THE CONSERVATION TRUST

A Manitoba Climate and Green Plan Initiative
delivered by The Manitoba Habitat Heritage Corporation

Applicant Guide

2018/2019

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INTRODUCTION

The Conservation Trust supports on-the-ground conservation projects across ***municipal Manitoba*** for activities directly related to the conservation and enhancement of ***working landscapes***. In addition, projects that connect people to nature and large area planning initiatives (eco-regional, basin, or multi-species scale) may also be supported. Projects will provide ***ecological goods and services (EG&S)*** that will be of benefit for all Manitobans.

The Conservation Trust's goal is to achieve the following results: increased biodiversity, increased production of harvestable wildlife, improved flood and drought mitigation, improved water quality through decreases in nutrients and other pollutants entering waterways, improved climate change mitigation through carbon sequestration or storage, reduction of other greenhouse gases, improved soil health, and decreased soil erosion. Projects may also provide other value to Manitobans, such as improving recreational opportunities to connect people to nature. Highest priority will be given to projects and project sites that demonstrate significant, multiple EG&S outcomes.

Applicants are encouraged to submit applications that

1. Address an evident conservation need that is a priority for the Conservation Trust
2. Have significant, measurable, and potentially multiple EG&S outcomes (conservation benefits)
3. Show active partnerships and effective engagement with other organizations
4. Request CT funding for one-third, or less, of the total project costs. The remaining project costs (two-thirds or more) will come from in-kind or cash matching funds (2:1 ratio)
5. Show how CT funds will be directly used to achieve measurable conservation results

Successful applications will show how they are working towards the Conservation Trust results in a meaningful and measurable way.

Carefully reading both the *Conservation Trust Guidelines* and the Applicant Guide before you begin your proposal is a very important step to completing a successful application. The Applicant Guide is a tool to assist applicants in writing a proposal that will show the benefits of their project as clearly as possible. The guide is intended to provide additional information to applicants submitting a full online application. The CT Guidelines also contain key definitions of the terms used above. Applicant submitting a Letter of Interest (LOI) may also want to read the Applicant Guide before deciding to submit a LOI to see what submitting a full proposal requires.

If you have questions after reading both documents, please contact the Conservation Trust Team at *204.784.4354 (Toll free 1.833.323.4636)* or *CTinfo@mhhc.mb.ca*.

To begin your Letter of Interest or online application, go to *The Conservation Trust Online Portal* and complete your Organizational Registration Form and Eligibility Quiz.

APPLICATION

APPLICANT INFORMATION

Legal Name of Applicant Organization
Please ensure the Organizational Registration Form contains the correct legal name of the organization. In the event your application is successful, you will be required to enter into a contribution agreement. The agreement and payments will be made out to the legal name and sent to the mailing address listed in the Organizational Registration Form.

Project Leader
Identify the name, title, email address, and phone number of the person who will lead this project and will be the primary contact for communication purposes. This person's information should be listed in the Organizational Registration Form.

Secondary Project Contact
Is there anyone else involved in the project for communication purposes? If so, identify who the secondary contact will be. This person's information should also be listed in the Organizational Registration Form.

Email Address Confirmation
Confirm that the Organizational Registration Form submitted prior to your Letter of Interest contains the correct contact email address for the Project Leader and secondary or alternate project contacts. The email address of the person who submitted the application is where all correspondence, including notification of approval status, grant agreement information and other project details will be sent. Confirmation of your online submission is automatically generated and is sent to the email address entered in the profile of the user submitting the application.

Author of Proposal
Provide the name of the author(s) who wrote this application, if different from the Project Leader.

SECTION 1: PROJECT EXECUTIVE SUMMARY

Project Title
The project title from your approved Letter of Interest (LOI) will be copied over automatically. It is used to track your project throughout the granting cycle.

Project Duration
Select the number of years it will take to complete the project.

Start Date/End Dates
Provide an expected start date and completion date for your project.

