

## Application Guide and Form

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### What is the NS Habitat Conservation Fund?

The Nova Scotia Habitat Conservation Fund (the FUND) is established under the Nova Scotia Wildlife Act to assist in funding programs for protection and enhancement of wildlife habitats. The principle source of money for the FUND is compulsory purchases of Wildlife Habitat Stamps attached to hunting and trapping licenses. The FUND is administered by the Nova Scotia Department of Lands and Forestry through a Board of Directors composed of representatives from the Nova Scotia Federation of Anglers and Hunters, Nature Nova Scotia and academia.

This guide will assist you in applying to the FUND and the Application Form that you will need to fill out is located at the end of this guide. The Application Guide and Form are available on the Lands and Forestry, Wildlife Division website at: <http://novascotia.ca/natr/wildlife/habfund/> or by contacting us (see contact information below).

### Objectives, Project Selection, and Priorities

The FUND was established for the purpose of funding programs for the protection and enhancement of wildlife and wildlife habitats throughout the Province. The FUND's objectives include: the enhancement of wildlife and wildlife habitats, acquisition of land, research pertaining to wildlife habitats, and education on wildlife habitats.

The Board of Directors of the FUND will recommend projects for funding to the Minister of Lands and Forestry. Approval by the Minister may be conditional upon project modification. Projects will be selected on the basis of their:

- Relevance to the priority activities of the FUND [priority activities are listed below];
- Level of support from other partners;
- Level of matching funding and/or in-kind support [projects must be on a cost shared basis with the FUND money not to exceed 75% of total project cost];
- Individual merit and overall quality of the application.

Current priority activities are organized according to each of the four FUND objectives:

#### **1. Priority Activities for the Enhancement of Wildlife and Wildlife Habitats**

- Projects which conserve wildlife habitat as functioning components of ecosystems to maintain the biological diversity of native species.
- Projects incorporating wildlife habitat objectives into rural and municipal planning and development.
- Projects which increase the quality and quantity of urban wildlife habitat.
- Projects which include wildlife habitat within farmland.

- Projects which include wildlife habitat within private woodlots.
- Habitat restoration, enhancement, and management projects.

## **2. Priority Activities for Land Acquisition**

- Conservation of critical, unique, or high value wildlife habitat through purchase or easement.
- Acquisition for the maintenance and management of a population of any species of wildlife and wildlife habitats.

## **3. Priority Activities for Research Pertaining to Wildlife and Wildlife Habitats**

- Alternative methods and approaches to resource development and timber harvesting in forested landscapes, so as to ensure the long-term sustainability of forests as wildlife habitat.
- Innovative and practical research on habitat and wildlife conservation.
- Projects which critique provincial, national and international policies impacting wildlife and habitats in Nova Scotia.
- Design and assessment of habitat-related and ecological indicators to monitor the health of habitats and landscapes.

## **4. Priority Activities for Education on Wildlife Habitats**

- Programs which develop an awareness and appreciation among children and young adults as to the importance of wildlife habitat.
- Programs which develop an appreciation and understanding of habitat conservation issues among the public and within industry.
- Programs which encourage private landowners to partner and co-operate in managing wildlife habitat.
- Education as it pertains to conservation, ethical use of natural resources, and hunting and trapping as an important management tool and recreational activity.

### **Note that, in general, the Fund does not support:**

- Habitat inventories;
- Tree planting programs (unless a minor part of a broader habitat conservation project);
- Fisheries management projects;
- Projects which are a provincial or federal management responsibility;
- Capital costs associated with projects, such as electronic equipment (e.g. computers, tablets, ipads, phones) buildings, engineering works, or motorized vehicle acquisition.

\*Consideration may be given for materials indispensable to project delivery such as trail cameras for studies, educational trailers for mobile displays. If uncertain if an item can be supported by the Fund, please contact the Fund's administrator.

## **Funding**

Normally, projects are not funded for more than \$25,000 (\$50,000 for land acquisition). The FUND will subsidize projects on a cost-shared basis *not to exceed 75% of total project cost*. The Habitat

Conservation Fund **will not contribute to administration fees**. Matching funding may include in-kind and/or financial resources, and letters of support from matching funders must accompany Application Form. In-kind (donated) contributions can be calculated in the following manner:

- Non-professional in-kind contribution is to be determined using the minimum wage standard.
- Kilometrage associated with the project can be credited at \$0.4289/km.
- Donated professional services, facilities, materials and equipment will be valued at fair market prices, i.e. salaried employees up to \$20/hr., professional consultants \$500/day (MSc), \$750/day (PhD).

