SPRING 2023 CALL FOR PROPOSALS

APPLICANT GUIDE

Revised November 2022

THE CONSERVATION & GROW TRUSTS

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

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APPLICANT GUIDE

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The Spring 2023 Applicant Guide provides detailed instructions to facilitate the completion of your online Trust application. This document accompanies the Spring 2023 Guidelines. Each document contains unique information to assist you in the submission of your proposal.

The Applicant Guide is composed of **Part 1 - The Conservation Trust** and **Part 2 - GROW Trust**. Each part is broken down into sections that mirror the online application questions and have been color coded for ease of navigation. The sections also include additional insights and examples. Ensure the document Part you are referencing matches the Trust you are applying to.

Each Part also contains:

- Application Sections
- A Before You Submit section with checklists and examples
- Notification and Reporting Requirements

THE CONSERVATION & GROW TRUSTS

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PART 1:

THE CONSERVATION TRUST

SECTION 1: GENERAL PROPOSAL INFORMATION

Proposal Title

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

Proposal ID Number

This is a unique project ID assigned by Trust staff.

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 of the proposal author(s), if different from the Proposal Leader.

SECTION 2: PREVIOUS TRUST HISTORY

Previous Project(s) Funded by the Trusts

Are the proposed activities building upon a project that was previously funded by the Trusts? (e.g. Phase Two) If so, please enter the name of project(s), year(s) funded, and funding amount(s). Clearly describe how this Phase differs from the previous Phase.

Previous Project(s) Status

Do you have any previously funded projects that are delayed? If yes, please provide more information.

SECTION 3: EXECUTIVE SUMMARY

Conservation Trust Project Category

The Conservation Trust Project Category from your approved Letter of Interest (LOI) will be copied over automatically.

Ecological Goods and Services Outcomes

Please select the EG&S outcomes addressed by your project.

1. Improved water quality
2. Flood mitigation
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

Duration

Select the number of years it will take to complete establishment phase of the project.

Project Location

If known at this stage, provide a one-line description of the project location, for example:

- The nearest town or other known feature
- Municipality
- First Nation
- Watershed District

If your project will span multiple locations, please indicate the closest region in Manitoba.

Brief Proposal Description

The Trust will use this description for communication purposes. Describe what your proposal will accomplish, including the total of the Trust and match funded 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 Activities or Objectives.

Total Trust Project Request

Enter the funding amount requested from the Trust.

Total Match Funds

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

- 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, please note that the amount of available match is a factor in ranking the proposal. If you are having trouble meeting match requirements it is recommended that you contact your designated Grants Associate.

Total Project Budget (including match)

Enter the amount of the total project budget.

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

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 that will be addressed by the proposed project (bulleted list preferred).

Background

Please explain important aspects of the proposed project including:

- 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.

Note: Ensure you describe how the project addresses each of the EG&S selected.

Objectives

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

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 16 for how to write SMART objectives

Table Package:

The new Table Package for the Spring 2023 call for proposals contains several changes to facilitate a smooth transition towards the database and decrease repetition within the proposal.

Please contact your Grants Associate with any questions, including how your proposed activities fit into the new standardized Activity Categories.

Table Package Guide:

Step 1: Download the Spring 2023 Table Package, which includes the following tables:

Table A. Project Information

Table B. Project Budget

Table C. Project Workplan

Table D. Project Outputs

The Table Package is linked in the online application form or can be found on the MHHC website, linked here.

Step 2: Fill out table templates with the required information and once complete upload a copy as an Excel document in the online application form.

Note: The Trust recommends that the applicant save a backup copy of the Table Package.

The following section provides detailed instructions for each table within the Table Package

TABLE A: PROJECT INFORMATION

This table states general project information and provides broad suggestions regarding the use of tables.

Project Information Guide:

Step 1: Organization Name
Step 2: Project Name
Step 3: Project Start Date
Step 4: Project End Date

TABLE B: PROJECT BUDGET

The Project Budget identifies the total projected costs to successfully complete the project. A strong budget will consider both costs associated with establishing project activities (i.e., Material & Supplies, Construction Services, etc.), as well as the cost required to deliver the project (i.e., Salaries & Benefits, Administration & Overhead, etc.).

