



Species at Risk Stewardship Fund 2009/10 Application Package

PART 1: Guidelines

PART 2: Application Form

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

Species at Risk Stewardship Fund

PART 1: GUIDELINES 2009/10

Overview

The Species at Risk (SAR) Stewardship Fund is intended to support the protection and recovery of species at risk in Ontario by providing grants to individuals and organizations for stewardship activities. With \$18 million of funding from 2007 until 2010, the SAR Stewardship Fund will invest in stewardship actions each year that are of direct benefit to species at risk, or support the development of new stewardship approaches which meet needs of SAR and the public, landowners, industry, Aboriginal communities and others.

In 2008-2009, the SAR Stewardship Fund received 184 project proposals. With the \$5 million of funding available, 109 outreach and education, recovery actions, and research initiatives were financially assisted.

In 2009-10, \$5 million will be available through the call for applications as well as through grants to organizations already involved in species at risk stewardship actions. The SAR Stewardship Fund will continue to support initiatives that involve species at risk recovery actions, surveys, outreach or education.

While applied research projects are eligible, scientific / academic research projects will not be funded directly through the SAR Stewardship Fund. Scientific / academic research activities will only be considered through application to the Endangered Species Recovery Fund (ESRF) currently supported by the Ministry of Natural Resources (MNR).

Deadline and Contact Information

Applications must be received electronically or in paper form by the end of the business day on **December 12, 2008**. Applicants will be notified of the outcome of their proposal during the early spring of 2009.

For general information on the SAR Stewardship Program and the *Endangered Species Act, 2007*, please refer to the program website at <http://www.ontario.ca/speciesatrisk>

For questions regarding the SAR Stewardship Fund, please contact:

Paula Julio - Species at Risk Stewardship Fund Advisor

Tel: 705 755-1208

Email: paula.julio@ontario.ca

Fax: 705 755-1788

Objectives:

- Improve the status of species at risk and their habitats by supporting stewardship and recovery actions;
- Encourage stewardship and multi-partner approaches to species at risk protection and recovery; and
- Inspire and enable people to become involved in species at risk stewardship through outreach, education, youth employment opportunities and the provision of related tools and techniques.

Eligible Activity Categories:

For 2009/10, the following priorities have been established for the SAR Stewardship Fund:

1. **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:
 - a) **Improving the quality or amount of available habitat** (e.g. planting vegetation, removing exotic or invasive species, installing nest boxes, hibernacula, or other species residences, etc.)
 - b) Supporting the **protection and recovery of SAR populations** (e.g. protective measures to minimize direct threats, etc.)
2. **Surveys, inventories and monitoring** to enhance and support species at risk stewardship activities:
 - a) Gathering **Aboriginal traditional knowledge**
 - b) **Assessing/monitoring** species at risk and the effectiveness of stewardship actions for species recovery
 - c) **Conducting species inventories**
3. Projects which incorporate **outreach and/or education activities to increase awareness and knowledge** about species at risk and encourage stewardship actions:
 - a) Developing **public and/or industry engagement plans** that promote the best actions to benefit species at risk
 - b) Promoting **best management practices** that minimize impacts on species at risk and their habitats during land or resource use
 - c) Supporting **curriculum development and other education projects**
 - d) Preparing of brochures, fact sheets and publications and other **communications** media, workshops etc. for targeted audiences
 - e) Supporting SAR **internships** with non-governmental organizations and industry for recent (within 5 years of graduation) post secondary graduates
 - f) **Employing youth** with stewardship organizations where students work on a variety of projects including, habitat enhancement, outreach, etc.

