

All KLLCF proposals are reviewed by a Technical Review Committee to ensure they receive a sound technical review based on a fair assessment of proposal merit and project effectiveness. Proposal ranking guidelines and Technical Evaluation Criteria can be found in Appendix 2 of the [KLLCF Terms of Reference](#). The Technical Review Committee makes recommendations based on these criteria to the RDCK for their consideration in final funding approval.

Other Frequently Asked Questions

1. Can we apply for more than one project?

Yes, an organization can submit more than one proposal per funding year. KCP strongly encourages proponents writing a new project proposal to contact the KCP Program Manager to discuss their idea.

2. How much of our project will the KLLCF fund?

The KLLCF does not have a minimum requirement for matched funding. However, Technical Evaluation Criteria (provided in Appendix 2 of the [KLLCF Terms of Reference](#)) includes points for cost effectiveness and cost sharing.

3. What is the maximum amount of funding we can apply for?

There is no maximum amount of funding that an organization can apply for. However, “typical” amounts of funding provided for past KLLCF projects can be reviewed on the KCP website at: <https://kootenayconservation.ca/wp-content/uploads/2021/03/KLLCF-Approved-Projects-2016->



[2021-FINAL.pdf](#).

4. Are letters of support required?

No, letters of support are not required for the KLLCF. However, Technical Evaluation Criteria includes if the project involves other agencies or organizations. Project partners can be listed in Section C and may be contacted to confirm their role in this project.

5. How is the funding administered?

The RDCK will prepare funding agreements between the successful proponent and the RDCK. Upon receipt of the signed Agreement, the first payment of 80% of the approved funding will be released. The final 20% payment will be issued upon receipt and approval of the final project report.

Completing the Application

All applicants should review the [KLLCF Terms of Reference](#) and the [KLLCF Guidance Document](#) before applying. Applicants must ensure they have the most up-to-date versions of KLLCF application forms which are available on the KCP website when the funding application period is open:

<https://kootenayconservation.ca/kootenay-lake-local-conservation-fund/>.

All applications must include:

1. Completed *KLLCF-Project-Application-Form* (fillable PDF available on KCP website)
2. Completed *KLLCF-Project-Application-Form-Section-C* or *KLLCF-SECUREMENT-Project-Application-Form-Section-C* (Word templates available on KCP website)
3. Completed *KLLCF-Section-D-Budget-Template* (Excel template available on KCP website)

Note that these documents can be submitted singly or combined as a single PDF application.

Reminders:

- Instructions for filling out a fillable Adobe form can be found on the [KLLCF webpage on the KCP website](#).
- All projects must meet the mandatory requirements provided in the Project Application Form.
- Project Outlines **must not exceed** the maximum 7-page limit.
- The Total Budget and Total KLLCF Portion in the budget template must match the Total Funding Requested and Total Project Budget provided in Section A of the Project Application form.
- KCP strongly encourages proponents writing a new project proposal to contact the KCP Program Manager to discuss their idea.
- Applications must be submitted to the Kootenay Conservation Program prior to the application deadline. Email applications to info@kootenayconservation.ca.



PART 1: Project Application (PDF Form)

SECTION A – GENERAL INFORMATION

All questions must be answered.

- 1. Application Date:** Enter the date on which the application is submitted. Applications must be received before 4:30 pm PT on the date of deadline (see KCP website for specific date and time each year).
- 2. Project Title:** Select a title that concisely identifies the project – try for 10 words or less. If this is a multi-year project, please use the same title as the previous year.
- 3. Proponent:** Identify the legal name of the eligible proponent that will enter into a legal funding agreement with the RDCK (must be a registered non-profit organization, local government, or First Nation). Include who will lead this project and be the main contact. The proponent email address is where all correspondence, including notification of approval status, agreement information and other project details will be sent. Include Organization Registration Number.
- 4. Partner:** If there is a partner organization involved in delivering the project, identify them here. Include Organization Registration Number, if applicable. The partner contact will receive copies of emails regarding project approval and reporting.
- 5. Total Funding Requested:** Indicate the total cash amount that you are requesting from the KLLCF.
- 6. Total Project Budget:** Identify the total cost estimated for the completion of the project including cash and in-kind contribution from all project partners.
- 7. Will this project proceed without KLLCF funding?** Select Yes or No.
- 8. Multi-Year Projects:** Please indicate 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. All questions must be answered. If the answer is “no” to any question, the project will not be considered further.