Match Funds

For general information regarding Match, including Trust definitions, examples, and ineligible sources, see the Trusts- Spring 2023 Guidelines here.

- Match includes both Cash Match (costs with a financial transaction) and In-kind Match (costs with non-financial transactions).
- The overall objective for the Trusts is a total match ratio (cash and in-kind) of 2:1
- No more than 50% of matching funds can be from provincial government sources
- Match funds may be received up to one fiscal year prior to the proposed start date, e.g. April 1st 2022
- For Audit purposes the Trusts requires Grantees (applicants who receive Trust funding) to keep a record of both cash and in-kind match in a similar respect they do Trust expenditures. See the Tools for Grantees section on the MHHC website for examples of in-kind tracking forms.

The Budget template is composed of Section A: Funding Sources, where all contributors to the project's revenue are listed and, Section B: Budget Categories, where all project expenditures are categorized.

Section A: Funding Sources

Step 1: Provide a comprehensive list of project funding sources

Step 2: Indicate whether the funding is from the Manitoba Provincial Government

- The Trust considers Canadian Agricultural Partnership/Ag Action funding as 50% Provincial and 50% Federal
- For Watershed Districts providing your own match, do not list this as Provincial funding

Step 3: Indicate whether the funding is cash or in-kind by placing them in the corresponding column

Step 4: Indicate whether the funding is confirmed or pending.

Step 5: Review Total Project Revenue and Total Match are correct.

Section B: Budget Categories

The Project Budget categories are divided into Direct Project Costs, Delivery Costs and Other Costs.

Step 1: Allocate project expenses to the applicable categories. See details below for budget category descriptions.

Step 2: Ensure the:

- Project Total Cost equals the Total Project Revenue in Section A
- Total Trust Request equals the Trust Amount in Section A

Budget Categories - Direct Project Costs:
Direct Project Costs are capital and associated expenses that are direct costs required to complete the project. These may be Trust or match expenditures.

Budget Category	Description
Materials & Supplies:	Costs associated with construction, delivery, or establishment of the project such as seed, fertilizer, fencing, trees, etc.
Construction Services:	Costs such as contractors or equipment operators (including equipment)
Equipment Rentals:	Costs such as machinery rental and rental of equipment owned by the applicant organization that is being expensed to the project
Consulting/Professional Services:	Costs such as consultants and legal fees
Acquiring Interest in Land (Match Only):	Include conservation agreements/easements and land acquisition. Land purchase costs may be included as cash or in-kind match
Payments to Landowners: There are two types of payments that can be made to landowners:	
Establishment Costs to Landowners:	Costs that are borne by landowners, such as a purchase of seed or fertilizer or use of farm equipment, for which offsetting payments are made by the grantee. (e.g., payments for forage conversion projects to offset the costs of seed, fertilizer, and use of seeding equipment)
Incentive payments to Landowners*	Direct payments to landowners to encourage them to take part in projects that are expected to result in a loss of future income-generating potential from the land affected (e.g., cultivated land flooded by a wetland restoration). These payments are outlined in a contract between the Grantee and the incentive payment recipient

Capital Expenditures/Equipment Purchases over $5,000 (Trust related expenses only): Please list and describe any equipment purchase greater than $5,000 in the Budget Notes text box of the Project Budget. This refers to items with a per unit cost greater than $5,000, not multiple, lower cost items whose total is greater than the threshold. Make sure to include these items in the appropriate budget cost category. For any questions regarding this, or any other Trust policy, contact your Grants Associate for support.

Budget Categories - Delivery Costs
Delivery Costs are the costs related to the management and delivery of the project, and in many cases, are a component of the organization’s general operations.

