

1. INFORMATION FOR FUNDING APPLICANTS

Thanks for your interest in the Fish and Wildlife Compensation Program's Grants for fish and wildlife projects. FWCP funds are provided by BC Hydro and managed in a partnership with the Province of British Columbia, Fisheries and Oceans Canada, First Nations and public stakeholders to conserve and enhance fish and wildlife impacted by BC Hydro dams.

We hope this information will help you develop a funding application for a project that will conserve and enhance fish and wildlife and the ecosystems they depend on in one of the three BC regions where the FWCP operates. The FWCP will support dozens of fish and wildlife projects across the Province that will be delivered by local groups, First Nations, agencies, consultants and others who meet our funding requirements and are approved for funding following our annual intake of funding applications. Your funding application is the first step towards working together. If you have any questions or require more information, please contact the appropriate FWCP Program Manager.

FWCP-Coastal

Name: Patrice Rother

Email: patrice.rother@bchydro.com

Phone: 604 528 2024

FWCP-Columbia

Trevor Oussoren

trevor.oussoren@bchydro.com

250 365 4551

FWCP-Peace

Dan Bouillon

dan.bouillon@bchydro.com

250 783 7509

2. OVERVIEW: ANNUAL APPLICATION AND PROJECT DELIVERY CYCLE

1. Applications due November (see below for November 2014 deadlines)
2. Applications reviewed by regional committees November – January
3. Applications reviewed by regional Boards January – February
4. Application decisions (approved, conditional, or not approved) sent to applicants February – March
5. Contribution Agreement finalized between FWCP and applicant starting April 1, 2015
6. First project payment upon finalization of Contribution Agreement
7. Project implementation as early as April 1, 2015
8. Progress Reports, Statements of Accounts and subsequent payments at agreed-to project milestones
9. Final Report submitted for review by March 2016
10. Final payment (upon delivery of Final Report)

3. OVERVIEW OF FWCP FUNDING

To assist you with submitting a complete and accurate funding application, please review the following.

Funding Type	Description		
Seed Funding	This funding is available to assist applicants to develop a Large Project Funding 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.		
Small Project Funding	This funding is available for projects that align with FWCP's Action Plans and have a total project cost of less than \$20,000. The Small Project Funding 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. Small projects are typically, but not necessarily, proposed by stewardship groups to carry out small-scale enhancement projects.		
Large Project Funding	This funding is available for projects that align with FWCP's Action Plans and have a total project cost of more than \$20,000. The Large Project funding application requires clear technical information from the applicant regarding the proposed project's objectives, methods and outcomes.		
Funding Limits	Seed Funding	Small Project	Large Project
	\$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)
<u>Funding Deadlines</u>	All funding applications must be received by lorraine.ens@bchydro.com no later than 4:30 pm on the deadline. Coastal FWCP-Coastal Deadline: November 3, 2014 Columbia FWCP-Columbia Deadline: November 14, 2014 Peace FWCP-Peace Notice of Intent Form Deadline: October 10, 2014 FWCP-Peace Deadline: November 21, 2014		

Funding Type	Description
Eligible Projects	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.
FWCP-Columbia Project Priorities	FWCP-Columbia has identified several project priorities and is encouraging funding applications to address them. See below: FWCP-Columbia Project Priorities.
Regional Requirements	Applicants to the FWCP-Coastal and FWCP-Peace should be aware of MANDATORY regional requirements. See below: Regional Requirements.
Funding Applications	The FWCP has revised its Funding Application forms and will only accept the revised funding application forms now online at www.fwcp.ca .
Evaluation	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 Funding Applications.
Approval Process	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 Funding Applications.
Notification	All proponents will be notified in writing regarding the outcomes of the evaluation process. If your project is approved for funding you should be prepared to fulfill the insurance and project management requirements. See below: Next Steps for Approved Funding Applications.

4. 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 www.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 funding.

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 Funding 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.

5. PREPARING YOUR FUNDING 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.
 - 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. In the Columbia Region, applicants should review the Upper Kootenay Ecosystem Enhancement Plan if your project is within the upper Kootenay River watershed, including the Koocanusa Reservoir.

