THE CONSERVATION & GROW TRUSTS

Manitoba Climate and Green Plan Initiatives
delivered by The Manitoba Habitat Heritage Corporation

Applicant Guide

Spring 2021 Call for Proposals

Revised December 2020

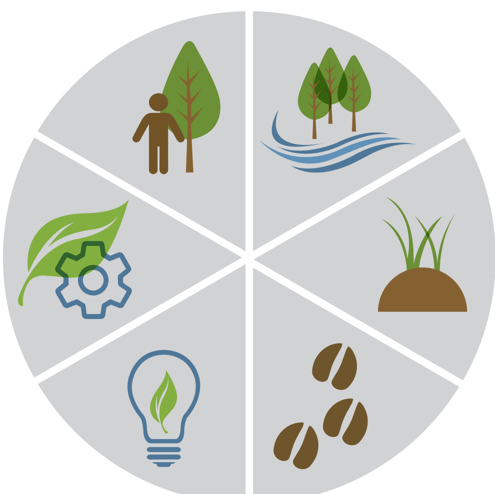

Table of Contents

PART 1: CONSERVATION TRUST

PART 2: GROW TRUST

THE CONSERVATION TRUST

Conservation Trust Applicant Guide

Application Sections

SECTION 1: EXECUTIVE SUMMARY

Proposal Title

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

Primary Contact

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.

Proposal Author

Identify the name, title, email address, and the name of the author(s) who wrote this application, if different from the Primary Contact.

Duration

Select the number of years (one or two) it will take to complete implementation phase* of the project.

**The implementation phase excludes the years of annual incentive payments. See page 10 of the Guidelines for a detailed explanation of the Implementation phase of a project.*

Management Plan

Is this proposal being delivered in the context of a larger management plan (conservation, watershed, or resource management plan)?

If yes, please briefly identify:

- The plan's Goal, Objective and specific Action items addressed by your proposed project (bulleted list preferred)

Previous Project(s) Funded by the Trusts

Are the proposed activities building upon a project that was previously funded by the Trusts? (e.g. Is this phase two?)

If so, please enter the name of project(s), year(s) funded, and funding amount(s).

Conservation Trust Project Category

Select the Project Category that most closely describes the project type that your application addresses within the one to two-year project period. See *Guidelines* for more information on the project categories.

Note: Ensure the category you have selected for your project reflects the outputs that occur within the timeframe of the proposed project.

1. Habitat and Wildlife

2. Watersheds

3. Soil Health

4. Innovation

5. Conservation Planning

6. Connecting People to Nature

Ecological Goods and Services Outcomes

Select the EG&S outcomes addressed by your project.

Note: In Section 3 show how your project outputs contribute to each EG&S selected here. Avoid selecting additional EG&S beyond those directly addressed by your project outputs within the one to two-year time project period.

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
9. Interpretive programs delivered in natural areas
10. Activities that enhance a recognized greenway or equivalent natural area

Brief Proposal Description

The Trusts will use this description for communication purposes. Describe what your proposal will accomplish, including the number of estimated outputs (e.g. 500 acres restored), in 3 lines or less.

Note: If your project is successful you may need to revise this description to reflect any changes in Objectives or Activities.

Total Trust Project Request

Enter funding amount requested from the Trusts (including the Trust Landowner Incentive Payment portion).

(Total Trust Request = Trust Project Implementation Expenses + Trust Landowner Incentive Payments)

Note: The Total Trust Project Request is the sum of Trust Project Implementation Expenses and Trust Landowner Incentive Payments.

Trust Project Implementation Expenses

Enter the implementation portion of the Total Trust Project Request.

(Trust Project Implementation Expenses = Total Trust Request - Trust Landowner Incentive Payments)

Note: The Project Implementation Expenses are the costs to do the project. See the Guidelines document for a more detailed description of "Project Implementation".

Trust Landowner Incentive Payments

If applicable, enter the amount of Trust Landowner Incentive Payments* of the total Trust Project Request.

(Trust Landowner Incentive Payments = Total Trust Request - Trust Project Implementation Expenses)

**See the Guidelines document for a detailed description of "Landowner Incentive Payments"*

Total Match Funds

Enter total amount of matching funds, including cash and in-kind funds.

Note: landowner incentive payments do not require matching funds.

- The overall objective is a minimum match ratio of 2:1
- 50% of total project costs must be from non-provincial government sources

Note: If your match ratio is lower than 2:1, you may still apply; however, amount of match in the proposal is a factor in ranking the proposal.

Total Project Budget (including match)

Enter the amount of the total project budget.

(Total Project Budget = Total Trust Project Request + Total Match Funds)

SECTION 2: ACTIVITY LOCATIONS

Location of Proposal Activities

Provide a brief description that includes distance to the nearest town, municipality, Watershed District, or other known geographical location.