1. In which electoral areas will your project occur?

The project must occur within one or more of the listed electoral areas. Select all areas in which the project occurs. KLLCF funding cannot be spent outside of these areas. If in doubt, check the map provided on the [RDCK website](#):

- **RDCK Electoral Area A**
- **RDCK Electoral Area D**
- **RDCK Electoral Area E**



- 2. Project Location (i.e., RDCK area, watershed, direction from major centre, etc.):**
Briefly describe the project location, for example: Meadow Creek between Duncan Lake and Kootenay Lake; Wynndel - southeast Electoral Area A; 2km west of Kaslo.
- 3. Project addresses one of the Direct Conservation Action priorities in the [KLLCF Guidance Document](#) (see Table 5 on page 52).**
Select Yes or No. Ensure your project addresses at least one of the listed Direct Conservation Actions listed in Table 5 of the KLLCF Guidance Document.
- 4. Project meets the basic requirements for an eligible activity.**
Select Yes or No. See Appendix 1 (page 9) of the [KLLCF Terms of Reference](#) for a list of ineligible projects. Projects that can demonstrate a reduction of a known threat to a biodiversity target will be given priority. The focus is on private land, but projects on crown land will also be considered.
- 5. Proponent is a registered non-profit organization, local government, or First Nation.**
Select Yes or No. The funding agreement will be between the RDCK and the eligible legal entity, although a partner organization or individual can apply and undertake a project if they partner with an eligible organization.
- 6. Proponent or partner is prepared to make a presentation on the outcomes of their work and submit a written report on an annual basis.**
Select Yes or No. Interim and Final Reporting templates will be provided by KCP. Successful proponents will be required to report on project deliverables and results (including measurable outcomes), how the project reduces known threats to biodiversity targets and addresses KLLCF Direct Conservation Actions, and project effectiveness. KCP and/or local governments occasionally host events where KLLCF are featured and may provide opportunities for presentations.
- 7. Proponent or partner is willing to make a short (1-2 minute) "selfie" video about their project using a smart phone or other device OR has already submitted a project video in a previous year.**
Select Yes or No. Note that KCP can assist if technology is an issue, and fund applicants that have previously submitted a video are not required to submit a new video for the same project but are welcomed to do so if they have the time and capacity. Example videos can be found featured on the [KCP YouTube Channel](#) in the Kootenay Lake Local Conservation Fund playlist.



PART B: Project Outline (Word Template)

SECTION C – PROJECT OUTLINE

Please download and complete the Word template provided on the KLLCF webpage on the Kootenay Conservation Program website: <https://kootenayconservation.ca/kootenay-lake-local-conservation-fund/>. All questions must be answered and adhere to the word count limits provided.

Total Page Limit: Section C must be kept to **7 pages or less**, using the Word template provided and size 11 font. Note that if Section C is longer, additional pages will not be included in the Technical Review Committee proposal review. The project budget is not included in page count.

For Securement proposals only: please use the securement-specific project application form, which includes questions on site background and direction for future use and management of the proposed acquisition.

1. Why is this project important for conservation and how will it benefit the Kootenay Lake region? (Max. 500 words)

Clearly and concisely describe why this project is important for conservation and how it will benefit the KLLCF area. Please include if the project builds on conservation measures from relevant official community plans or other government initiatives. The framework for the Technical Evaluation Criteria include if there is a clearly demonstrated ability for the results of the project to reduce an identified threat to a biodiversity target and if the project addresses one or more of the Direct Conservation Action priorities listed in the [KLLCF Guidance Document](#). Facts, statistics, and/or references to other related projects that support the need for the project can be included where appropriate. See the [KLLCF Terms of Reference](#), and the [IUCN Threats Classification Scheme Version 3.2](#) for more information.

2. What are the objectives/goals and the outcomes of the project? How will you measure the success of the project and know that you've met the objectives/goals? Please include expected measurable outcomes of the project, such as hectares of habitat restored, number of roost sites identified, hectares of land secured, etc. (Max. 1,500 words)

Clearly describe the goal (ultimate impact or outcome), objectives (precise, concrete, and measurable steps to achieving the goal), and outcomes (intended results or deliverables) of the project. Include information on project methods and how benefits to conservation and project success will be measured and achieved. Technical Evaluation Criteria includes whether there is an evaluation of project benefit or other measurables or indicators identified in the proposal. Include on-the-ground measurable outcomes where possible such as hectares of habitat restored, number of roost sites protected, hectares of land secured, etc.