Budget Category	Description
Salaries & Benefits:	The cost of staff that are tied to the project (including contract staff hired to support project delivery)
Travel & Field Costs	Vehicle, accommodations, and meals based on current Manitoba Government reimbursement rates which can be found on pages 70-76, here

Administration & Overhead:	Applicants can identify overhead and/or administration fees that are related to project delivery. These may be match funds. All applicants are encouraged to minimize requests for administration fees. Examples of Administration & Overhead costs include Board expenses

Budget Categories - Other
The Other Costs category is to be utilized only in the unique situation that a particular expense does not fit into any of the other available options. If you believe you may require use of this category it is recommended to discuss this with your Grants Associate.

Additional considerations for budget and budget table execution:

- Ensure budget details, such as Total Project Revenue, match those specified in the body of the application
- If you are considering including incentive payments to landowners, please contact your Grants Associate

TABLE C: PROJECT WORKPLAN

The Project Workplan documents all project activities and project objectives, as well as details their related cost estimates.
Note: Delivery and administrative costs to be included in the cost of each activity, and not a stand-alone item

Step 1: Select the Activity Category option which best represents the output that will result from your proposed activity. Activity Category options are broken into two sections Section A. Landscape Activities and Section B. Additional Activities (those typically associated with CPN projects). For a list of Activity Categories, see page(s) 9-13.

Step 2: Select the Activity Description/BMPs which depicts the specific activity that will achieve the Activity Category outcome. For example, if the project is enhancing grasslands through shrub mowing (1) select "Grassland Enhancement" under Activity Category, (2) select "Shrub Control via Mowing or Herbicide" under Activity Description/ BMPs. For a list of Activity Descriptions/BMPs see page(s) 9-13.

Step 3: Manually enter the Detailed Description of each activity. This should include specific information that may set your project apart from other similar projects, potentially increasing the competitiveness of your proposed activity. An example of this would be if your project is doing a grassland restoration, what type of native grassland you expect to restore (e.g., Tall-grass Prairie, Mixed-grass Prairie) and any additional activities you are undertaking during the restoration process to ensure its success (i.e., weed maintenance).

If your activity relies on infrastructure such as, fencing, off-site watering systems, livestock crossings, etc., be sure to provide the details (including metrics such as km of fencing) in the Detailed Description.

Note: Due to the increased emphasis on the Project Workplan there is no longer an expectation that the applicant restates this information in the narrative of the application. If outstanding details remain that you would like to share, please enter these in the Additional Information question of the application.

Step 4: Identify the number of Trust Funded Outputs (e.g. "50" acres of wetlands restored). Note, these outputs will auto-populate the Project Output table. For a list of the required metrics see pages 9-12.

Step 5: Identify the number of Match Funded Outputs (e.g. "75" acres of wetlands restored). Note, like the Trust Funded Outputs, the Match Funded Outputs will also auto-populate the Project Output table.

Step 6: Manually enter the Estimated Amount of Total CT Request that is required from the Trust to accomplish the activity.

Step 7: Estimated % of Total CT Request: This column auto-calculates.

Step 8: Manually enter the Estimated Amount of Total Project Budget that is required to accomplish the activity.

Step 9: Estimated % of Total Project Budget This column auto-calculates.

Additional considerations for budget and budget table execution:

- If you require additional rows in the Workplan, **do not insert from the last row**. Instead, select a row from closer to the center to ensure auto-calculations do not error. If an error occurs, reach out to your Grants Associate for assistance.

WORKPLAN ACTIVITY CATEGORY & DESCRIPTION/BMPS – REFERENCE LIST

Section A: Landscape Activities

Activity Category	Activity Description/BMPs	Metric
Cover Crops	Multi Species	Acres
	Single Species	Acres

Cover Cropping: If your project includes cover cropping, identify (in the Detailed Description of the Project Workplan) if Trust funded cover cropping acres are with producers new to the practice.

Activity Category	Activity Description/BMPs	Metric
Erosion Control	Bank Stabilization (Riprap and other hardscape)	Acres
	Other	Acres

Erosion Control: This option is to be utilized when the erosion control site does not include any vegetation. It is only to be used for hardscape type erosion control. If vegetation activities are also occurring in conjunction with the hardscape enter the activity as Riparian Restoration instead of Erosion Control.