Additional Considerations:

- Before submitting a project proposal, it is **strongly** recommended that applicants consult MNR staff (Species at Risk Biologists), species experts and partners in developing their proposals;
- Land securement initiatives will only be considered through the enhancement of existing securement partnerships and initiatives. Contact MNR's Land Securement Program for additional information;
- Scientific / academic research projects will only be considered through direct application to the Endangered Species Recovery Fund (ESRF). For additional information on the ESRF, please refer to: <http://www.wwf.ca/NewsAndFacts/Projects/ESRF.asp?lang;>
- Projects or studies that are required by law are not eligible;
- Project proposals should target provincially Endangered, Threatened, and Special Concern 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: <http://www.mnr.gov.on.ca/en/Business/Species/2ColumnSubPage/246809.html>;
- Multi-species, ecosystem and single-species projects will all be considered for funding;

- Successful applicants will be required, where applicable, to:
 - Act in accordance with the accepted framework and protocols respecting data sharing, data standards and data collection if accessing information from the Crown through the (MNR)
 - Submit all information/ data collected to MNR for entry and use in appropriate Ministry databases
 - Demonstrate that the proper Ontario Parks authorizations have been obtained for activities occurring within provincial parks and conservation reserves;
- Any information developed through a successful project is for information purposes only and the Crown is not bound to take any action based on any recommendations that may be produced during the course of a project. Any mapping products which result from a project are for the voluntary use of stewardship organizations only and the methods and results of a project will not necessarily be endorsed by MNR or the Government of Ontario for use in future species at risk habitat identification or land use decisions.

Eligible Applicants:

- Landowners and farmers
- Non-government organizations
- Aboriginal communities / organizations
- Academic institutions
- Conservation Authorities
- Ontario Stewardship Councils
- Municipal and local governments
- Individual businesses
- Industry organizations

Non-eligible Applicants:

- Provincial government ministries
- Federal government departments and agencies

Eligible Costs:

- 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.
- b. **Administrative Costs:** includes office space, office supplies, phone, computer, fax and photocopy costs, as well as any project management expenses (e.g. 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. **Travel and Fieldwork Expenses:** includes travel and operational costs (i.e. fuel), accommodations, and meals.
- f. **Vehicle Rental Fees**
- g. **Publication Design, Printing, and Distribution Costs**

Assessment Criteria:

Applications will be assessed according to the following criteria:

- For project proposals to be evaluated, they must be completed in full and align with the SAR Stewardship Fund Guidelines
 - demonstrates satisfaction of eligibility requirements
 - are consistent with eligible activities
 - supports and furthers the objectives of the Fund
- 40% for contribution of the project to species recovery
 - activities will benefit the targeted species at risk or their habitat and/or the targeted ecosystem
 - activities are aligned with priority actions identified in existing SAR recovery strategies or similar documents and/or equivalent support is provided by a species or stewardship expert
 - can achieve and demonstrate measurable results
- 30% for project design
 - the project is well-planned and feasible
 - the project includes strong partner engagement (partnerships / collaboration are used to maximize available resources and knowledge)
 - the project is supported by other funding sources (including in-kind contributions), ideally 50% or higher
 - the associated project costs are reasonable for the activities proposed
- 30% for overall quality of project proposal
 - there is a strong likelihood of long term success with respect to achieving the identified benefits to species at risk and continuing partnerships
 - the proposed project reflects best management practices / innovations for the stewardship of species at risk
 - the proposed project contributes to broader biodiversity health, landscape-level stewardship and significant benefits to other species

Matching Funds:

A minimum of 1:1 matching funds is ideal. It is possible to apply for stewardship funding without having matching funds. However, the amount of matching funds you have to support your project is one of the criteria that will be considered when applications are reviewed. Matching funds can either be matching dollars or in-kind donations. If applicants indicate in-kind contributions, they are required to describe how it is valued. For guidelines on valuing in-kind human resource contributions, consult <http://volunteercalculator.imaginecanada.ca/eng/default.asp?tabse1=4>

Notification:

All applicants will be notified of the funding decisions in writing in Spring 2009. Applicants should not proceed with a project on the expectation that it will be sponsored through the SAR Stewardship Fund. If approved for funding, recipients should not proceed until an agreement has been signed by both the recipient and the Crown. Any activities conducted before an agreement is signed will not be funded. All activities must be completed before **February 12, 2010**.

Agreement and Payment:

Activities receiving funding must be completed and invoices submitted within the year of receipt of funding. For multi-year projects, the SAR Stewardship Fund will only commit to one year of funding. An applicant may re-apply for subsequent years, but funding is not guaranteed.