3. Which Direct Conservation Action priority or priorities indicated in the KLLCF Guidance Document does your project address? (See the Summary Table of Conservation Action Priorities for Kootenay Lake based on the [KLLCF Guidance Document](#); List in bullet form; Max. 100 words) Review Table 5 (page 52) in the KLLCF Guidance Document and list which Direct Conservation Actions that your project addresses Include all Direct Conservation Actions that apply.



4. Does this project build on an existing project? (Max. 200 words)

Briefly describe if the proposed project builds on an existing project.

5. Who will be primarily responsible for delivering the project and what are their qualifications? (Max. 300 words; List in bullet form)

Include the experience and credentials of the primary project contact and key team members. Technical Evaluation Criteria includes whether fund applicants have the capacity to deliver the project.

6. Who will you be partnering with on this project and what are their roles (including partners providing funding)? Note that these organizations may be contacted to confirm their role in this project. (Max. 300 words; List in bullet form)

Technical Evaluation Criteria includes ranking the project on its potential to involve other agencies and leverage funds from other sources.

7. Using the table below, provide an outline (Project Workplan) detailing the steps and methodology through to completion of the final report and presentations. Include dates where possible and add more rows if required.

Clearly and concisely outline the steps (e.g., deliverables, milestones, or stages) required for successful project delivery. Each step should be detailed on its own row, and include the activity, milestone/task, anticipated date of completion, and ultimate deliverable and/or measurable outcome. Successful proponents will be required to report on the project outcomes related to this outline. If the proposed project is the first of a multi-year approach, you may add future years' activities to the workplan for context (but note that applications are required each year and funding is determined annually).

Example Project Workplan:

Activity	Milestone/Task	Date	Deliverable
Project Planning	Hire Project Coordinator; Develop annual work plan	April 2022	Annual work plan developed
Site Selection	Develop site selection criteria; Review site list with Steering Committee; Generate final project site list	May 2022	3 riparian areas selected for restoration
Landowner Outreach	Engage with riparian area landowners and discuss restoration activities	May 2022	Confirm land access and participation with 3 landowners
Site assessment and Restoration Design	Hire qualified consultant; Visit restoration sites and delineate riparian zones and restoration areas; Develop restoration design and prescriptions for each site	May 2022	Map riparian areas and design 3 restoration prescriptions
Plant Selection and Procurement	Develop site-specific plant lists; Order plants from nursery	May 2022	Procure plants for restoration



Invasive Plant Removal	Recruit volunteers; Schedule and conduct invasive plant removal at sites	June 2022	Engage > 5 volunteers for removal of invasive plants; Manually treat 1 ha
Riparian vegetation planting	Recruit volunteers; Schedule and conduct planting at sites	July 2022	Engage > 5 volunteers for planting riparian vegetation; plant at least 100 live stakes
Enhance bird habitat	Build and install duck nesting boxes	July 2022	Install 4 artificial nesting structures
Education Event	Deliver education event on importance of riparian areas	July 2022	Host 1 education event and reach 25 people
Site Monitoring	Monitor and collect data on success of invasive plant removal and vegetation recovery	August 2022	Monitor 3 restoration sites; Target 80% success of invasive plant removal and vegetation recovery
Project Evaluation and Reporting	Evaluate final restoration status based on monitoring data collected; Write and submit final report to project partners and KCP	September – December 2022	Evaluation of project success and submit final report; Target 1 ha of restored riparian area

8. How will the public be made aware of the project and the KLLCF's contribution? Please include ideas on where you would like to present the outcome of your project. (Max. 200 words)

The Technical Evaluation Criteria includes whether there a clearly described extension component of the project (e.g., communicating results to the community, resource managers, workshops, reports, presentations, etc.).

9. If you have applied to the KLLCF for this project before, explain how you have addressed previous TRC comments in this proposal (Max. 300 words)

Technical Review Committee comments are provided to fund applicants in notification letters. Please address all Technical Review Committee comments (List in bullet form). Contact the KCP Program Manager if you require a copy of Technical Review Committee comments from the previous year.

PART 3: Budget (Excel Template)

Section D – PROJECT BUDGET

Include a full project budget using the budget excel template provided on the [KLLCF webpage on the KCP website](#). Please note:

- The Technical Evaluation Criteria in the [KLLCF Terms of Reference](#) includes assessment of value for the funding being requested, cost benefits of the project, if the project budget is realistic, and the value of leveraged funds from other agencies and organizations.
- The Total Budget and Total KLLCF Portion in the budget template must match the Total Funding Requesting and Total Project Budget provided in Section A of the project application form.