Activity Category	Activity Description/BMPs	Metric
Grassland Conservation	Conserved through incentive payments	Acres
	Conserved through conservation agreement/easement (match only)	Acres
	Other	Acres
Grassland Enhancement	Bufferstrips	Acres
	Delayed grazing	Acres
	Delayed haying/mowing	Acres
	Grassed Waterways	Acres
	Grazing management system (Fencing and/or off-site watering system)	Acres
	Grazing management system (Livestock crossing)	Acres
	Invasive species control (match only)	Acres
	Pasture improvement	Acres
	Pollinator habitat	Acres
	Prescribed/controlled burn	Acres
	SAR related BMP's	Acres
	Shrub Control via Mowing or Herbicide	Acres
	Other	Acres
Grassland Restoration	Bufferstrips	Acres
	Grassed Waterways	Acres
	Native Restoration	Acres
	Pollinator Habitat	Acres
	Tame Restoration	Acres
	Other	Acres

Grassland Enhancement through Grazing Management Systems: In the Detailed Description provide details of which infrastructure (Fencing, Offsite Watering System, Livestock Crossing), or combination of, you are utilizing to achieve the Output. Ensure to include anticipated infrastructure metrics, such as km of fencing, or number of offsite watering systems to be installed.

Species at Risk (SAR) Related BMPs: In the Detailed Description, be sure to provide additional information regarding the SAR which are being targeted and the methods to be utilized.

Activity Category	Activity Description/BMPs	Metric
Riparian Conservation	Conserved through incentive payments	Acres
	Conserved through conservation agreement/easement (match only)	Acres
	Other	Acres
Riparian Enhancement	Cattle Exclusion (Fencing and/or off-site watering system)	Acres
	Invasive Species Control (Match Only)	Acres
	Livestock Crossing	Acres
	Prescribed/Controlled Burn	Acres
	SAR Related BMPs	Acres
	Other	Acres
Riparian Restoration	N/A	Acres

Activity Category	Activity Description/BMPs	Metric
Shelterbelt Establishment	N/A	Kilometres
Shelterbelt Enhancement	N/A	Kilometres

Shelterbelt Establishment: If known, include the number of rows being established in the Detailed Description.

Shelterbelt Enhancement: In the Detailed Description include the method(s) of enhancement and including the number of trees being planted, if applicable.

Activity Category	Activity Description/BMPs	Metric
Water Retention	Extended	Acre Feet
	Permanent	Acre Feet
	Temporary	Acre Feet

Water Retention: If known, add the number of basins and acres in the Detailed Project Description.

Activity Category	Activity Description/BMPs	Metric
Wetland Conservation	Other wetlands conserved through incentive payments	Acres
	Temporary wetlands conserved through incentive payments	Acres
	Wetlands conserved through conservation agreement/easement (match only)	Acres
	Other	Acres

Wetland Enhancement	Cattle exclusion (Fencing and/or off-site watering system)	Acres
	Invasive species control (match only)	Acres
	Nest Tunnels Installation	Acres
	Nest Tunnels Maintenance	Acres
	Prescribed/controlled burn	Acres
	SAR related BMPs	Acres
	Other	Acres
Wetland Restoration	N/A	Acres

Activity Category	Activity Description/BMPs	Metric
Wooded Conservation	Conserved through incentive payments	Acres
	Conserved through conservation agreement/easement (match only)	Acres
	Other	Acres
Wooded Enhancement	Bufferstrips	Acres
	Invasive Species Control (match only)	Acres
	Pollinator Habitat	Acres
	Prescribed/Controlled burn	Acres
	SAR Related BMPs	Acres
	Shrub Control via Mowing or Herbicide	Acres
	Other	Acres
Wooded Restoration	Bufferstrips	Acres
	Pollinator Habitat	Acres
	Woodland	Acres
	Other	Acres

Shelterbelt Conservation: If the project is conserving an already existing and established shelterbelt, include these acres (not km like shelterbelt establishment or enhancement) under Wooded Conservation.

Note: Activity Description/BMP – Other: this selection is to be utilized when the other selections offered do not properly represent the activities proposed. If selecting this option, ensure sufficient detail is manually entered In the Detailed Description column.

