

**NB Wildlife
Trust Fund**

www.nbwtf.ca



**Fonds en fiducie pour la faune
du Nouveau-Brunswick**

www.fffnb.ca

Guidelines for New Brunswick Wildlife Trust Fund Funding Application

Updated September 2019

Read guidelines completely

Complete application on-line and attach all related documents

Fill in all sections: mark one(s) not applicable "N/A"

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

APPLICATION SUBMISSION CHECK LIST

Before submitting, make sure you have filled out all sections, otherwise the system will not accept your application.

In order to view your application before submitting:

1. Please ensure the application is completely filled out;
2. Use the save and return button to return to your list of applications;
3. On the right side of your application title there is a view button.

- Your application should not be more than 16 pages including budget, plus attachments.
- Missing letters of support, where critical to the project, may lead to reduced or no funding.
- Any missing information may lead to reduced or no funding.
- Financial Section: Everything should be itemized; no lump sums will be funded.
- All projects must be in the province of New Brunswick.
- Project title should be within 15 words.
- Required Attachments (if applicable) (All letters should be signed and dated to the current year)

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- Written signed confirmation from providers of in-kind support
 - Letter from professor if it is a student research
 - Letters of support, signed and dated to the current year
 - Required permits & Landowner agreements
 - Detailed maps
 - Curriculum for educational programs/camps
- The applicant is responsible for ensuring that the application is submitted on time. Neither the NBWTF staff nor New Brunswick Wildlife Council checks applications when received for missing information. After the deadlines, no further information can be submitted for an application. If the applicant has questions, they should contact NBWTF office before submitting application.

Note:

- If you include lump sums in any categories in your proposal, those amounts may be cut.

Steps in Applying for New Brunswick Wildlife Trust Fund (NBWTF) Funding

1. Application deadlines are **December 1 and May 1** of each year. The application must be sent by midnight on those dates to be eligible for consideration. Information received after deadlines will not be considered. The system should deliver an automatic email “Successfully Submitted”. If you do not receive it – please contact NBWTF office immediately.
2. To apply for funding use the online form.
3. If this is your first application you will have to register online. Once your registration has been submitted it will be reviewed by the site administrator. When your request for registration has been approved you will be notified by automatic email after which you may return to the register/login page and begin your online application.
4. The Financial Budget is online. Please note that it is in four sections: Labour; Material, Supplies and Equipment; Other Expenditures; and the Total Costs. In your budget, **do not use dollar sign and comma**, only numbers and decimals are allowed.
5. All applicants will receive written acknowledgement of receipt of proposal within two weeks following deadline. If confirmation is not received, the applicant should contact NBWTF office immediately. For all correspondence, please use the assigned project number.

After the Council Review

1. If the application is not approved, the applicant will be informed as to why.
2. If funded, a Contribution Agreement will be issued with detailed responsibilities of NBWTF and the applicant. If funded at reduced amount, a revised budget and workplan will be required before a Contribution Agreement is prepared.
3. Once the Contribution Agreement is signed, the applicant will receive 50% of the approved project funding. The 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 **entire** project have been received, which should be within five months after the completion date or an alternate date approved by the office.

4. The 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

New Brunswick Wildlife Trust Fund (NBWTF) exists to assist non-profit organizations in their efforts to benefit wild life. New Brunswick Wildlife Council (NBWC), a group of 17 volunteers, drawn from across the province and from a variety of backgrounds, is responsible for the management of monies in the Trust Fund. All applications to NBWTF grants are reviewed by the council.

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. Technical aspects need to be presented in simple language, assuming reviewer is unfamiliar with subject, write proposal without scientific jargon. All acronyms (short-forms e.g. DBH for diameter at breast height) and technical terms should be defined when first used.

Applications are copied in black and white to be reviewed. Please realize photos (black and white as well as colour) do not reproduce well.

All letters of support must be signed, dated to the current year, and attached with your application.

- In-kind support: if the value of any support is **25% or more** of the total value of the project, a letter must be provided, except where the support comes from the proponent, when no letter is needed;
- Cash financial support: proponents may not know the level of support when submitting the proposal, but confirmation letters should be provided where available;
- Universities: any student or post-doc using university resources to carry out a project, must supply a letter confirming support from a supervisor at that university **dated in the current year**.

All citations, references, procedures are to be listed in the application. Bibliographies and authors to be provided, as an attachment, if necessary (not part of the 16-page limit).

If you make any changes in your project (activities, budget, etc.), please advise the NBWTF 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 must be submitted for each project.

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

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 NBWTF 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 government funds. 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 is **never** given, although 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.

If you are requesting funds to complete restoration work, please explain what caused the system to become degraded and whether the cause of the degradation has ceased. For example, if you are proposing to restore a stream by stabilizing banks, removing alders and wood debris, etc. please document how the stream's current state is different from its original state and what caused it to change. If the cause of degradation is ongoing, then this must be resolved before NBWTF will fund restoration work. Exceptions may be made if the cause cannot be resolved but the applicant must explain why the degradation cannot be ceased and why the proposed restoration work is the best option of all the options. You should refer the document: "Watercourse and Wetland Alteration Technical Guidelines" issued by the Province of New Brunswick and reviewed by Fisheries and Oceans Canada.

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 (e.g. who is responsible).

For species at risk, the application must refer to the recovery plan for that species, including reference as to whether the project is sanctioned under the plan. We strongly encourage you to consult with Species at Risk Recovery Biologist, ERD at 506-453-3826.

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.

