

Application Form



Application Form Instructions

Follow instructions carefully and refer to the Application Guide for additional information. Please provide all of the information requested, type directly into the electronic application form, and do not exceed the space allocated. Use the text boxes provided and expand only where necessary. Please use 12-point Calibri Font. Incomplete applications will not be reviewed.

Applications must be received by **11:59 AST on 15 October**.

Section 1. Contact Information

# Organization Name (if applicable)

(Name to be used on legal agreements and disbursements)

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| Name: |
| Website (if available): |

# Signing Authority (Principal Applicant) Name

(individual authorizing the proposal on behalf of the organization)

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| Name: | Position/Title: | |
| Email: | Phone: |

# Project Manager Name

(person who will be the principal project and administrative contact):

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| Name: | Email: | Phone: |

# Address for all correspondence and payments

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| Mailing Address: | Fax: |

Section 2: Project History

Have you previously received funding from the Habitat Conservation Fund for a similar project? (Y/N)

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If Yes, please list year(s) and project title(s) (e.g. 2023 – Biodiversity Value of Forested Wetlands).

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If Yes, please state how the objectives of the current proposal vary from and/or build upon knowledge gained from previously funded proposal(s). Summarize what your project has accomplished, project outcomes, and why multi-year funding is required to meet proposal objectives*.*

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Section 3: Project Description

# Project Title (1 line max)

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# Project Type

(which objectives does your project address? Check all that apply)

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| Education | **□** |
| Research\* | **□** |
| Enhancement | **□** | 1 | Will the public have access to the land? | Yes **□** No **□** |
| *2* | Will hunting and trapping be allowed?\*\* | Yes **□** No **□** |
| Land acquisition | **□** | 1 | Will the public have access to the land? | Yes **□** No **□** |
| *2* | Will hunting and trapping be allowed?\*\* | Yes **□** No **□** |

\* in addition to this application form, research submissions must include a research proposal and resumé for the principal applicant.

\*\* this will be taken into consideration but will not disqualify a proposal from the funding review process.

# Brief project description (5 lines max)

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# Project goal

(overall purpose, future condition or intent that you strive to attain with this project)

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# Project objectives

(WHY are you undertaking the project: specific, achievable and timely statements about what you hope to accomplish during the time frame of your project. Phrase objectives using action-oriented verbs and specific language about outcomes, target audiences, place and time. Clearly state how your objectives tie into Fund objectives.)

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# Target geographic area

(WHERE will the project take place: What region and counties will your project cover? If necessary or relevant, attach a map showing project location.)

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# Detailed project description (35 lines max)

(Provide a plain language description of the project, including **what, where, who, and how. I**nclude how the activities will be undertaken, and how the proposed outcomes will be evaluated and reported. If you are applying for research, include study hypotheses. Please include any background information that will assist in further understanding the importance of your project.)

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# How will this project protect or enhance wildlife and/or wildlife habitat and ecosystem conservation in Nova Scotia.

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Section 3: Species at Risk

# **Does your project address a federally or provincially listed Species at Risk? (Y/N)**

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# **If yes, how will this project address Provincial or Federal recovery actions?**

(If your work includes Species at Risk, you are encouraged to discuss your project with the Wildlife Division’s Biodiversity Program ([biodiversity@novascotia.ca](mailto:biodiversity@novascotia.ca)) prior to submitting your proposal. Consultation with the Biodiversity Program will not guarantee funding approval by the Board.)

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Section 4: Project activities and work plan

# Project activities, expected outcomes, and evaluation

(Provide an itemized, point-form description of your project: exactly what will be done, what should result, how you will evaluate the success of these activities **through measurable performance indicators**, and what percentage of the total budget will be spent on each activity)

**Please use Excel Budget and Activity Table.**

Section 5: Financial Information

# Project Budget

(project budget by expenditure item)

**Please use Excel Budget and Activity Table.**

# Matching/Partnership funding details

(List all partners and collaborators)

**Please use Excel Budget and Activity Table.**

Section 6: FUND acknowledgment

# How will the Fund’s contribution, and the contribution of hunters and trappers to the Fund, be communicated?

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Section 7: Organization Background & Credentials

# **Background (7 lines max)**

Describe your organization’s background – the work your organization does and capabilities with respect to the proposed project.Note: If applying as an individual proceed directly to the Applicant Credentials (e.g. what other wildlife habitat conservation projects has the organization or group been involved in and what expertise, resources, and linkages exist within the organization or group)

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# Applicant Credentials

Please list the project manager’s relevant credentials and experience (include relevant work, professional, and volunteer experience, academic degrees, and other relevant training. If applying for a Research Project, please include relevant publications and awards).

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Section 8: Signing Authority

By submitting this application, you are certifying that the information provided in this application is accurate to the best of your knowledge and that you are familiar with all the conditions of the Habitat Conservation Fund as outlined in the Application Guide.