Is this project being delivered in the context of a larger conservation or resource management plan? Yes/No. If Yes, please describe.

Select the category that most closely describes the project type that your proposal addresses.

1. Watersheds
2. Habitat and Wildlife
3. Connecting People to Nature
4. Innovation and Conservation Planning
5. Soil Health

Project Ecological Goods and Services Outcomes
Please select the EG&S outcomes addressed by your project. Note that in Section 2 you will have to show how your project outputs contribute to each EG&S selected here. Note that EG&S outcomes 8-10 apply only to the Connecting People to Nature Project (CPN) category.

1. Improved water quality e.g. decreased nutrient loading
2. Flood mitigation e.g. water retention ponds
3. Improved drought resilience
4. Increased biodiversity
5. Increased production of harvestable wildlife species
6. Enhanced carbon sequestration
7. Increased soil health
8. Increased public access to nature (CPN)
9. Interpretive programs delivered in natural areas (CPN)
10. Activities that enhance a recognized greenway or equivalent natural area (CPN)

Project Summary
The Project Summary should clearly and concisely summarize the entire proposal. *You may want to come back and write this at the end of your application.*
Include 1 or 2 sentences on each of the following:

- The need for this project or conservation issue addressed by this proposal
- How will your project address this issue or challenge? (**Objectives**: describe the ways that you will achieve the end result)
- How you will accomplish your objective(s) **(Activities)**
- How you will track the results of your activities **(Measures of Success or Outputs)**
- Include the amount requested from CT, partnership sources and funds confirmed or pending, and the total cost of the project

Brief Project Description

In 3 lines or less, describe what your project will accomplish. The Conservation Trust will use this description for communication purposes. If your project is successful you may need to revise this description to reflect any changes in objectives or activities. *You may want to come back and complete this at the end of your application.*

Conservation Trust Fund Request

Enter funding amount requested from the Conservation Trust.

Total Match Funds

Enter total amount of matching funds, including cash and in-kind funds. The overall objective is a minimum match ratio of 2:1. This match ratio may range by project with higher and lower levels of match depending on the size and scale of the project. If your match ratio is lower than 2:1, you may still apply; however, proposals with higher and lower match levels will be considered and ranked accordingly. 50% of total project costs must be from non-provincial government sources.

Total Project Budget

Enter the amount of the total project budget.

Project Match Funding Summary

Enter the name(s) of the organization(s) providing match funds, the amount of funding provided by each organization, and whether the funding is confirmed.

SECTION 2: PROJECT DESCRIPTION

CONSERVATION TRUST PROJECT CATEGORY

See *Conservation Trust Guidelines* for more information on the project categories.

Project Location

Provide a brief description that includes distance to the nearest town or other known feature.

- Using the drop-down menu, select the Municipality(ies) where your project is located.
- If applicable, select the Conservation District(s) in which the project will take place.
- If applicable, enter the watershed(s) in which the project will take place.

PROJECT BACKGROUND

You may want to

- Identify the problem(s) to be addressed
- Discuss the urgency /priority and the risk if nothing is done
- Provide any relevant justification that supports your project. This may include: scientific evidence, literature reviews, local expert and/or Indigenous Knowledge, etc.
- Is your project being done as a part of a Conservation Plan (e.g. watershed plan, conservation plan, habitat plan)? Please name the plan and describe how your project fits with the priorities of the plan. You may want to upload relevant maps of the target landscape in the Optional Attachments section at the end of the application
- State how the proposal intends to solve the problem
- Please *do not* describe the project in detail or repeat the executive summary

DETAILED PROJECT DESCRIPTION

Provide a detailed description of the proposed project, including objectives, activities, and expected outputs. Please see below for supporting information.