APPLICATION GUIDELINES

NOTE: ALL SECTIONS INDICATED IN APPLICATION MUST BE COMPLETED IN ORDER FOR THE PROPOSAL TO BE ACCEPTED BY THE SYSTEM

Application Summary

- PROJECT TITLE: Select a title which clearly indicates the nature of the proposed activity; maximum 15 words.
- SUPERVISOR NAME: If university research application, include name of project supervisor or Dean
- DESCRIPTIVE SUMMARY: Describe in 100 words or less what you want to achieve and how it would benefit wild life in New Brunswick.

Applicant Information

- Background of the organization (mandate, years in existence, membership, accomplishments)

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 (s). Do **NOT** list projects which were funded by NBWTF but are not directly related to the current application.

1. PREVIOUS YEAR(S) PROJECT TITLE(S) AND NUMBER(S) (assigned by NBWTF) AND FUNDING AMOUNT(S) REQUESTED AND 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.)

Project information

1. REASON / PURPOSE FOR THE PROJECT: Briefly describe the reasons for the project (background, history, rationale, what problems are being addressed)
2. OBJECTIVES: (expected results) of proposed activity and how it will benefit wild life. If your project is a study, how will the information and data be used to directly benefit wild life?
3. PROJECT DESCRIPTION: Please enter the project's description in as much detail as possible. Explain how it is important for New Brunswick's wildlife.
4. LOCATION OF PROJECT:
 - a) please indicate whether the project will be on private and/or crown land if applicable.
 - b) please provide a descriptive map of your project.
5. METHOD:
 - a) How do you plan to carry out the project? (e.g. What do you plan to do?) (Methods by which any surveys or assessments are carried out).
 - b) Biodiversity projects should briefly outline scientific method used, expertise to be used and who will be doing monitoring, with their qualifications.
 - c) Watershed groups applying for water course restoration should list references to "Watercourse and Wetland Alteration Technical Guidelines" report.
6. EQUIPMENT AND MATERIALS REQUIRED
7. PERSONNEL REQUIRED (role & duration)

8. PROPOSED START-UP AND COMPLETION DATES
9. WORK PLAN-WORK SCHEDULE: Outline the major tasks and general time frames for the project.
10. TYPE OF DATA RECORDED AND WHERE IT WILL BE HOUSED (if applicable): If your project includes collection of fisheries related data (e.g. electrofishing; other fish population data; fish habitat; angler surveys, etc.), a digital version of all raw data must be included in the final project report. Preferred standards are as listed:
 - a) Digital files in MS Excel for tabular data
 - b) ArcGIS shapefile of geodatabase for GIS data
 - c) Date format YYYY-MM-DD
 - d) Table "Fields" – max length 40 characters, no spaces, underscore okay
 - e) GPS coordinates
11. 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?
12. PARTNERSHIP: What is your partnership with municipal, provincial, federal government? With other local organizations?
13. What will your project achieve in SHORT/LONG TERM?
14. PREVIOUS STUDIES: Please list reference materials for this project.
15. REQUIRED PERMITS AND LANDOWNER AGREEMENTS: Consult the appropriate agencies (e.g., First Nations Band Councils, Department of Fisheries and Oceans, Department of Energy and Resource Development, Department of Environment and Local Government, etc.) in order to get the appropriate permits required for your project. If the project is on private land, enclose landowner's agreement to use land. For projects involving animal research, please provide copy of Animal Care Permits.
16. CONSULTANTS (if any) When consultants are to be used, the applicant will describe their expertise and role.
17. 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 final 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). **Please refer to NBWTF Promotion Guidelines, as well please include proof of promotion in your Final Report.**
3. PUBLICATION OF 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. *Please note that most projects receive less than \$15,000 in funding.*
2. CHANCE FOR FUTURE FUNDING REQUESTS: Does the applicant intend to continue to request NBWTF funding for this project in subsequent years?
3. LIST ALL OTHER FUNDING SOURCES FOR THIS PROJECT: Detail all funding sources other than NBWTF and applicant.

FINANCIAL BUDGET

DETAILED BUDGET FOLLOWING THE ONLINE FORM: 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 will not be considered for funding by the NBWTF. Capital items are defined as those items having a life span longer than one year and costing more than \$100. These items 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.

ADMINISTRATIVE COSTS must be itemized; lump sums or percentages are not accepted. If you include lump sums in any categories in your proposal, those amounts may be cut.

TRAVEL EXPENSE: Mileage and meals – NBWTF can fund up to the provincial rate. Any extra will have to be covered by the organization or other sources of funding.

ITEMIZED COST BREAKDOWN OF PROJECT:

Note:

- *Part D will automatically fill in as you complete Parts A, B and C.*
- *Please be sure that all amounts requested are reasonable.*

Part A: Labour: Please be specific about hourly wages, number of hours to be worked. MERCs costs should be on a separate line.

Part B: Materials, Supplies & Equipment: Cost of each item should be itemized.

Part C: Other Expenditures: Travel expenses, office costs, etc.

Part D: Total Costs and Funding: Once the budget is complete report the total of "Total Cost" and "NBWTF" requested funding under "Budget Summary of Project" on the Application Summary Page.

Attachments

If you have more than three letters of support, you may want to scan them all together and attach them as one document. No more than 10 attachments can be added.

Letters of support sent to the applicant through email and attached to the application are acceptable.

If there is a translation existing of your attachment – please mention it.

If any documents are lengthy please provide a brief summary rather than the full document – be sure to provide the full document title.