## Eligible applicants

Anyone or any organization that is interested in helping with the not for-profit protection and enhancement of wildlife habitats on Crown and private land in Nova Scotia is eligible to apply to the FUND.

## Project Length

The maximum length of a project that will be funded is **one year**. Although multi-year projects may be approved in principle, grants will only be awarded on an annual basis. Applicants must submit progress reports and reapply for grants in subsequent years.

## Application Deadline

The completed and signed application form must be postmarked or received by **1 December**. Letters of support from matching funding sources must accompany your Application Form. To conduct a fair and thorough evaluation of all proposals, the deadline dates for submission of complete proposals must be strictly adhered to.

One copy of your application must be sent in by mail so that we have an original signed copy for our files. In addition to written submissions, applicants are requested to submit a copy of the proposal by email to [habfund@novascotia.ca](mailto:habfund@novascotia.ca) However, please note that submission by email is NOT required for a complete application.

## Contact Information

Please submit completed and signed application forms to the following address:

*Habitat Conservation Fund*  
Wildlife Division, Nova Scotia Department of Lands and Forestry  
136 Exhibition Street  
Kentville, Nova Scotia B4N 4E5  
Phone: 902-679-6091  
Fax: 902-679-6176

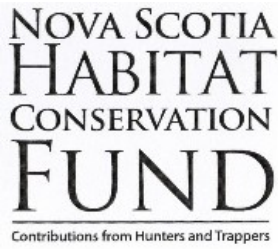
Email: [habfund@novascotia.ca](mailto:habfund@novascotia.ca)  
Website: <http://novascotia.ca/natr/wildlife/habfund/>

**Please do not include the Application Guide with your completed Application Form.**

## Conditions for Awarding Habitat Conservation Fund Grants

Please familiarize yourself with the following conditions for awarding Habitat Conservation Fund grants. If you have any questions regarding these please contact us.

1. Payments are made in the form of a grant subsequent to the signing of a legal agreement according to the following schedule:
  - 1) 50% advance
  - 2) 40% interim advance - upon presentation of invoices to cover at least 80% of the first advance.
  - 3) 10% final payment - upon presentation of invoices, cancelled cheques to cover the whole project and of final report.
2. It is the proponent's responsibility to account for all project and associated administration costs in budget preparation, including GST and other taxes.
3. The Project shall be completed and a final report submitted within 18 months of the date of the signed contribution agreement. The FUND reserves the right to conduct an audit of the financial records of the applicant. If an application for funding subsequent years in a multi-year project is successful, grants will not be awarded until the applicant has submitted a final report to the satisfaction of the administrator of the FUND for the previous year's award.
4. Progress reports must be submitted on a regular basis (as defined in the grant agreement), or as requested by the FUND.
5. The proponent must give the FUND appropriate credit and acknowledge the FUND's financial contribution in any product or any publicity (including articles written about the project by others) relating to the project. This will include use of the FUND's logo where appropriate. A copy must be forwarded to the FUND.
6. Two copies of a final report (one paper and one electronic) must be produced and submitted to the FUND before final payment is received. This report will be posted on the FUND website and should include:
  - 1) project goal and objectives;
  - 2) an outline of the work completed;
  - 3) results;
  - 4) an assessment of achievements and lessons learned, measured against the project goals and objectives;
  - 5) recommendations for follow-up steps to the project; and
  - 6) total value of the project including matching money and in-kind support.



# 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 Times New Roman Font. For handwritten applications please print off this form and write in the text boxes provided. Incomplete applications will not be reviewed. Applications must be received by 1 December.