Objectives

List the ways that your project will address the conservation issue. These are called your ***objectives.***

Objectives describe the specific, measurable ways you will address the conservation issue identified. Objectives are important because they are the basis for the activities and evaluation of your project. You should have few objectives. Write one or two objectives for each major part of the project, problem, or need committed to in the issue statement. Objectives are not a list of the activities you will be doing.

Each objective should:

- describe how your project will address the conservation issue you have identified or what you want to accomplish;
- state the changes you want to see as a result of the project;
- describe the steps that you need to take to reach the project results;

When describing objectives:

- they are S.M.A.R.T. - specific, measurable, achievable, relevant and time-bound.

See Table 1 for how to write SMART objectives.

Table 1. Writing SMART Objectives for the Project

A SMART objective should be:	
Specific:	It describes a specific action, behavior, outcome, or achievement that is observable
Measurable:	It is quantifiable and has measures of success associated with it so it can be measured
Achievable:	It is realistic and attainable within constraints such as: availability of human resources and money; knowledge and skills of key participants; and, timeframe
Relevant:	It is tied to priorities of the funder and contributes to bringing about desired conservation outcomes
Time-bound:	It states the time-frame within which the objective will be achieved

Table 2 provides examples of stronger objectives.

Table 2. Examples of stronger objectives[1]

Objective	Stronger Objective
To plant 1,000 riparian trees/shrubs/herbaceous vegetation	To create a 1,000m^2 riparian corridor and link two ecologically significant habitats for local native fauna transit by the end of 2019.
To install infrastructure so that people can access the Turtle Island Greenway and increase conservation awareness	To increase the awareness of an estimated 500 people visiting the Turtle Island Greenway on the environmental and cultural significance by posting an interpretive sign at the entrance (average 1000 visitors per year) by the end of the summer of 2019.

Activities

What are the steps involved in your project? These are called your project activities.

- List and describe the activities
- Provide a timeline of activities

Measures of Success

How do you plan to track your results or success in a measurable way? Each activity you will be doing should be able to be counted. We call this count a ***Measure of Success*** or ***Output*** that is related to the activities. Measures of Success are tracked to show project achievements. See below for additional information for measuring success in the Connecting People to Nature project category.

[1] Adapted from: http://www.environment.nsw.gov.au/resources/grants/11846MEgoodob.pdf; and from Foundations of Success 2009

Measures of Success should:

- Be specific
- Identify the end results that the project is attempting to achieve
- Be measurable, whether quantitatively or qualitatively
- Relate directly to the objective and/or activity

Well defined measures help to determine project success and provide accountability to the funder. Measures of Success can be objective (data collected through direct observations - records, tests, field work), subjective (participants self-reporting, surveys, feedback), or both.

Measures can be separated into two categories:
Process measures (activities and *outputs*): e.g. track goods and services delivered, hectares of wetlands restored, or products produced. Process measures connect to doing the project and are used to identify specific program objectives, identify specific data collection needs, and document how the project is carried out. This type of data collection is the easiest and least expensive to collect. Conservation Trust projects are expected to have and report on relevant process measures.

Outcome measures: are the measurable benefits you wish to achieve from your project activities. Outcome measures are the end results of your project. Outcomes measure how people and the environment are impacted by your project.

Ideally projects would measure short, medium and long-term outcomes.
Tracking conservation success depends on evaluating the long-term outcomes or measurable changes or benefits that result from projects. Long-term measures of success may take years to detect and usually are expensive to track. Data for these measures are frequently before (baseline) and after numbers gathered from surveys and extensive interviews. It is understood that many CT projects will not be able to fully evaluate outcomes within the project timeframe. Sometimes indirect or proxy measures of success are used to provide information on the outcomes of project activities.

Connecting People to Nature: Measuring Success

Conservation outcomes for Connecting People to Nature can be more challenging to describe than for other conservation-related projects. It is common to develop process measures, such as number of programs developed, products produced, etc. These types of measures help track annual progress and activities, but do not evaluate how the project is bringing about conservation benefits.