Successful applicants will be required to enter into a standard agreement that stipulates the terms and conditions of grant acceptance and expenditure. Failure to enter into the agreement may result in the loss of funds.

Successful applicants will have until **February 12, 2010** to complete projects and until **February 26, 2010** for reporting requirements.

Payments will be made following completion of deliverables as outlined in the schedules to the agreement. Final payment will be made following the completion of a final project tracking report.

Permits:

Successful applicants are responsible for identifying and obtaining any permits, licences or other approvals required in order to begin and/or complete the project.

Recognition:

If applicable, the successful applicant may be required to acknowledge the receipt of financial assistance from the Species at Risk Stewardship Fund.

Freedom of Information and Protection of Privacy

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.

Auditing:

To ensure integrity in the use of funds, the Province of Ontario reserves the right to require independent verification of reported information as required in the terms of the funding agreement. Clear documentation and invoices must be submitted in order to receive payments. The successful applicant shall provide, if requested by the Province, any necessary permissions to access the property and make available any records, documents and/or information that may be required for this purpose.

Terms of Reference:

This call for applications is not intended to be a formal legally-binding procurement process.

MNR reserves the right to seek clarification and supplementary information from any applicant.

MNR may elect not to consider an application containing misrepresentations or any inaccurate, misleading or incomplete information.

Once a project proposal has been submitted, it cannot be substantially modified or changed.



Species at Risk (SAR) Stewardship Fund

Part 2: Application 2009/10

Send completed application packages 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 2009/10** (Guidelines) when filling out this application form.

Applications will be received electronically or in paper form until the end of the business day on **December 12, 2008**. Applicants will be notified of the outcome of their proposal during the spring of 2009.

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

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 12, 2010** to complete projects and until **February 26, 2010** to report results to the Species at Risk Stewardship Program.

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

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.

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Previous Funding

Did you apply to the SAR Stewardship Fund in:

2007/08 2008/09

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

Organization (if 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): |

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

- Aboriginal Reserve Private
 Crown Provincial Park or Conservation Reserve
 Municipal

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 **(10 line maximum)**

Approach / methodology (including detailed description of sampling or monitoring techniques / protocols): **(15 line maximum)**

HR requirements / who is involved: **(10 line maximum)**

Expected results: **(10 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. **(20 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 12, 2010**. **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 Guidelines above.)

1. Projects which include **recovery actions, habitat improvement** and **protection activities** that may be identified in recovery strategies or similar plans, for provincially endangered, threatened, and/or special concern species.
2. **Surveys, inventories and monitoring** that are required to support species at risk stewardship activities.
3. Projects which incorporate some element of **outreach and/or education**, and to **increase awareness and knowledge** about species at risk stewardship.

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, 2009	Example: October 20, 2009

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.
- b) **Administrative Costs:** includes office space, office supplies, phone, computer, fax and photocopy costs, as well as any project management expenses (e.g. accounting). **These costs cannot exceed 10% of the total funding requested.**
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- g) **Publication Design, Printing, and Distribution Costs**

Specific Activity (refer to Workplan table above)	Deliverable (actual end product or result e.g. brochure, field survey)	Project Components (described in detail)	Total Cost	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): \$ per <input type="checkbox"/> hour <input type="checkbox"/> day <input type="checkbox"/> week (check the appropriate rate) Length of contract: (number of hours, days, weeks, or months)</p> <p>Brief job description:</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. Associated travel and fieldwork expenses (please describe travel and identify how many people will be traveling for this component):</p>			
		<p>f. Vehicle rental costs:</p>			
		<p>g. Design, printing, and distribution costs: What is being produced, how many and at what cost? \$ / unit</p>			

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		<p>f. Vehicle rental costs:</p>			
		<p>g. Design, printing, and distribution costs: What is being produced, how many and at what cost? \$ / unit</p>			

Agreements and Signatures

The undersigned hereby agree to all conditions outlined in the *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.

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)