

**Species at Risk (SAR)
Stewardship Fund****Application 2010/11**

Send completed application form to:

Ministry of Natural Resources
Species at Risk Stewardship Program
300 Water St, 4th Floor North Tower
Peterborough ON K9J 8M5
Attention: **Paula Julio**

Telephone: 705 755-1208
E-mail: paula.julio@ontario.ca
Facsimile: 705 755-1788

MNR Use Only

Application Number

Date Submitted (yyyy/mm/dd)

Please refer to ***the Species at Risk Stewardship Fund Guidelines 2010/11*** when filling out this application form.

Applications will be received electronically or in paper form until the end of the business day on **November 16, 2009**. Applicants will be notified of the outcome of their proposal during the spring of 2010.

NOTE: Only applications that are completed in full will be considered for funding.

If approved for funding, applicants should not proceed with their project until an agreement has been signed by both the recipient and the Crown.

Successful applicants will have until **February 14, 2011** to complete projects and until **February 28, 2011** to report results to the Species at Risk Stewardship Program.

The applicant is responsible for obtaining any necessary authorizations required in order to begin and/or complete the project.

If your project requires an ESA Authorization, please also complete the **Authorization Project/Activity Information Form**. Please refer to the Legal Authorizations Section in the 2010/11 Guidelines for further details.

We encourage you to complete this form electronically and submit the application via e-mail. If you have any questions regarding your application please contact the Ministry of Natural Resources via the contact information provided above.

Freedom of Information and Protection of Privacy

Notice of Collection: Personal information collected on the application form will be used for the proper administration of the Species at Risk Stewardship Fund.

Personal information will only be used or disclosed in accordance with *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information contact the Species at Risk FIPPA Coordinator at 300 Water St., 4th Floor North Tower, Peterborough ON K9J 8M5, Telephone 705 755-5257.

Previous Funding

Did you apply to the SAR Stewardship Fund in:

2007/08 2008/09 2009/10

Did you receive funding for your project(s)?

Yes No

If YES, please provide the tracking number(s) of your project(s) (as indicated in the signed Agreement)

How does this proposal build on previous year's project(s)? **(10 line maximum)**

Project Title

Please provide a descriptive title of the proposed project. **(1 line maximum)**

Applicant Information

Name of Person, Business, Organization (as applicable)

Primary Contact

Signing Authority (if different from above)

Mailing Address

Organization (if applicable)

Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code
Telephone No. (incl. ext.)	Fax No.	Email Address	

Website (if applicable)

Type of Organization

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal Organization/Community | <input type="checkbox"/> Conservation Authority |
| <input type="checkbox"/> Academic Institution | <input type="checkbox"/> Ontario Stewardship Council |
| <input type="checkbox"/> Municipal and Local Government | <input type="checkbox"/> Individual Business |
| <input type="checkbox"/> Non-Government | <input type="checkbox"/> Industry Organization |
| <input type="checkbox"/> Landowner or Farmer | <input type="checkbox"/> Other (please specify): |

Recovery Team / MNR / Expert Support

It is strongly recommended that applicants contact the appropriate MNR Species at Risk Biologist and/ or other species experts to receive advice and direction on proposal development. These individuals can contribute valuable input to project design to help ensure the project components are consistent with current recovery actions.

For a link to MNR Districts and contact information, please visit: http://www.mnr.gov.on.ca/en/ContactUs/2ColumnSubPage/STEL02_179002.html#NE

Please, provide the names (maximum of 5) and contact information of the professionals who support this project.

MNR Contact or Species Expert	Organization / Position	Email Address	Telephone No.

Target Species

Please list species at risk targeted by this project and their provincial status. Project proposals should target provincially Endangered (END), Threatened (THR), and Special Concern (SC) species that have been assessed, and are on the Species at Risk in Ontario List. For provincial status, please refer to the Species at Risk in Ontario List found at:

<http://www.mnr.gov.on.ca/en/Business/Species/2ColumnSubPage/246809.html>.

Species Name(Common Name)	Primary Target Species	Secondary Target Species	Provincial Status (END, THR or SC)
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...

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	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...
	<input type="checkbox"/>	<input type="checkbox"/>	...choose one...

If more than 10 species, specify Ecosystem Type

Brief Project Summary

In the space provided, briefly and concisely describe your proposed project. This brief summary may be used on news announcements and communication materials regarding the Species at Risk Stewardship Fund.

(5 line maximum)

Project Location

Please provide the following geographic information in relation to your proposed project. Attach any maps and project location sketches, if applicable.

Land Tenure

- | | | |
|---|---|--|
| <input type="checkbox"/> Aboriginal Reserve | <input type="checkbox"/> Private | <input type="checkbox"/> Federal Lands |
| <input type="checkbox"/> Crown | <input type="checkbox"/> Provincial Park | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Municipal | <input type="checkbox"/> Conservation Reserve | |

Property Name

Property Owner

Property Civic Address (911 No.)

Legal Description
(lot/concession/geographic township)

Size (acres/hectares)

Directions to Property

MNR Region (Northwest, Northeast, Southern)

MNR District – see link - http://www.mnr.gov.on.ca/en/ContactUs/2ColumnSubPage/STEL02_179002.html#NE

Additional Notes

Detailed Project Summary

Please summarize your project proposal using the categories provided. Attach any supporting information necessary to describe the proposal.

Objectives / goals of the project **(15 line maximum)**

Approach / methodology (including detailed description of sampling or monitoring techniques / protocols): **(25 line maximum)**

Human Resources requirements (NOTE: must include separate job descriptions for each position): **(10 line maximum)**

Expected results: **(15 line maximum)**

Benefits for Species at Risk

Explain how this project will benefit the recovery of one or more species at risk and/or delivers on the objectives outlined in the Guidelines. Please provide evidence (such as literature sources) that this project will benefit the targeted species at risk or species at risk in general. If applicable, demonstrate how the project is consistent with information or recommendations identified in available recovery strategies. **(25 line maximum)**

Project Linkages

Please demonstrate how your project supports other conservation, stewardship, and/or recovery initiatives. **(15 line maximum)**

Workplan

Using the eligible activities below (from the Guidelines), please describe how you will accomplish this project. Discuss the timing and key actions required to complete the project by **February 14, 2011**. **Limited to a maximum of 5 activities.**

Eligible Activity Categories:

(For detailed information pertaining to each of the following activity categories, please refer to the 2010/11 Guidelines).

1. Projects which include **recovery actions, habitat improvement and protection activities**, such as activities that may be identified in **recovery strategies** or similar plans, for provincially endangered, threatened, and special concern species.
2. **Surveys, inventories and monitoring** to enhance and support species at risk stewardship activities.
3. **Outreach and/or education activities** that **increase awareness and knowledge** about species at risk and encourage stewardship actions.

Activity Category	Describe Specific Activity in Detail	Start Date	End Date
Example: 2	Example: Survey of Blanding's Turtle population to be conducted in location xx using mark and recapture techniques.	Example: April 20, 2010	Example: October 20, 2010

Legal Authorization

NOTE: Contact your local MNR District office for advice on authorizations.

Do any proposed project activities require a FWCA authorization?

Do any proposed project activities require an ESA (2007) permit??

If YES, has the attached Project Information Form been completed (PART 3: Appendix)?

Communications Plan

Proponents are encouraged to bring profile to their project and species at risk awareness through local communications opportunities. Please describe both planned and potential media opportunities that will be considered as part of this project.

Type of Communication	Number of Opportunities	Potential Venue / Name of Media	Comments
Magazine Advertisement			
Magazine Article			
Newspaper Advertisement			
Newspaper Article			
Print Media			
Radio Advertisement			
Television Advertisement			
Television Coverage			
Website			
Other (Please identify)			

Budget

Complete the following budget breakdown specifying the costs associated with your project. **Please remember to relate these costs to the activities outlined in the workplan table above.** Include matching funds (cash/in-kind) and indicate how much funding is sought from the Species at Risk Stewardship Fund.

Consult the Guidelines for eligible costs and matching funds and the agreement and payment section of the Guidelines for details on submitting invoices.

For each Project Component:

- a) **Human Resources Costs:** includes wages and mandatory benefits (as required by law) for human resources that will be directly involved in the implementation of the project. Project management costs are excluded from Human Resources. **NEW for 2010/11** - Job descriptions must be submitted for all Human Resources requests.
- b) **Administrative Costs:** includes office space, office supplies, phone, computer, fax and photocopy costs, as well as any project management expenses (e.g. project management, planning and logistical positions, and accounting). **These costs cannot exceed 10% of the total funding requested.**
- c) **Equipment Costs:** includes the lease and/or rental of equipment required for the completion of the project. In some cases, equipment purchase may be considered with proper justification.
- d) **Materials and Supplies Costs:** includes materials other than equipment (e.g. trees for planting)
- e) **Vehicle Rental, Travel and Fieldwork Expenses:** includes vehicle leases, operational costs (i.e. fuel), insurance), mileage, accommodations, and meals. Mileage rate cannot exceed \$0.41/km. Daily meal allowance limited to \$40 per day, with receipts. Costs must be reasonable for activities proposed. **NEW for 2010/11** – Following the formal review and approval of applications, proponents may be asked to ensure that costs associated with rentals and leases over \$5,000 have gone through a competitive process (e.g. sought out quotes for rentals and leases).
- f) **Publication Design, Printing, and Distribution Costs:** includes print material, signs, mailing costs, etc.

Specific Activity (refer to Workplan table above)	Milestones (actual end product or result e.g. brochure, field survey, interim report)	Project Components (described in detail)	Total Cost (must equal the sum of the amount requested and matching funds)	Amount requested from SAR Stewardship Fund	Amount from matching funds
		<p>a. Human Resources Salary (please identify the following for each employee being hired to complete this activity):</p> <p>Position Title:</p> <p>Rate of Pay (by hour, day, or week): \$</p> <p>Length of contract: (number of hours, days, weeks, or months)</p> <p>Attach job descriptions</p>			
		<p>b. Administrative costs:</p>			
		<p>c. List equipment and its lease/rental cost:</p>			
		<p>d. List materials and supplies:</p>			
		<p>e. Vehicle Rental, Travel and Fieldwork Expenses (please describe travel and identify how many people will be traveling for this component):</p>			
		<p>f. Design, printing, and distribution costs: What is being produced, how many and at what cost? \$ / unit</p>			

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			Total project cost	Total funding requested	*Total matching funds
		(Please ensure correct calculations) TOTAL:			

**Total Matching Funds should correspond to Total Amount in Partnership Support below.*

Partnership Support

Please list the names of all partnering individuals or organizations that will be involved in this project. Partners may be contacted to confirm their support for and/or participation in this project. Insert additional rows if needed.

Organization (if applicable)	Contact Information (primary contact name, e-mail, phone)	Brief description of partner involvement	Type of Support (cash or in-kind)	*Amount (\$)	Confirmed? (yes/no)
(Please ensure correct calculations) TOTAL:					

**Total Amount in Partnership Support should correspond to Total Matching Funds above.*

Agreements and Signatures

The undersigned hereby agree to all conditions outlined in the 2010/11 *Species at Risk Stewardship Fund Guidelines*, and verify that the information provided in this application is accurate and true to the best of their knowledge.

If submitting electronically, please fax or mail original signature page.

Primary Contact Signature

This should be signed by the lead contact person for the project.

Signing Authority	Title/Position	
Signature		Date (yyyy/mm/dd)

Signing Authority Signature (if different from above)

Charitable, non-profit (other than a university) or for-profit organization applications must be accompanied by a signature of an authorized officer of that organization.

Signing Authority (if different from above)	Title/Position	
Signature		Date (yyyy/mm/dd)

**Species at Risk (SAR)
Stewardship Fund****Appendix
Authorization Project /
Activity Information Form**

ESA 2007 Section 17(2)(b)

Project TitlePlease provide a descriptive title of the proposed project. **(1 line maximum)****Applicant Information**

Name of Person to whom permit will be issued

Mailing Address

Unit No.	Street No.	Street Name	PO Box
City/Town			Postal Code
Province			
Telephone No. (incl. ext.)	Fax No.	Email Address	

Provide a brief biography of the applicant, including relevant experience and publications

Assistants

Identify all known assistants that may be involved with this project (copy and paste additional rows as required)

Assistant's Name

Assistant's relevant experience / qualifications

Assistant's Name

Assistant's relevant experience / qualifications

Assistant's Name

Assistant's relevant experience / qualifications

Location of the project

Provide exact location (e.g. UTM coordinates if not surveyed, Lot and Concession numbers, address, township, etc). Include a map showing the general location of the property. If multiple locations are involved that will occur in stages, the timing and extent of each phase should be shown and described.

Indicate land ownership, i.e. private or Crown or if the activity occurs in a Provincial Park or Nature Reserve

Private Property

Crown Land

Provincial Park, specify name:

Nature Reserve, specify name:

Species at risk involved in the project

For each species involved in the project, identify the common name, Latin name, and its ranking on the Species at Risk in Ontario (SARO) List. For current SARO List rankings, please visit:

<http://www.mnr.gov.on.ca/en/Business/Species/2ColumnSubPage/246809.html>

Common Name	Latin Name	Status
		...choose one...
		...choose one...
		...choose one...
		...choose one...
		...choose one...
		...choose one...
		...choose one...
		...choose one...
		...choose one...
		...choose one...
		...choose one...
		...choose one...

Description of the project

To be eligible for a section 17(2)(b) authorization the following must apply:

- It is likely that the activity will contravene section 9 (species protection) and/or section 10 (habitat protection) of *the Endangered Species Act, 2007*; and
- The main purpose of the proposed activity or activities is to assist in the protection or recovery of the species involved.

Provide a brief description of the project or activity(ies) requiring authorization under the ESA 2007, e.g., identify critical habitat needs of species X; determine population demography of species Y in Deep Lake. Describe objectives / goals of the project and how the activities will enhance protection and recovery of the species and/or how **recovery strategy** recommendations will be implemented.

Methodology & Timelines

It is very important to provide detailed information on methodology including:

- detailed description of research techniques / protocols,
- equipment,
- quantitative and/or qualitative information to be collected and intended use of that information;
- anticipated adverse effects on the endangered and/or threatened species involved and how they will be minimized;
- animal care protocols; and
- timelines of proposed activities.

If samples or vouchers are collected, please provide information about where they will be sent and the purpose. Where multiple activities require authorization, identify each activity. Include all activities that have a reasonable expectation of impacting a protected species or protected habitat for the duration of the project, now and in future.

Duration of the project

Target start date (yyyy/mm/dd)

Target end date (yyyy/mm/dd)

If fieldwork must be undertaken within prescribed timelines, please provide that information. For target end date, consider timelines needed for reporting, etc.

Animal Care Protocols

Identify any protocols required or being utilized for this project.

Other Federal or Provincial Permits Required/Obtained

Identify all other approvals/approval agencies required for the project to proceed, e.g., municipal planning approvals, other MNR, Federal government and/or Conservation Authority approvals. If permits under other legislation have been obtained, please provide permit numbers and expiry dates.

Other Background Information

Have you previously applied for an ESA 2007 17(2)(b) permit for this project?

Yes No

Were you successful in receiving a permit?

Yes No

If so, please provide

Permit No.

Expiry date (yyyy/mm/dd)

Have you previously applied for an ESA 2007 17(2)(b) permit for other projects?

Yes No

Were you successful in receiving the permit?

Yes No

If so, please provide

Permit No.

Expiry date (yyyy/mm/dd)

For previous ESA 2007 17(2)(b) permits, have you submitted all required information / reports?

Yes No

To whom and when?