2. Align your proposed project idea with the FWCP's action priorities in your region. See Action Plans on www.fwcp.ca. If you are applying to FWCP-Columbia, see below: FWCP-Columbia Priorities.
3. Three [funding applications](#) are now available for each FWCP region: Seed, Small or Large. Download and complete the funding application form that suits your proposed project's location, type and total project cost.
4. Download and complete the [FWCP Project Budget](#) form and submit it along with your completed funding application.
5. In the FWCP-Peace you must submit a Notice of Intent form by Oct 10, 2014. This is a mandatory regional requirement if your proposed project will occur with the FWCP-Peace. See below: Regional Requirements.
6. Contact the Program Manager in your region if you have questions about the eligibility of your proposed project or preparing your application. See page 1 for contact info.
7. Submit your complete funding application, including the separate FWCP Project Budget form by the November deadline in your FWCP Region. Applicants are responsible for ensuring they have complied with all applicable regional requirements and submitted all supporting documents and information. Late applications will not be accepted. See table above: Funding 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.
4. **Habitat-based actions** – activities focused on improving general habitat conditions or ecosystem function.
5. **Monitoring and evaluation (aka Monitoring and adaptive management in FWCP-Peace)** – activities conducted following a habitat-based or species-based action that are focused on *assessing the outcomes* of that habitat- or species-based action.

FWCP-Project Budget Form

Applicants must use the FWCP Project Budget form available at www.fwcp.ca and submit a completed Project Budget Form along with their funding application.

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).
4. Please provide as much detail as possible.

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 funding application, is essential to assess the merits of continued funding.

6. FWCP-COLUMBIA PROJECT PRIORITIES

The FWCP-Columbia Board is encouraging applicants applying in fall 2014 to FWCP-Columbia to submit funding 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 northern portion of the FWCP-Columbia area 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 priorities above.

7. REGIONAL REQUIREMENTS FOR FUNDING APPLICANTS

FWCP-Coastal Region

Community Engagement and Communications

Applicants applying to FWCP-Coastal 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.

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

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 the FWCP Manager prior to submitting their completed application.

Patrice Rother, FWCP Manager

patrice.rother@bchydro.com

604 528 2024

FWCP-Peace Region

Mandatory Notice of Intent Form Due Oct. 10, 2014

Applicants applying to FWCP-Peace are required to submit a completed [Notice of Intent Form](#) by Oct. 10, 2014. 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 or contact FWCP-Peace Program Manager at dan.bouillon@bchydro.com or 250.783.7509.

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

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

FWCP-Columbia Region

Upper Kootenay Ecosystem Enhancement Plan

The new Upper Kootenay Ecosystem Enhancement Plan will guide fish and wildlife project funding in the upper Kootenay River watershed, including Kooanus Reservoir. The plan recommends actions to conserve and enhance lakes, streams, uplands/drylands, wetlands and species of interest. This new funding opportunity is in addition to the existing funding opportunities through the FWCP.

When completing a funding application, applicants should select the primary Action Plan that best aligns with your project idea. Please do not submit multiple applications for the same project. **Only one application per project will be accepted.**

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.

8. SUBMITTING YOUR APPLICATION

All funding applications are due to lorraine.ens@bchydro.com by the regional deadline.

Funding Application Deadlines

FWCP-Coastal	November 3, 2014
FWCP-Columbia	November 14, 2014
FWCP-Peace Mandatory Notice of Intent Form	October 10, 2014
FWCP-Peace	November 21, 2014

Small and large project funding applicants must submit a FWCP Project Budget form on the excel spreadsheet provided by FWCP.

Applicants are encouraged to send their completed funding application, 6-page project proposal (if applicable) and any other applicable supporting docs (including, but not limited to, letters of support, credentials, literature cited etc) as a single PDF *plus* the FWCP Project Budget. The PDF and Project Budget form should have the same file name.

9. EVALUATION AND REVIEW

Evaluating Funding Applications

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

1. Alignment with Action Plan priorities;
2. Alignment with 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-Peace, the First Nations Working Group will review each funding application and, in addition to evaluating applications from an ecosystem-value perspective, will 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 funding 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 FWCP-Columbia priorities. See above: FWCP-Columbia Project Priorities.

Application Review Process

Prior to the final review by the regional Board in each region, funding 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 funding application will go through the following three-stage review process.

Stage 1 Review by Regional Program Manager

Each FWCP Program Manager will review funding 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 funding application for technical merit. In the FWCP-Peace Region, the First Nations Working Group will also review each funding 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 funding 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 funding for proposed projects in each region.

10. NEXT STEPS FOR APPROVED FUNDING APPLICATIONS

All funding applicants will be notified ASAP but no later than March 2015. If your funding 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 WCB Registration, Commercial General Liability Insurance and vehicle insurance with prior to finalizing a funding 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 funding 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 Progress Report.

The proponent will be paid:

- a. 30% of total project costs upon executing a Contribution Agreement;
- b. 30% of total project costs upon receipt of the first Progress Report and Statement of Account 30%;
- c. 20% of total project cost up receipt of second Progress Report and Statement of Account; and
- d. 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, 2015 or later, as specified in the Contribution Agreement. Project completion date is March 31, 2016, unless otherwise specified in the Contribution Agreement.