Tables 3 and 4 provide some examples of process measures for short, medium- and long-term outcomes.

Table 3. Examples of measurable short-term objectives, activities, outputs and outcomes for CPN projects within CT project timeframes

Objective	Activity	Output	Short Term Outcome
To enhance # hectares of the Turtle Island Greenway by the end of 2020.	Activities will include enhancement of the riverbank along the Turtle River through planting riparian trees.	# hectares of habitat enhanced	# people accessing greenway
To increase public awareness of wetland benefits in Whiskey Jack Park by the end of the summer of 2019.	Design an interpretive program to educate park visitors about wetland ecological benefits and train local volunteers to run the program.	# Interpretive programs designed # volunteers trained	# people participating in the program annually
To increase public access to Bird Mountain Park by the end of 2020.	Design and construct a nature trail along Robin's Creek in Bird Mountain Park, and install signs describing natural and cultural features along the trail.	Km of trails #of signs	# people accessing the Robin's Creek Trail

Table 4. Short, medium, and long-term outcomes

Output	Short-Term Outcome	Medium-Term Outcome	Long-Term Outcome
# Participants reached	Changes in knowledge, awareness, skills, and/or attitude (KASA)	Changes in practice/behavior	Ultimate conservation impact of the project

It is expected that many successful applicants in the Connecting People to Nature category will only be able to monitor and report on project activities and outputs (process measures). Some applicants may also be able collect information on short-term outcomes.

PROJECT WORKPLAN

Please use Table 5, ***Project Workplan Template***, in your proposal to capture a snapshot of the detailed project description.

Table 5. Project Workplan Template

Activity	Measures of Success (Output)	Timeline	Estimated % of Total Project Budget

OUTPUTS AND OUTCOMES

How will you measure the success of your project?

Identify how information will be collected on the outputs (measures of success).

How do the project outputs contribute to the EG&S outcomes selected above?

ORGANIZATIONAL EXPERIENCE AND KEY PEOPLE

Describe how your organization's and/or your team's knowledge, skills, and expertise to do demonstrate your ability to complete your project. Please only describe experience or education relevant to this project.

PARTNERSHIPS AND CONSULTATIONS

Partnerships

Projects based on active effective partnerships are of interest to the Conservation Trust. Partners may be involved in both the planning and implementation of the project. Projects that incorporate partners will be ranked higher in the partnership review section than projects with single applicants. Organizations that are not eligible to apply directly to the CT may be identified in the application as project partners.

Please provide the following:

- List of all collaborating partners
- Briefly describe how these groups will be involved in the planning and implementation of the project
- Include the contributions of each partner (both financial and/or in-kind)
- Letters of Support from project partners are not required as part of the application. Successful applicants will submit letters of support as part of the contribution agreement.

Consultations

Identify any individuals, groups, organizations, conservation districts, provincial or federal government staff that are *not partners* that you have consulted with on your project. If community engagement is a focus of your project, you do not need to duplicate information that you have already included in detail in the Objectives and Activities section of the proposal.

ADDITIONAL INFORMATION

Please provide any other relevant information not already captured above.

COMMUNICATIONS

If communications is a part of your project, you do not need to duplicate information that you have already included in the Objectives and Activities section of the proposal. You only need to provide a summary of these planned activities.

In this section, you'll describe how you plan to communicate about your project. You may include:

- An explanation of how relevant data or information gathered will be shared
- What audiences you want to make aware of your project, and why
- Specific communications activities/deliverables that you will complete during the project year (e.g., press releases, technical papers, public presentations, brochures, video, social media, etc.)
- How will you recognize CT's contribution to this project?

OTHER

- Identify liability concerns and where ownership of liability will lie (especially regarding construction projects). Tenure or public access should be addressed
- Identify and explain any risk factors that may affect the project and describe how these factors will be mitigated?
- Are any licenses, permits, or approvals needed to undertake this project? Describe your plan to acquire any required documentation

SOURCES CITED

Sources Cited: If you have used other sources of information for your proposal, please list where you found them (website, etc.) including articles, reports, academic publications, names of local experts and/or Indigenous Knowledge Keepers, etc.

SECTION 3: PROJECT BUDGET

The following contains information to assist you in working through the budget section of the application. Be sure to include enough details for our reviewers to evaluate whether your project can achieve its proposed outcomes within your expected project costs. Information regarding eligible expenses is outlined in *The Conservation Trust Guidelines*.

The project budget should only include incremental costs as a direct result of conducting the project and should show how CT funds help to directly achieve measurable conservation results. Applicants are encouraged to conduct all aspects of the project, including items such as purchasing and travel, in a manner that demonstrates environmental conservation benefits.

Download the *Application Budget*. You can save it on your computer and upload it when you are ready to submit your application.

- Ineligible expenses, such as major equipment purchases, are listed in the *CT Guidelines document*.
- Funding recognition – If materials such as signs at the project site are to be used to recognize the CT contribution, include the cost of the sign in the budget details.

BUDGET: REQUEST FOR CT FUNDING

Complete the *Application Budget* and upload it to your application form. When completing your on-line application, check to ensure the Budget details you entered are correct. Ensure the CT Total Funding Amounts match in both the funding source and budget category tables.
Note: You should also ensure that the total request matches that in your Executive Summary.

BUDGET: MATCHING AND OTHER FUNDING PARTNERS

Use the *Application Budget* to

- List funding sources
- Indicate whether the funding is from the Manitoba Provincial Government
- Indicate whether the funding is cash or In-kind
- Indicate whether it is confirmed or pending

Matching Funds

- The funding request from the Conservation Trust should not exceed one-third of the total project cost
- Projects should have a *minimum* matching funds that meet or exceed a 2:1 ratio
- This match ratio may range by project with higher and lower levels of match depending on the size and scale of the project
- If your match ratio is lower than 2:1 you may still apply, however proposals with higher and lower match levels will be considered and ranked accordingly
- 50% of total project costs must be from non-provincial government sources
- Matching funds can be both financial and in-kind goods and services (see below)
- Matching funds may have been received up to one year prior to the start of the proposed project

Cash Matching
Cash matching includes project costs (goods or services) with a financial transaction resulting in an exchange of benefits.

For example

- Project applicant staff time
- Project partner staff time (even if the applicant did not pay for the staff time the partner did and would have payroll documents to show a financial transaction

- Goods and Services (paid directly or by a project partner)
- Donations with a tax receipt

In-Kind and In-Kind Matching

In-kind includes project costs (goods or services) with a non-financial transaction but are valued in monetary terms and accounted for as a contribution to the budget. In-kind includes any goods and services provided for "free" (with no direct costs).

For example

- Land use where no rent is paid
- Landowner and community time in project planning and implementation
- Community volunteer time
- Use of facilities
- The use of equipment, construction materials or other specialized materials donated by a retailer. Materials donated by a partner who paid for those materials would be considered cash matching because the partner would have a receipt to show a financial transaction
- Volunteer equipment and operator time

Please contact the CT Team for support if you are experiencing challenges identifying a 2:1 match contribution *204.784.4354 (Toll free 1.833.323.4636)* or *CTinfo@mhhc.mb.ca*.

BUDGET CATEGORIES

Use your own spreadsheet to calculate the total costs for each project activity identified in the Project Workplan Template (Table 5). Then enter the amounts as a % of the total project budget in the final column of the Project Workplan Template.

Proposals need to show how much the activity costs so that the Conservation Trust can calculate the cost/benefit of total projects towards Conservation Trust results. The connection between funding request and proposed activities will be considered in the application review process.

Use the *Application Budget* to provide a breakdown of total project costs by the following categories.

Salaries & Benefits: Labor Costs includes staff, excluding contractors, that are working directly on the project.

Contractor & Professional Services: Contractor or Operating Cost includes contractors, consultants, crews or equipment operators including equipment, and legal fees.

Travel & Field Costs: Based on current Manitoba Government reimbursement rates https://www.gov.mb.ca/csc/labour/pubs/pdf/agreements/master_agree_14_19.pdf

Materials & Supplies: Required for conducting the project.

Printing, Production & Distribution Costs: Required for conducting the project.

Equipment Purchase, Lease or Rental Costs: Equipment purchase not eligible for Conservation Trust funding.

Incentive Payments (Leases, Incentive Payments, and Easements): Incentive payments include payments from grantees to third parties, generally landowners, who are receiving payments for conservation activities or commitments. These payments are outlined in a contract or agreement between the grantee and the incentive payment recipient.

Land Purchase: Land purchase is *not* eligible for Conservation Trust funding. Land purchase costs may be included as in-kind, or matching cash or in-kind project costs.

Overhead/Administration: Applicants can request reasonable overhead and/or administration fees and rent against eligible CT costs that are directly related to project delivery.

Administration fees include incremental costs as a direct result of conducting the project. All applicants are encouraged to minimize requests for administration fees or itemize detailed overhead costs.

- Provide details on the project overhead costs being requested from CT
- If direct overhead costs are being charged to the Conservation Trust (phone, office supplies, etc.) there should not be an administration fee (% of eligible costs) charged as well
- It is assumed that all contractor/consultant overhead costs are included in their day rate. If their costs are billed separately, you can include it here
- As noted earlier, administration fees cannot be charged on equipment or capital purchases
- If you've included a flat administration fee in your budget request, provide an explanation of how the amount was calculated in the text box titled Budget Notes. Show this as a percentage

Funding for overhead and administration costs is subject to available funds, and the CT may reduce funding requests for overhead costs and administration fees at its discretion.

Other: includes costs that do not fit in the Project Cost categories above and could include special costs related to the nature of collaborative activities.

Capital Expenditures / Equipment Purchases over $5,000: Please list and describe any single item with anticipated capital and materials costs (equipment purchases and equipment rentals, vehicle rentals, materials and supplies, and miscellaneous expenses) *greater than $5,000* in the Budget Notes text box in the *Application Budget.* This refers to items with a per unit cost >$5000 (not multiple, lower cost items whose total is greater than $5000). Make sure to also include these items in the appropriate project cost category as well as providing further details in the Budget Notes text box.

Note: Don't forget to attach the Application Budget that you saved to your computer.

ATTACHMENTS

Optional Attachments

Supporting documents such as maps and site photos may be attached if applicable. These documents are optional but may strengthen your application. Please save all files with a filename that includes the name of your project and describes the file for example, "Turtle Island Greenway _site map.

Note: reviewers may not have time to review additional documents in detail; do not rely on attachments to provide critical details of activities.

List of Attachments

Provide a list of the filenames of each attachment and a brief description of the contents (if not evident from the filename). This helps ensure that all your attachments are accounted for as your proposal is reviewed.

If the project is approved applicants will need to provide the following documents:

- List of organizational board members (if applicable)
- Organizational Annual Budget (if applicable)
- Organizational financial statements (up to last three years if available and applicable)
- Letters of support (on the supporting organization's letterhead or a copy of an original email)

You may want to use the checklist at the end of this guide to carefully review your proposal prior to submitting.

SUBMIT

We suggest you review, download, save, and print your application before submitting it. You will not be able to access it online after the proposal deadline.

The **Submit** button is your final step

- Select the Submit button which will automatically send your proposal directly to The Conservation Trust. You will then receive a confirmation email. Please contact us if you do not receive this notification.

If you have any questions, please contact The Conservation Trust Team at *(204)-784-4354 (Toll free 1-833-323-4636), or CTinfo@mhhc.mb.ca.*

CONSERVATION TRUST FUND APPLICATION PROCESS FEEDBACK

As this is the first year of granting, the Conservation Trust will be seeking your input to develop the best process possible. An anonymous online survey regarding the grant application process will be distributed to proposal applicants after submission of the grant application. The survey will be anonymous however your grant will not proceed to review until you have completed the survey.

Thank you for your application to The Conservation Trust.

NOTIFICATION AND REPORTING REQUIREMENTS

You may be contacted during the review process to provide additional information on your proposal. Once the review process has been completed applicants (both successful and unsuccessful) will be notified in writing.

If your project proposal has been recommended for approval, you will be contacted to develop a contribution agreement, which outlines the terms and conditions of funding, including reporting requirements. **Please note that funding is not considered final until a final Contribution Agreement has been signed by the applicant and the Conservation Trust. No invoices can be submitted for project funding until the Contribution Agreement is signed.**

We work towards completing this process within 15 working days. Please note that this 15 working day standard for the development of a contribution agreement is a shared responsibility and largely depends on the submission of all required documentation to The CT in a diligent and timely fashion.

Each Contribution Agreement must include

- List of organizational board members
- Organizational Annual Budget
- Organizational financial statements (up to last three years if available and applicable)
- Copy of organizational signing authority and, where applicable, corresponding board resolution
- Letters of support or partnership (on the supporting organization's letterhead or a copy of an original email)
- Written confirmation of all funding sources
- A summary of project design, delivery, progress evaluations and anticipated results
- A budget forecast or cashflow. All of these components must be accurately completed before the agreement can be signed

All approved recipients are required to submit reports to CT throughout the duration of the project as outlined in the Contribution Agreement. Payments are based on reporting, meaning that payments cannot be made until a report has been submitted, reviewed and deemed satisfactory. Reports are submitted to and reviewed by the Conservation Trust Team.

A final report is required once a recipient's project is finished. The final report should include a project evaluation, financial and in-kind contribution records and, if applicable, a financial audit. The final payment will not be provided (minimum 15% holdback) until a final report has been submitted, reviewed and approved by CT. All successful CT projects are subject to a random audit.

CT Application Checklist
Does your application …
☐ Clearly describe the conservation issue to be addressed
☐ Describe the urgency/priority and the risk if nothing is done
☐ Indicate if your project being done as a part of a conservation plan (e.g. watershed plan, conservation plan, habitat plan)?
☐ Describe how the proposal intends to solve the problem
☐ Optional: Provide facts, stats and knowledge to support the project ☐ Optional: Provide justification to support the project including scientific support, literature reviews, local expert and/or Indigenous knowledge, conservation plan (watershed plan, conservation plan, habitat plan
☐ Develop measurable (SMART) objectives for how the project will address the conservation issue
☐ Describe activities, timelines, and methods to achieve the objectives
☐ Develop measures of success for the project
☐ Have a completed and uploaded work plan
☐ Show how will you know if this project has been successful? ☐ Describe the conservation benefits of the project (EG&S outcomes)? ☐ Show how the project, including specific activities, contributes to each of the EG&S outcomes selected in Section 1? ☐ Optional: Briefly describe an evaluation plan or strategy to assess project outcomes
☐ Develop partnerships and engage in consultation
☐ Describe your communications plan on how you intend to distribute any information products and / or extend the results of the project to the community
☐ Show how will you recognize CTs contribution to the project
☐ Identify any licenses/permits/approvals needed
☐ Identify any sources cited
☐ Have a complete and uploaded *Application Budget* o Identify matching funding sources and whether the funding is cash or In-kind o Indicate whether the funding is from the Manitoba Provincial Government o Indicate whether it is confirmed or pending o Indicate project costs by budget category o Identify total Contribution Trust funding request o Identify any capital expenditures >$5000 and in the budget notes text box
Have any optional attachments ☐ Maps ☐ Site Photos