<b>For Office Use Only</b> Date Received: _____ Project Number: _____ FUND Objective: _____
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### Section 1. Contact Information

**a) Full name of applicant / organization** (Name to be used on legal agreements and disbursements)

Name:
Website (if available):

**b) Principal applicant's name** (individual authorizing the proposal on behalf of the organization)

Name:	Position/Title:	
	Email:	Phone:

**c) Project manager's name** (person who will be the principal project and administrative contact):

Name:	Email:	Phone:
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**d) Address for all correspondence and payments**

Mailing Address:	Fax:
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**Section 2. Brief Project Overview**

**a) Short title of project (1 line max.)**

**b) Duration of project (For “Length” indicate whether this is a multi-year project and if so what year you are in; e.g. Year 1 of a 2 Year Project)**

Start Date:	End Date:	Length: Year __ of a __-year project
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**c) Type of Project (Which of the four FUND objectives does this project address? Check all that apply.)**

Education	<input type="checkbox"/>			
Research*	<input type="checkbox"/>			
Enhancement	<input type="checkbox"/>	1	Will the public have access to the land?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		2	Will hunting and trapping be allowed?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Land acquisition	<input type="checkbox"/>	1	Will the public have access to the land?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		2	Will hunting and trapping be allowed?*	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Note: \*For research project applications you must, in addition to this application form, submit a research proposal and resumé for the principal applicant.*

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

**d) Very brief project description (5 lines max.; how will this project benefit wildlife habitat conservation)**

**e) Project target area (5 lines max.; Where will this project take place? What region will it cover? If necessary or relevant attach map showing location)**

**f) FUND acknowledgment (5 lines max.; how will the FUND’s contribution be communicated?)**

**g) Funding summary (\$)**

Amount requested from the FUND	
Amount from other sources (cash and/or in-kind)	+
<b>Total Value of Project</b>	<b>=</b>

**Section 3. Project Details**

**a) Project goal** (A goal is an overall purpose, future condition or intent that a person or group strives to attain.)

**b) Project objectives** (Objectives are specific, achievable and timely statements about what you hope to accomplish during the time frame of your project. They are phrased using action-oriented verbs and specific language about outcomes, target audiences, place and time.)

**c) Project activities, 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, and what percentage of the total budget will be spent on each activity)

What you will do (activities)?	What should result (outcomes)?	How will you evaluate each activity?	% of total budget requested

\* Add rows as required; **delete examples provided**. If handwriting the application please, use table format but attach an additional page if needed.



**d) Project work plan** (Outline the major tasks and general time frames for the project)

<b>Task:</b>	<b>Period:</b>

*\* Add rows as required; delete examples provided. If handwriting the application please, use table format but attach an additional page if needed.*

**e) Detailed project description (35 lines max.;** Provide a plain language description of the project; including **how** the activities above will be undertaken, and **how** the proposed outcomes will be evaluated and reported. For multi-year projects, explain results already achieved and/or future plans for the project. If applying for a Research Project, as indicated in Section 2 c), you must attach a research proposal)

**Section 4. Financial Information**

**a) Project budget by expenditure item** (Use template to provide the project budget for the fiscal year 1 April – 31 March \*Add rows as required. If handwriting the application please use table format but attach an additional page if needed.)

Expense Category	Description of Expenditure Item (describe and quantify: e.g. 3 technicians for 10 weeks @ \$200 per week; travel 500 km @ \$0.4289/km)	FUND \$ Requested	Other Contributions		Total (\$)
			Cash (\$)	In-kind (\$)	
Human Resources					
Travel and Field Expenses					
Material, supplies, & Equipment					
Other expenditures (Phone, office supplies, ads, etc...)					
Administration					
<b>Totals</b>					

**b) Matching/Partnership funding details** (list all partners and collaborators)

Source Organization / Name	Contribution		Description of in-kind support	Confirmed?	Letter Included
	Cash (\$)	In-kind (\$)			
<b>Total (\$)</b>					

## Section 5. Applicant Credentials

**a) Describe your organization's history and capabilities with respect to the proposed project**

**Note: If applying as an individual proceed directly to b) below**

*(7 lines max.; e.g. what other wildlife habitat conservation projects have the organization or group been involved in and what expertise, resources, and linkages exist within the organization or group)*

**b) Brief description of the credentials and the relevant experience of the project leader (20**

*lines max.; may include relevant work, professional, and volunteer experience, academic degrees, and other relevant training. If applying for a Research Project, as indicated in Section 2 c), you must attach a resumé)*

**Section 6. Signatures**

*I hereby certify that the information provided in this application is accurate to the best of my knowledge and that I am familiar with all the conditions of the Habitat Conservation Fund as outlined in the Application Guide.*

***Principal applicant:***

Date:
Name:
Title/Position:
Signature: