

Guidelines for New Brunswick Wildlife Trust Fund Funding Application and Financial Budget

Read guidelines completely
Complete application form and financial budget template
Fill in all sections: mark one(s) not applicable “N/A”

WHO CANNOT APPLY: Municipalities, Private Corporations, Provincial and Federal Governments

APPLICATION SUBMISSION CHECK LIST

Before submitting, make sure you have filled out all sections.

Funding Application Form (Maximum 8 pages)

- Section I - Application Summary
- Section II - Applicant Information
- Section III - Project History Summary
- Section IV - Project Information
- Section V - Communication Strategy
- Section VI - Socio Economic Impact
- Section VII - Environmental Impact
- Section VIII - Funding

Financial Budget Form (Maximum 4 pages)

- Part A - Labour
- Part B - Materials, Supplies and Equipment
- Part C - Other Expenditures
- Part D - Total Costs and Funding

Required Attachments (if applicable)

- Written confirmation from providers of in-kind support
- Curriculum for educational programs/camps
- Required permits & Landowner agreements

Other:

- Covering letter
- Detailed maps
- Letters of support

In order for your application to be reviewed by the NB Wildlife Council, it must be submitted on the current application form. All sections must be completed and all required attachments must be provided.

Applicant is responsible for ensuring that all sections are submitted on time. Neither the NBWTF staff nor New Brunswick Wildlife Council checks applications when received for missing information. Following deadlines, no further information can be submitted for an application. If applicant has questions, they should contact NBWTF office before submitting application.

Steps in Receiving New Brunswick Wildlife Trust Fund (NBWTF) Funding

1. Download Funding Application form in WORD. Completed application can be mailed or sent by Email [Application@nbwtf.ca] as a WORD attachment.
2. Download Financial Budget template in EXCEL. Please note that it is in four sections (sheets labeled at the bottom of the EXCEL page): Labour; Material, Supplies and Equipment; Other Expenditures; and the Total Costs. Include this with your application.
3. Application deadlines are **Dec 1 and May 1** of each year. Application must be sent by midnight on those dates to be eligible for consideration. Information received after deadlines will not be considered. All applicants will receive written acknowledgement of receipt of proposal within two weeks following deadline. If application is sent electronically, confirmation will be by the next business day. If confirmation is not received, applicant should contact NBWTF office immediately.
4. If application is turned down, applicant will be informed as to why. If accepted, applicant will be asked to sign a Contribution Arrangement which will detail responsibilities of NBWTF and applicant.
5. Once the Contribution Arrangement is signed, applicant will receive 50% of approved project funding. Second payment is sent when 80% of the initial payment has been spent. At this time an additional 40% will be sent upon receipt of supporting financial documents. The final 10% will be released after the final report and balance of financial documents for the **whole** project have been received.
6. Applicant may be required to submit interim progress reports or other information.
7. Project may be visited by a New Brunswick Wildlife Council member or staff.

GUIDELINES FOR PROJECT PROPOSALS

Guiding principle: *"How will this project benefit the critters – the wild life?"*

GENERAL INFORMATION (CONCERNING NBWTF)

All applications to NBWTF (New Brunswick Wildlife Trust Fund) grants are reviewed by a council of 17 volunteers drawn from across the province and from a variety of backgrounds. Applications should be written at a level easily understood by the general public and without any assumptions as to previous knowledge of a particular field of study. Applications are copied in black and white to be reviewed. Please realize photos (black and white as well as colour) do not reproduce well.

Note: Please conserve paper, keep application to less than 8 pages, limit reference lists to those listed in application

Technical aspects need to be presented in simple language, assuming reviewer is unfamiliar with subject. All acronyms (short-forms e.g. DBH for diameter at breast height) and technical terms should be defined when first used. All letters of support should be attached with your application. If a consultant is providing in-kind support, a letter confirming their involvement must be included with the application. All citations, references, procedures are to be listed in the application. Bibliographies and authors to be provided. Should you wish to make any changes in your project (activities, budget, etc.), please advise the office in writing and obtain written approval from the office before proceeding.

While organizations can submit more than one project, a separate, stand alone application has to be submitted for each project.

When you are preparing your application, effort should be made to consult the professionals in the field of study.

NBWTF exists to assist non-profit organizations in their efforts to benefit wildlife. New Brunswick Wildlife Council (NBWC) is responsible for the management of monies in the trust fund. No funding will be made available to your organization for your current project until you have submitted all reports for projects previously funded by the NBWTF. The NB Wildlife Council can only provide funding for up to 75% of the total project value. Applicants should try to secure funding from various sources, especially from associated industry or other government funds: e.g. ETF (Environmental Trust Fund), Department of Agriculture, Green Source (www.ec.gc.ca/ecoaction), Atlantic Salmon Conservation Foundation (www.salmonconservation.ca) payroll subsidies (e.g. SEED (Provincial), Summer Career Placement (federal)). The project for which funding is being requested from the NBWTF must be completed within one year from the time the project commences. Funding for multiple years

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Visit our website: www.nbwtf.ca / Email your application: application@nbwtf.ca / Call the office at 453-6655

is never given, though applicants can apply each year for similar or continuous projects. At the end of the project, any unused funds must be returned to the NBWTF.

For a large or multi-faceted proposed study, it is recommended that a specific segment be targeted for funding from the NBWTF. A general overview of the whole project and an account of how the detailed segment fits into the overall project must also accompany the application. By identifying specific portions of a project it may be possible to accept a proposal which would have been rejected if considered as a whole.

Employers must ensure that all New Brunswick laws, regulations and policies concerning worker health, safety and security are respected on projects funded through the NBWTF. Capital Asset items will not be considered for funding by the NBWTF. Capital items are defined as those items having a life span of more than one year and costing more than \$100.00. If your project involves restoration work on private lands, indicate how much cash, materials, and/or labour the landowner is contributing to the project. Also include a copy of any agreement(s) with the landowner granting you permission to undertake the project, and concerning subsequent maintenance (i.e. who is responsible).

Application Format

Applications must be typed (nothing smaller than size 12 font) on single sided 8 1/2" x 11" page and can be up to a **maximum of 8 pages** plus covering letter, detailed maps, financial budget, copy of landowner agreements, camp curriculums, required permits and letters of support. Please make good use of paper space. If you have any questions or difficulties, refer to the guidelines or call the Executive Director, Claire Caron at 453-6655. Application should stand on its own and not need further information for clarity. Applications which do not state clearly the objectives, methods, detailed budget and obvious benefit to wildlife will be difficult to evaluate and therefore less likely to be approved for funding. Include all documents with application. Other documents received after deadline will not be accepted.

Applications can be submitted electronically or by mail. Email electronically as a WORD attachment. If you are mailing your application, include a diskette (3.5") or CD which contains your document (WORD format). Larger scale maps (e.g., N.B. Atlas, 1:50,000 NTS, 1:250,000 NTS) can be obtained from Service N.B. (consult blue pages in your telephone book).

NEW BRUNSWICK WILDLIFE TRUST FUND

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APPLICATION GUIDELINES (use the application template)

NOTE: ALL SECTIONS INDICATED IN APPLICATION MUST BE COMPLETED IN ORDER FOR A PROPOSAL TO BE CONSIDERED FOR FUNDING

Section I – Application Summary

- must be completely filled out
- **Descriptive Summary: Describe in 100 words or less what you want to achieve and how it would benefit wildlife in New Brunswick.**

Section II – Applicant Information

- Background of the organization (mandate, years in existence, membership, accomplishments)
- If university research application, include name of project supervisor or Dean
- If university student applying, then application must be signed by teacher/supervisor/dean (in Section 1 - Application Summary).

Section III – Project History Summary

If proposal is building on, or is a continuation of a previous year's project which was supported by a NBWTF grant, then a Project History Summary is required to summarize the outcome of the previous year.

1. PREVIOUS YEAR(S) PROJECT TITLE(S) AND NUMBER(S) (assigned by NBWTF) AND FUNDING AMOUNT(S) RECEIVED FROM NBWTF
2. SUMMARIZE ACTIVITIES PERFORMED DURING THE PREVIOUS YEAR(S) THE PROJECT WAS FUNDED (e.g. sampling stations surveyed; type of data collected; number of participants to activity; etc)
3. SUMMARIZE THE RESULTS OBTAINED DURING THE PREVIOUS YEAR(S) THE PROJECT WAS FUNDED (new knowledge on the ecosystem under study; critical knowledge gaps identified; feed-back received from camp participants/parents; etc.)

Section IV – Project information

1. PROJECT TITLE: Select a title which clearly indicates the nature of the proposed activity
2. REASON / PURPOSE FOR THE PROJECT: Briefly describe the reasons for the project (background, history, rationale, what problems are being addressed)

3. OBJECTIVES: (expected results) of proposed activity and how it will benefit wildlife. If your project is a study, how will the information and data be used to directly benefit wildlife?

4. PROJECT DESCRIPTION:

i) Location of project:

a) please indicate whether project will be on private and/or crown land if applicable.

b) for stream, fish habitat and/or terrestrial habitat improvement projects, also provide an 8.5 by 11 inch map showing the stretch(es) of stream(s) which will be surveyed or improved. Indicate on this map the start point(s) and end point(s) of the project and indicate, for each stretch, the total number of kilometers which will be surveyed or improved.

ii) METHOD: How do you plan to carry out the project? (i.e. What do you plan to do?) (Methodology by which any surveys or assessments are carried out)

- Biodiversity projects should briefly outline scientific method used, expertise to be used and who will be doing monitoring and their qualifications. For endangered or listed species, the application must refer to the recovery plan for that species, including reference as to whether the project is sanctioned under the plan. List what data is to be collected, who will use data, where specimen collections will be deposited, if results will be published, and where they would be published.

- Watershed groups applying for water course improvements should list references to "Ecological Restoration of Degraded Aquatic Habitats: A Watershed Approach" report.

iii) Equipment and materials required

iv) Personnel required (qualifications & duration)

v) Education Programs and Summer Camps: Please take note that policies of any certification program have to be followed. Failure to include this information may result in reduced funds being granted. Camp applications must demonstrate that all staff will be vetted for criminal records checks. Additionally, applicants must demonstrate that there is an appropriate number of on-site staff who are trained in first-aid and water safety.

Include the following information in your application:

-# days / #nights per week

-# of weeks

-# of participants per week

-age of participants

-where will it take place

-curriculum

-registration fees (A minimum of \$25.00 must be charged)

-scholarship sponsorship

5. PROPOSED START-UP AND COMPLETION DATES

6. TYPE OF DATA RECORDED AND WHERE IT WILL BE HOUSED (if applicable): If your project includes data collection for fisheries, ensure that you use standardized forms provided by the New Brunswick Aquatic Data Warehouse [<http://nbwaters.unb.ca/dataforms.html>]. Applicants should forward other data to agencies where the data would be of interest, i.e.

Atlantic Canada Conservation Data Center in Sackville or The New Brunswick Museum in Saint John.

7. MONITORING: How will the project be monitored to ensure it is being carried out properly? Who will supervise, what are their qualifications and what is their relationship to the organization?
8. What will your project achieve in short term?
9. What will your project achieve in long-term?
10. PREVIOUS STUDIES: Name of previous studies done for this project.
11. REQUIRED PERMITS AND LANDOWNER AGREEMENTS: Consult the appropriate agencies (e.g. First Nations Band Councils, Department of Fisheries and Oceans, Department of Natural Resources, Department of Environment, etc.) in order to get the appropriate permits required for your project. If project on private land, enclose landowner's agreement to use land. For University based projects involving animal research, please provide copy of Animal Care Permits.
12. CONSULTANTS (if any) When consultants are to be used, the applicant will describe their expertise and role.
13. SHORT-TERM/LONG-TERM COMMITMENT of your group to the project
14. PROJECT DURATION: How long will this project continue? Multi-year projects must reapply each year, and must have a satisfactory progress report (Project History Summary) from previous year.
15. PROJECT EVALUATION: What are your plans for evaluating the short-term and long-term success of project?

Section V – Communication Strategy

1. PROMOTION OF PROJECT: What are your plans for promoting your project? How will you develop public awareness?. In your project report, **you must include a copy of all promotional materials and publicity related to your project.**
2. PROMOTION OF NBWTF: What specific steps will your organization take to promote and encourage support for the NBWTF within your organization and the public? **Please take note that if there is a failure to acknowledge the NBWTF as a contributor to this project, your next application may not be considered.** Please ensure that the NBWTF is acknowledged on any signs that are posted in the project area (signage decals will be provided upon request).
3. PUBLICATION OF RESULTS: If your project is a research study, where do you intend to publish your results?

Section VI – Socio Economic Impact

1. COMMUNITY BENEFITS: What benefits, if any, are there to the community as a result of this project?

2. EFFECTS ON TRADITIONAL USES: Will traditional hunting, fishing and trapping uses continue?
3. POSSIBLE CHANGES IN PUBLIC ACCESS TO PROJECT AREA(S): Will public access be allowed to continue in and on the areas where the project will be carried out? If not, please provide reasons.

Section VII – Environmental Impact

1. IMPACT ON WILDLIFE AND/OR ON THE ENVIRONMENT: What kind of impact will your project have on wildlife and/or on the environment? Mention short and long term impacts (both positive and negative). What will be done to minimize any negative impacts?

Section VIII - Funding

1. LIKELIHOOD OF FUTURE REQUESTS FOR NBWTF: FUNDING FOR THIS PROJECT IN SUBSEQUENT YEARS: Does the applicant intend to continue to request NBWTF funding for this project in subsequent years?
2. LIST ALL OTHER FUNDING SOURCES FOR THIS PROJECT: Detail all funding sources other than NBWTF and applicant.

FINANCIAL BUDGET

(Please download the Financial Budget Template (EXCEL format) to complete the sections A, B, C, and D)

DETAILED BUDGET FOLLOWING THE PROVIDED TEMPLATE: Please provide a detailed budget itemizing exactly what budget items the funds from NBWTF (not exceeding 75%) will be used for and what will be paid for by other funding sources. In-kind support may be considered as part of the 25% of the project costs being contributed by other sources, but will be carefully scrutinized.

CAPITAL ITEMS with a life span longer than one year and more than \$100 may be used as in-kind contributions. However, the amounts used must be proportionate to the time used for the project. For example, a boat costing \$15,000 with a life span of 15 years, would have a value of \$1,000.00 per year. Used on a 6 month project, the in-kind value of the boat towards the project would total \$500.00.

ITEMIZED COST BREAKDOWN OF PROJECT:

Note:

- *if you are using Excel, Part D should be automatically filled in as you complete Parts A, B and C.*

Part A: Labour: Please be specific about hourly wages, number of hours to be worked. Report sub-total to Part D

Part B: Materials, Supplies & Equipment: Cost of each item of equipment to be rented or purchased, etc. Please be sure that all amounts requested for wages, equipment rentals and equipment purchases are reasonable for your area. Report sub-total to Part D

Part C: Other Expenditures: Administrative costs must be itemized; lump sums or percentages are not accepted. All amounts will be carefully scrutinized. Report sub-total to Part D

Part D: Total Costs and Funding: Please report (if using Excel, this will be done automatically) the sub-totals from Part A, B and C. Then list the total of “Total Cost” and “NBWTF” columns to page 1 of the Application Form.

Please ensure you submit all sections of Financial Budget (A-D)