SECTION 3: DETAILED PROJECT DESCRIPTION

Background

You may want to explain important aspects such as:

- The issue(s) or challenge(s) to be addressed
- The urgency/priority
- The risk of loss/conversion
- Any relevant justification that supports your proposal
    - This may include: scientific evidence, literature reviews, local expert and/or Indigenous Knowledge, etc.

Objectives

What are your Objectives, and how will your proposal address the issue(s) or challenge(s) identified above?

Activities and Outputs

What are the specific Activities to accomplish these Objectives including the estimated Outputs from your Output Table (e.g. 500 acres grassland restored)?

Note: Project Outputs and Activities identified must occur within the 1-2 year timeframe of the project.

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 CT Objective Example Tables on page 13 for how to write SMART objectives

SECTION 4: PROJECT INFORMATION

Project Output Table

1. Download the Project Output Table Template.
2. Complete the Project Output Table Template.
    - Refer to instructions below
3. Upload the Project Output Table as an excel document.

Instructions:

The purpose of the worksheet is to provide applicants with a concise and consistent format to capture their outputs for both Trust funded and Match activities to be achieved within the project period.

Section A

- Enter the Acres, Number of Basins, and/or Acre Feet for each Habitat Type activity the project is proposing and the funding source (Trust-funded or Match-funded).

Note: Wetland activities only require number of basins and acre feet if known at time of proposal.

- Acres are to be double counted if an enhancement or restoration activity also includes securement. Enter the securement acres under "Conserved" for the respective funding source. For example:

  a) If an enhancement or restoration activity is Trust-funded and the conservation (securement) is Trust-funded, also enter the acres under "Conserved" in the Trust-Funded column.

  b) If an enhancement or restoration activity is Trust-funded and the conservation (securement) is match funded (within the project period), enter the conservation (securement) acres under the match column.

  c) If an enhancement or restoration activity is Trust-funded but it occurs on acres which have been conserved (secured) outside of the project period, do not enter any conservation (securement) acres.

Section B

Water Retention Structures

Enter the output metrics for the proposed Water Retention Structure(s) (WRS) as they pertain to the categories provided below:

<u>Temporary</u>: Holds water for a short period of time after spring melt or a large rain event, for the primary purpose of flood water mitigation.

<u>Extended</u>: Generally retains water for an extended period of time after spring melt or a large rain event but may be partially or fully drained by late spring or early summer. Includes the added benefit of nutrient retention.

<u>Permanent</u>: Designed to drain only above full supply levels but may include overflow spillway. Can hold permanent water throughout the growing season. Includes the added benefits of nutrient retention, drought mitigation and groundwater recharge.

Note: The WRS categories are defined by the length of time water will be stored (duration). In some cases, a single basin can include multiple categories of WRS. In this instance:

- Estimate the number Acres and/or Acre Feet as they pertain to each WRS category
- Record the Number of Basins for each WRS category as a decimal
- For example, if a single basin which holds 10 Acre Feet at max capacity is composed of 4 Acre Feet of Temporary WRS and 6 Acre Feet of Permanent WRS, enter the 4 Acre Feet in the Temporary WRS row and the 6 Acre Feet in the Permanent WRS row and enter .4 as the Number of Basins for the Temporary WRS and .6 as the Number of Basins for the Permanent WRS

Other Outputs

For Other Outputs, enter the output metric for each activity under the respective funder (Trust-funded or Match-funded) column.

Note: Some activities, such as fencing, are often associated with additional outputs, i.e. Riparian Acres Enhanced, which can be captured in Section A.

Additional Outputs

Additional outputs not listed in the Output Table can be entered here. Select the activity (or enter a brief description if not listed), select the associated units (or enter the units if not listed) of the output, and the quantity proposed.

For example: An applicant proposing a project in the Connecting People to Nature category plans to engage 250 people through an Interpretive Program

Additional output: People engaged
Units: Number
Quantity: 250

Note: The Trusts will require shapefiles for each Trust-funded activity to be submitted with the Final Report. Please contact a Trust Grants Associate if you have any questions or concerns regarding shapefiles.

Important Notes:

- Project outputs identified must occur within the 1-2 year timeframe of the project. Some EG&S are difficult to monitor within the project timeframe and therefore the Trusts will estimate long term outcomes based on best available conservation science. Metrics relating to long-term project outcomes may be included in the Background narrative but should be omitted from the output table.
- Notes flagged in various worksheet cells (signified by a red triangle in the upper right corner) offer important information applicable to the specific metric

Outputs (measures of success)

- Outputs are measurable and result from activities that you carry out. They can be activities that you do, people you are trying to reach, products or services you provide
  - E.g. in a wetland restoration the outputs are the number of acres of restored wetland, wildlife benefits etc.
- Outputs can be tracked using Measures of Success
- These measures can be objective (data collected through direct observations - records, tests, field work), subjective (participants self-reporting, surveys, feedback), or both

Proposal Workplan & Incentive Payment Table

1. Download the Spring 2021 Project Workplan/Incentive Payment Table Template.
2. Complete the Project Workplan Template and, if applicable, the Incentive Table Template.
   a. Project Workplan Template: describe proposal activities, outputs), timelines by date (e.g. May 2021-October 2021), and estimated % of the proposal budget for both the Trust request and the Total budget
   b. Incentive Table Template: select the applicable Activity Categories, # of sites, Length of Time for the Incentive Payment, Estimated Average Cost Per Acre, Estimated Total Acres and Total cost per activity. Ensure that you separate out Conservation, Enhancement, and Restoration
3. Upload the completed template as a *word document*.

Incentive payments could be considered for projects where landowners have a loss of income due to the project and/or the natural areas in question are considered to be of high environmental value and are at high risk of loss.

Project Sustainability

Describe the required maintenance of the proposed activities during and beyond the length of the project agreement.

Monitoring and Compliance

Please describe:

- Your monitoring plan/schedule
- Plan for landowner non-compliance

Landowner Agreements

By applying to the Trusts, you are acknowledging that you will have written agreements in place with landowners on whose land's projects are occurring. All Trust funded landscape-based activities will be spatially tracked and applicants are required to provide GIS shapefiles. The Trust also requires a report on the number of acres delivered with match funds. Reported acres and shapefiles are subject to audit. Please contact the Trust Team if you have questions about this.

Organizational Experience and Key People

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

Project Partnerships

Provide the following:

- List of all collaborating partners that have agreed to be part of the project
- Briefly describe how these groups will be involved in the planning and implementation of the project
- Contributions of each partner (financial and/or in-kind)

Note: Letters of Support from proposal partners are not required as part of the application. However, successful applicants may be required to submit letters of support as part of the contribution agreement.

Active effective partnerships are of interest to the Trusts. Partners may be involved in both the planning and implementation of the proposal. Organizations that are not eligible to apply directly to the Trusts may be identified in the application as proposal partners.

Note: Proposals that incorporate partners will be ranked higher in the partnership review section than proposals with single applicants.

Proposal Consultations

- Identify any individuals, groups, organizations, Watershed Districts, or provincial or federal government staff that are not partners that you have consulted with on your proposal
- If community engagement is a focus of your proposal, you do not need to duplicate information that you have already included in your Workplan Table

Communications

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 (e.g., press releases, technical papers, public presentations, brochures, video, social media, etc.)
- How will you recognize The Trust's contributions to this proposal?

Proposal Liability

Identify liability concerns and where ownership of liability will lie (especially regarding construction projects). Tenure and public access should be addressed.

Proposal Risks

Identify any risk factors that may affect the project and describe how these factors will be mitigated.

Licenses/Permits/Approvals

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.

Additional Information

Please provide any other relevant information not already captured above.

SECTION 5: PROJECT BUDGET

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

Your budget needs to include both grant funds as well as your matching contributions. Landowner incentive payments do not require matching funds. Match and contributions would include your cash and in-kind match. If you are a Watershed District providing your own match please do not list this as Provincial funding. See Appendix A Calculating Match, in the *Guidelines*.

If you are using a staff day rate to estimate your eligible delivery costs for the project, please contact a Trust Grants Associate for guidance on how to proceed. Whether you identify expenses through a staff day rate or by individual activity ensure that there is no duplication of expenses in your budget. For example, if travel expenses are part of your day rate you should not have a separate Travel line in your budget.

- Ineligible expenses, such as major equipment purchases, are listed in the *Guidelines* document
- Funding recognition – If materials such as signs at the project sites are to be used to recognize the Trusts contribution, include the cost of the sign in the Communications budget category. See the *Trust Recognition Guidelines* document.

Budget: Request For Trust Funding

When completing your on-line application, check to ensure the Budget details you entered are correct. Ensure all Total Funding Amounts match in the Excel budget template.

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
  - For Trust purposes CAP/AG Action funding is considered 50% Provincial and 50% Federal. If using CAP/AG Action funds please put 50% on one line and indicate Provincial source and put 50% on the second line indicating Federal source
- Indicate whether the funding is cash or In-kind
- Indicate whether it is confirmed or pending

Matching Funds

- Matching funds can be both financial and in-kind goods and services (see below)
- Matching funds may have been received up to <u>one year</u> prior to the start of the proposed project

Cash Matching

Cash matching includes costs (goods or services) that have run through the applicant’s books.

For example:

- Applicant staff time
- Goods and services (paid directly or by a proposal partner)
- Donations with a tax receipt

In-Kind Matching

In-kind includes costs (goods or services) provided for "free" (with no direct costs) to the applicant.

For example

- 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)
- The lost agricultural value associated with land affected by a conservation project where no incentive is paid (See Appendix A Calculating Match, in the *Guidelines*
- Landowner and community time in 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 have a receipt to show a financial transaction
- Volunteer equipment and operator time

Please contact the Trust 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

1) Develop your own spreadsheet to calculate the total costs for each activity identified in the Proposal Workplan.
2) Use this spreadsheet to calculate the total costs for each activity identified in the Proposal Workplan Template. Then enter the amounts as a % of the total budget in the final column of the Proposal Workplan Template.

Note: Proposals need to demonstrate how much each activity costs so that the Trusts can calculate the cost/benefit of total projects towards Trust results.

3) Divide your budget expenses into the Trust Application Budget categories to provide a breakdown of total costs by the following:

A. Direct Project Costs

Direct Project Costs are capital and associated expenses that are required to complete a project. These expenses would not exist if a project was not delivered. These may be grant or match expenditures.

- Consulting/Professional Services: includes contractors, construction contracts, consultants, crews or equipment operators including equipment, and legal fees
- Materials: Required for conducting the proposal
- Equipment Rentals
- Acquiring interest in Land (conservation easements, and land acquisition): Land purchase is not eligible for Trust funding. Land purchase costs may be included as in-kind, or matching cash or in-kind costs. At the proposal stage it is understood that applicants can only provide estimates of these in-kind contributions. The final match amounts will be calculated when projects are established
- Landowner Incentive Payments: 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. See detailed description of Landowner Incentive Payments in the *Guidelines*

B. Delivery Costs

Delivery costs include expenses that are tied to the proposal and, in many cases, are a component of your general operations. These may be grant or match expenses.

- **Salaries & Benefits*:** The cost of staff that are tied to the proposal (including contract staff hired to support project delivery)

- **Travel & Field Costs*:** Vehicle, accommodations, and meals based on current Manitoba Government reimbursement rates *https://www.gov.mb.ca/csc/labour/pubs/pdf/agreements/master_agree_14_19.pdf*
- **Administration and Overhead associated with proposal*:** Applicants can identify overhead and/or administration fees that are related to proposal delivery. Much of these expenses may be matching funds. All applicants are encouraged to minimize requests for administration fees
  - Board expenses
  - Management costs
  - Rent, phones, computer infrastructure
- **Communications:** should not be calculated as part of a day rate

**Note: If a day rate is used to capture Salaries, Travel, and Administration expenses then report it as one lump sum only in the Salaries and Benefits.*

C. Other

- Includes costs that do not fit in the Proposal 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 proposal 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.

SECTION 6: ATTACHMENTS

Optional Attachments

- Supporting documents such as maps and site photos may be attached if applicable
- Provide a list of the filenames of each attachment and a brief description of the contents (if not evident from the filename)

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

Note: You may want to use the CT Application Checklist on page 14 to carefully review your proposal prior to submitting.

BEFORE YOU SUBMIT

Reviewing

We suggest you review, download, save, and print your application before submitting it. You will not be able to edit 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 Trusts. You will then receive a confirmation email. Please contact us if you do not receive this notification

Trust Fund Application Process Feedback

The Trusts will be seeking your input to develop the best process possible. A brief 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 Trusts.

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

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 MHHC.

No invoices can be submitted for project funding until the Contribution Agreement is signed.

We work towards completing this process within 21 working days. Please note that this 21 working day standard for the development of a contribution agreement is a shared responsibility and largely depends on the submission of all required documentation from applicants to the Trusts in a diligent and timely fashion.

Each Contribution Agreement will require:

- Copy of organization's by-laws or a board resolution identifying signing authority for your organization
- New certificate of insurance evidencing the addition of Manitoba Habitat Heritage Corporation as an additional insured
- Copy of organizational logo for the Conservation Trust to display on the Manitoba Habitat Heritage Corporation website as a Funded Project

And may require a:

- Revised Budget, Workplan and Incentive Payment Table, Output Table, and/or Brief Project Description
- List of organizational board members
- Organizational annual budget
- Organizational financial statements (up to last three years if available and applicable)
- 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 proposal 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 the Trusts 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 Trust Team.

A final report is required once a recipient's project is finished. The final payment will not be provided (minimum 20% holdback) until a final report has been submitted, reviewed and approved by the Trust Team. All successful projects are subject to a random audit.

Procurement

Applicants are encouraged to conduct all aspects of the proposal, including items such as purchasing and travel, in a manner that demonstrates environmental conservation benefits.

CT OBJECTIVE EXAMPLE TABLES

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 outputs 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. Examples of stronger objectives[1]

Objective	Stronger Objective
To plant 1,000 riparian trees/shrubs/herbaceous vegetation	To create a 1,000m² riparian corridor and link two ecologically significant habitats for local native fauna transit by the end of 2022
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 2022

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

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)?
- [ ] If so, do you reference the specific IWMP Goals, Objectives and Action Items to be addressed
- [ ] Describe the conservation benefits of the project (EG&S outcomes)
- [ ] Have a completed Project Output table to identify expected/estimated project Outputs
- [ ] Have a completed and uploaded Work plan and Incentive Payment Template (correct version)
- [ ] Identify the Incentive Payments (if any) being requested
- [ ] Describe the sustainability and required maintenance of the proposed activities during and beyond the length of the project agreement
- [ ] Describe your team's knowledge, skills, and expertise to effectively complete your proposed activities
- [ ] 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 the Trusts contributions to the project
- [ ] Identify any liability, risks, and subsequent licenses/permits/approvals needed
- [ ] 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)
- [ ] Have a complete and uploaded *Application Budget*
  - Identify matching funding sources and whether the funding is cash or In-kind
  - Indicate whether the funding is from the Manitoba Provincial Government
  - Indicate whether it is confirmed or pending
  - Indicate project costs by budget category
  - Identify total Contribution Trust funding request
  - Identify any capital expenditures >$5000 and in the budget notes text box
- [ ] Have any optional attachments
  - Maps
  - Site Photos

GROW Trust Applicant Guide

Application Sections

1. Executive Summary
2. Wetlands GROW Trust
3. Activity Location(s)
4. Detailed Proposal Description
5. Proposal Information
5. Budget
7. Attachments

SECTION 1: EXECUTIVE SUMMARY

Proposal Title

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

Primary Contact

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

Proposal Author

Identify the name, title, email address, and phone number of the proposal author, if different from the Proposal Leader.

Duration

Select the number of years (one or two) it will take to complete implementation phase* of the project.

**The implementation phase excludes the years of annual incentive payments. See page 10 of the Guidelines for a detailed explanation of the Implementation phase of a project.*

Conservation/Watershed Plan

Is this proposal being delivered in the context of a larger conservation or watershed management plan? (Yes/No)

If Yes, please identify and describe:

- The IWMP Goal, Objective and specific Action items addressed by your proposed project (bulleted list preferred)
- Identify if the proposed activities address priority IWMP Goals (bulleted list preferred)
- Describe how the proposed activities address the GROW program priorities

GROW Program Activities

Identify the potential GROW program activities that may be included. See Provincial GROW Guide for examples of these activities. Select all that may apply:

Note: See The GROW Guidebook for examples of these activities.

- Water retention
- Wetland conservation, restoration or enhancement
- Riparian area conservation, restoration or enhancement
- Buffer establishment
- Upland area conservation, restoration, or enhancement
- Innovative approaches

Brief Proposal Description

The Trusts will use this description for communication purposes. Describe what your proposal will accomplish, including the estimated outputs (e.g. 500 acres restored), in 3 lines or less.

Total Trust Project Request

Enter the total funding amount requested from the Trusts (including the Trust Landowner Incentive Payments portion).

(Total Trust Request = Trust Project Implementation Expenses + Trust Landowner Incentive Payments)

Note: The Total Trust Project Request is the sum of Trust Project Implementation Expenses and Trust Landowner Incentive Payments.

Trust Project Implementation Expenses

Enter the implementation portion of the Total Trust Project Request.

(Trust Project Implementation Expenses = Total Trust Request - Trust Landowner Incentive Payments)

Note: The Project Implementation Expenses are the costs to do the project. See the Guidelines document for a more detailed description of "Project Implementation".

Trust Landowner Incentive Payments

If applicable, enter the amount of Trust landowner incentive payments of the total Trust Project Request.

(Trust Landowner Incentive Payments = Total Trust Request - Trust Project Implementation Expenses)

**See the Guidelines document for a detailed description of "Landowner Incentive Payment"*

Total Match Funds

Enter the total amount of matching funds, including cash and in-kind funds.

Note: Landowner incentive payments do not require matching funds.

- The overall objective is a minimum match ratio of 2:1
- At least 50% of total match must be from non-provincial government sources

Note: If your match ratio is lower than 2:1, you may still apply; however, amount of match in the proposal is a factor in ranking the proposal.

Total Project Budget (including match)

Enter the amount of the total project budget

Note: (Total Project Budget = Total Trust Project Request +Total Match Funds).

SECTION 2: WETLAND GROW TRUST

Temporary Wetlands

By applying for temporary wetland conservation (TWC) funding you are agreeing that you have you read the section on TWC in the GROW Guide. Any applications received will be reviewed against the GROW TWC priorities. Applicants need to understand those priorities when applying for TWC. (Yes/Temporary Wetland Conservation is not included in this proposal)

Temporary Wetlands Incentive Payment

Enter the amount of the Landowner Incentive Payments that will be used for TWC.

Temporary Wetland Acres

Enter the estimated number of TWC Acres.

SECTION 3: ACTIVITY LOCATION(S)

Municipal Manitoba

Are all of the project activities occurring within Municipal Manitoba? (Yes/No)

SECTION 4: DETAILED PROJECT DESCRIPTION

Background

You may want to explain important aspects such as:

- The issue(s) or challenge(s) to be addressed
- The urgency/priority
- The risk of loss/conversion
- Any relevant justification that supports your proposal
    - This may include: scientific evidence, literature reviews, local expert and/or Indigenous Knowledge, etc.

Objectives

What are your objectives, and how will your proposal address the issues or challenge identified above?

Activities and Outputs

What are the specific activities to accomplish these objectives including the **estimated outputs** from your output table (e.g. 500 acres grassland restored).

Note: Project outputs and activities identified must occur within the 1-2 year timeframe of the project.

GROW Program

Specify how the proposal will help meet the objectives of the GROW Program (Ecological Goods & Services (EG&S) Outcomes)

Objectives

List the ways that your proposal 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 proposal. You should have few objectives. Write one or two objectives for each major part of the proposal, 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 proposal 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 proposal
- Describe the steps that you need to take to reach the proposal results

When describing objectives:

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

See GROW Objective Example Tables on page 26 for how to write SMART objectives.

SECTION 5: PROPOSAL INFORMATION

Project Output Table

1. Download the Project Output Table Template.
2. Complete the Project Output Table Template.
    - Refer to instructions below
3. Upload the Project Output Table as an excel document.

Instructions:

The purpose of the worksheet is to provide applicants with a concise and consistent format to capture their outputs for both Trust funded and Match activities to be achieved within the project period.

Section A

- Enter the Acres, Number of Basins, and/or Acre Feet for each Habitat Type activity the project is proposing and the funding source (Trust-funded or Match-funded)

Note: Wetland activities only require number of basins and acre feet if known at time of proposal.

- Acres are to be double counted if an enhancement or restoration activity also includes securement. Enter the securement acres under “Conserved” for the respective funding source. For example:

    a) If an enhancement or restoration activity is Trust-funded and the Conservation (securement) is Trust-funded, also enter the acres under “Conserved” in the Trust-Funded column

    b) If an enhancement or restoration activity is Trust-funded and the Conservation (securement) is match funded (within the project period), enter the Conservation (securement) acres under the match column

    c) If an enhancement or restoration activity is Trust-funded but it occurs on acres which have been conserved (secured) outside of the project period, do not enter any Conservation (securement) acres

Section B

Water Retention Structures

Enter the output metrics for the proposed Water Retention Structure(s) (WRS) as they pertain to the categories provided below:

Temporary: Holds water for a short period of time after spring melt or a large rain event, for the primary purpose of flood water mitigation.

Extended: Generally retains water for an extended period of time after spring melt or a large rain event but may be partially or fully drained by late spring or early summer. Includes the added benefit of nutrient retention.

Permanent: Designed to drain only above full supply levels but may include overflow spillway. Can hold permanent water throughout the growing season. Includes the added benefits of nutrient retention, drought mitigation and groundwater recharge.

Note: The WRS categories are defined by the length of time water will be stored (duration). In some cases, a single basin can include multiple categories of WRS. In this instance:

- Estimate the number Acres and/or Acre Feet as they pertain to each WRS category
- Record the Number of Basins for each WRS category as a decimal
- For example, if a single basin which holds 10 Acre Feet at max capacity is composed of 4 Acre Feet of Temporary WRS and 6 Acre Feet of Permanent WRS, enter the 4 Acre Feet in the Temporary WRS row and the 6 Acre Feet in the Permanent WRS row and enter .4 as the Number of Basins for the Temporary WRS and .6 as the Number of Basins for the Permanent WRS

Other Outputs

For Other Outputs, enter the output metric for each activity under the respective funder (Trust-funded or Match-funded) column.

Note: Some activities, such as fencing, are often associated with additional outputs, i.e. Riparian Acres Enhanced, which can be captured in Section A.

Additional Outputs

Additional outputs not listed in the Output Table can be entered here. Select the activity (or enter a brief description if not listed), select the associated units (or enter the units if not listed) of the output, and the quantity proposed.

For example: An applicant proposing a project in the Connecting People to Nature category plans to engage 250 people through an Interpretive Program

Additional output: People engaged
Units: Number
Quantity: 250

Note: The Trusts will require shapefiles for each Trust-funded activity to be submitted with the Final Report.

Important Notes:

- Project outputs identified must occur within the 1-2 year timeframe of the project. Some EG&S are difficult to monitor within the project timeframe and therefore the Trusts will estimate long term outcomes based on best available conservation science. Metrics relating to long-term project outcomes may be included in the Background narrative but should be omitted from the output table
- Notes flagged in various worksheet cells (signified by a red triangle in the upper right corner) offer important information applicable to the specific metric

Proposal Workplan & Incentive Payment Table

1. Download the Spring 2021 Project Workplan/Incentive Payment Table Template.
2. Complete the Project Workplan Template and, if applicable, the Incentive Table Template.

- Project Workplan Template: describe proposal activities, outputs, timelines by date (e.g. May 2021-October 2021), and estimated % of the proposal budget for both the Trust request and the Total budget

- Incentive Table Template: select the applicable Activity Categories, # of sites, Length of Time for the Incentive Payment, Estimated Average Cost Per Acre, Estimated Total Acres and Total cost per activity. Ensure that you separate out Conservation, Enhancement, and Restoration

3. Upload the completed template as a word document.

Incentive payments could be considered for projects where landowners have a of loss of income due to the project and/or the natural areas in question are considered to be of high environmental value and are at high risk of loss. Details about estimating incentive payments can be found in Provincial GROW Guide.

Project Sustainability

Describe the required maintenance of the proposed activities during and beyond the length of the project agreement.

Monitoring and Compliance

Please describe:

- Your monitoring plan/schedule
- Plan for landowner non-compliance

Landowner Agreements

By applying to the Trusts you are acknowledging that you will have written agreements in place with landowners on whose lands projects are occurring. All Trust funded landscape-based activities will be spatially-tracked and applicants are required to provide GIS shapefiles. The Trust also requires a report on the number of acres delivered with match funds. Reported acres and shapefiles are subject to audit. Please contact the Trust Team if you have questions about this.

(Yes/Not applicable to my project activities)

Organizational Experience and Key People

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

Proposal Partnerships

Provide the following:

- List of all collaborating partners that have agreed to be part of the project
- Briefly describe how these groups will be involved in the planning and implementation of the proposal
- Contributions of each partner (financial and/or in-kind)

Note: Letters of Support from proposal partners are not required as part of the application. However, successful applicants may be required to submit letters of support as part of the contribution agreement.

Active effective partnerships are of interest to the Trusts. Partners may be involved in both the planning and implementation of the proposal. Organizations that are not eligible to apply directly to The Trusts may be identified in the application as proposal partners.

Note: Proposals that incorporate partners will be ranked higher in the partnership review section than proposals with single applicants.

Proposal Consultations

- Identify any individuals, groups, organizations, Watershed Districts, or provincial or federal government staff that are not partners that you have consulted with on your proposal

- If community engagement is a focus of your proposal, you do not need to duplicate information that you have already included in your Workplan Table

Communications

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

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

Project Liability

Identify liability concerns and where ownership of liability will lie (especially regarding construction projects). Tenure and public access should be addressed.

Project Risks

Identify any risk factors that may affect the proposal and describe how these factors will be mitigated.

Licenses/Permits/Approvals

Are any licenses, permits, or approvals needed to undertake this proposal? Describe your plan to acquire any required documentation prior to the start of your activities.

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.

Additional Information

Please provide any other relevant information not already captured above.

SECTION 6: BUDGET

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

Your budget needs to include both grant funds as well as your matching contributions. However, the incentive payments component of any GROW program proposal does not require matching funds. Match and contributions would include your cash and in-kind match. If you are a Watershed District providing your own match please do not list this as Provincial funding. See Appendix A Calculating Match, in the *Guidelines*.

If you are using a staff day rate to estimate your eligible delivery costs for the project, please contact a Trust Grants Associate for guidance on how to proceed. Whether you identify expenses through a staff day rate or by individual activity ensure that there is no duplication of expenses in your budget. For example, if travel expenses are part of your day rate you should not have a separate Travel line in your budget.

- Ineligible expenses, such as major equipment purchases, are listed in the *Guidelines* document
- Funding recognition – If materials such as signs at the project sites are to be used to recognize the Trusts contribution, include the cost of the sign in the Communications budget category. See the *Trust Recognition Guidelines* document

Budget: Request for Trust Funding

When completing your on-line application, check to ensure the Budget details you entered are correct. Ensure all Total Funding Amounts match in the Excel budget template.

Note: You should also ensure that the total request matches that in your Executive Summary.

Budget: Request for Incentive Payments

Use this section to input the amount of Trust landowner incentive payments requested. This will automatically be subtracted from the match ratio calculation within the template.

Budget: Matching And Other Funding Partners

Use the Application Budget to

- List funding sources
- Indicate whether the funding is from the Manitoba Provincial Government
  - For Trust purposes CAP/AG Action funding is considered 50% Provincial and 50% Federal. If using CAP/AG Action funds please put 50% on one line and indicate Provincial source and put 50% on the second line indicating Federal source
- Indicate whether the funding is cash or In-kind
- Indicate whether it is confirmed or pending

Matching Funds

- 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 costs (goods or services) that have run through the applicant's books. For example:

  - Applicant staff time
  - Goods and services (paid directly or by a proposal partner)
  - Donations with a tax receipt

  In-Kind Matching

  In-kind includes costs (goods or services) provided for "free" (with no direct costs) to the applicant.

  For example

  - 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)
  - The lost agricultural value associated with land affected by a conservation project where no incentive is paid (See Appendix A Calculating Match, in the *Guidelines*
  - Landowner and community time in 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 have a receipt to show a financial transaction
  - Volunteer equipment and operator time

Please contact the Trust 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

1) Develop your own spreadsheet to calculate the total costs for each activity identified in the Proposal Workplan

2) Use this spreadsheet to calculate the total costs for each activity identified in the Proposal Workplan Template. Then enter the amounts as a % of the total budget in the final column of the Proposal Workplan Template.

Note: Proposals need to demonstrate how much each activity costs so that the Trusts can calculate the cost/benefit of total projects towards Trust results.

3) Divide your budget expenses into the Trust Application Budget categories to provide a breakdown of total costs by the following:

A. Direct Project Costs

Direct Project Costs are capital and associated expenses that are required to complete a project. These expenses would not exist if a project was not delivered. These may be grant or match expenditures.

- Consulting/Professional services: includes contractors, construction contracts, consultants, crews or equipment operators including equipment, and legal fees
- Materials: Required for conducting the proposal
- Equipment rentals
- Acquiring interest in land (conservation easements, and land acquisition): Land purchase is not eligible for Trust funding. Land purchase costs may be included as in-kind, or matching cash or in-kind costs. At the proposal stage it is understood that applicants can only provide estimates of these in-kind contributions. The final match amounts will be calculated when projects are established
- Landowner Incentive Payments: 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. See description of Landowner Incentive Payments in the *Guidelines*

B. Delivery Costs

Delivery costs include expenses that are tied to the proposal and, in many cases, are a component of your general operations. These may be grant or match expenses.

- **Salaries & Benefits***: The cost of staff that are tied to the proposal (including contract staff hired to support project delivery)
- **Travel & Field Costs***: Vehicle, accommodations, and meals based on current Manitoba Government reimbursement rates <u>https://www.gov.mb.ca/csc/labour/pubs/pdf/agreements/master_agree_14_19.pdf</u>
- **Administration and Overhead associated with proposal***: Applicants can identify overhead and/or administration fees that are related to proposal delivery. Much of these expenses may be matching funds. All applicants are encouraged to minimize requests for administration fees
  - Board expenses
  - Management costs
  - Rent, phones, computer infrastructure
- **Communications**: should not be calculated as part of a day rate

**Note: If a day rate is used to capture Salaries, Travel, and Administration expenses then report it as one lump sum only in the Salaries and Benefits.*

C. Other (see existing language)

- Includes costs that do not fit in the Proposal 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 proposal 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.

SECTION 7: ATTACHMENTS

Optional Attachments

- Supporting documents such as maps and site photos may be attached if applicable
- Provide a list of the filenames of each attachment and a brief description of the contents (if not evident from the filename)

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

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

BEFORE YOU SUBMIT

Reviewing

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 Trusts. You will then receive a confirmation email. Please contact us if you do not receive this notification

Trust Fund Application Process Feedback

The Trusts will be seeking your input to develop the best process possible. A brief 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 Trusts.

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

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 MHHC.

No invoices can be submitted for project funding until the Contribution Agreement is signed.

We work towards completing this process within 21 working days. Please note that this 21 working day standard for the development of a contribution agreement is a shared responsibility and largely depends on the submission of all required documentation from applicants to the Trusts in a diligent and timely fashion.

Each Contribution Agreement will require:

- Copy of organization's by-laws or a board resolution identifying signing authority for your organization
- New certificate of insurance evidencing the addition of Manitoba Habitat Heritage Corporation as an additional insured
- Copy of organizational logo for the Conservation Trust to display on the Manitoba Habitat Heritage Corporation website as a Funded Project

And may require a:

- Revised Budget, Workplan and Incentive Payment Table, Output Table, and/or Brief Project Description
- List of organizational board members
- Organizational annual budget
- Organizational financial statements (up to last three years if available and applicable)
- 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 proposal 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 the Trusts 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 Trust Team.

A final report is required once a recipient's project is finished. The final payment will not be provided (minimum 20% holdback) until a final report has been submitted, reviewed and approved by the Trust Team. All successful projects are subject to a random audit.

Procurement

Applicants are encouraged to conduct all aspects of the proposal, including items such as purchasing and travel, in a manner that demonstrates environmental conservation benefits.

GROW OBJECTIVE EXAMPLE TABLES

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 outputs 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. Examples of stronger objectives[1]

Objective	Stronger Objective
To plant 1,000 riparian trees/shrubs/herbaceous vegetation	To create a 1,000m² riparian corridor and link two ecologically significant habitats for local native fauna transit by the end of 2022
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 2022

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

GROW 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)?
- [ ] If so, do you reference the specific IWMP Goals, Objectives and Action Items to be addressed
- [ ] Describe the conservation benefits of the project (EG&S outcomes)
- [ ] Have a completed Project Output table to identify expected/estimated project Outputs
- [ ] Have a completed and uploaded Work plan and Incentive Payment Template (correct version)
- [ ] Identify the Incentive Payments (if any) being requested
- [ ] Describe the sustainability and required maintenance of the proposed activities during and beyond the length of the project agreement
- [ ] Describe your team's knowledge, skills, and expertise to effectively complete your proposed activities
- [ ] 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 the Trusts contributions to the project
- [ ] Identify any liability, risks, and subsequent licenses/permits/approvals needed
- [ ] 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)
- [ ] Have a complete and uploaded *Application Budget*
    - Identify matching funding sources and whether the funding is cash or In-kind
    - Indicate whether the funding is from the Manitoba Provincial Government
    - Indicate whether it is confirmed or pending
    - Indicate project costs by budget category
    - Identify total Contribution Trust funding request
    - Identify any capital expenditures >$5000 and in the budget notes text box
- [ ] Have any optional attachments
    - Maps
    - Site Photos