Section B: Additional Outputs

Activity Category	Activity Description/BMPs	Metric
Communications	Broadcast Media	Number of people reached
	Internet Media	Number of people reached
	Print Media	Number of people reached
	Other	Number of people reached

Broadcast Media: This category includes radio, TV ads and podcasts. If activity specifics, including type, are known at application consider breaking down the number of people reached by type in the Detailed Description.

Internet Media: This category includes social media, web pages and email blasts. If activity specifics, including type, are known at application consider breaking down the number of people reached by type in the Detailed Description.

Print Media: This category includes newspaper and magazine articles, brochures, flyers, etc. If activity specifics, including type, are known at application consider breaking down the number of people reached by type in the Detailed Description.

Activity Category	Activity Description/BMPs	Metric
Communications General	N/A	

Communication General: this selection is to be utilized when the applicant does not yet have specific details regarding the type of communications they will undertake. If selecting this option, N/A will be selected for the Activity Description/BMP column and any known details should be manually entered in the Detailed Description column.

Activity Category	Activity Description/BMPs	Metric
Connecting People to Nature Infrastructure	Boardwalk	Metres
	Boat Launch	Number
	Dock	Number
	Kiosk	Number
	Interpretive Signage	Number
	Trail Creation	Kilometres
	Trail Enhancement	Kilometres
	Other	

Connecting People to Nature:

- In the Detailed Description, be sure to include the number of visitors anticipated to attend/utilize the project site.
- If the project is achieving 1 unit via multiple funders, consider applying a portion of the 1 to Trust and Match Funded Outputs. For example, if the project is building 1 Boat Launch, 0.5 could be applied to Trust Funded Outputs and 0.5 to Match.

Activity Category	Activity Description/BMPs	Metric
Documents and Mapping	Mapping & Modeling	Acres mapped/modeled
	Plan	Acres influenced
	Reports & Assessments	Acres influenced
	Other	

Documents & Mapping: For activities such as Plans or Reports & Assessments manually enter the type (i.e., Livestock Management Plan) in the Detailed Description.

Activity Category	Activity Description/BMPs	Metric
Events	Cultural/Ceremonial Activities	Number of People
	Meetings	Number of People
	Seminar	Number of People
	Tour	Number of People
	Training Event	Number of People
	Volunteer Stewardship	Number of People
	Workshop	Number of People
	Other	Number of People

Activity Category	Activity Description/BMPs	Metric
Signs	Cairn	Number
	Property Signs	Number
	Trail Sign - Directional	Number
	Other	Number

Activity Category	Activity Description/BMPs	Metric
Other		

Other: this selection is to be utilized when the other selections offered do not properly represent the activities proposed. If selecting this option, ensure sufficient detail is manually entered in the Detailed Description column.

Note: if you discover that the workplan options do not fit your project activities, contact your Grants Associate for support.

TABLE D. PROJECT OUTPUTS:

The Project Output table accumulates estimated project outputs directly from the Project Workplan. This table auto-populates. Do not edit the outputs shown in this table. If the outputs are not correct, ensure that all project activities are properly accounted for in the Project Workplan.

Note: Project Outputs shown in this table will be used to set the future project objectives within the database.

SECTION 5: ADDITIONAL PROPOSAL INFORMATION

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

Conservation Contracts

By applying to the Trust, you are acknowledging that you will have written agreements in place with landowners on whose lands projects are occurring. Please contact the Trust Team if you have questions about this at granting@mhhc.mb.ca

Reporting Requirements

I acknowledge that all Trust funded, landscape-based projects are required to provide GIS shapefiles as part of final reporting. MHHC also requires the applicant to report on match activities and funds (including landowner in-kind). All reports (including shapefiles) may be 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 complete your project. Please only describe experience or education relevant to this project.

Project Partnerships

Provide the following:

- List of all collaborating partners
- Briefly describe how these groups will be involved in the project*
- Contributions of each partner (financial and/or in-kind)

*Please see Partnerships section of the Guidelines

Note: Letters of Support from project 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, and/or a signed memorandum of understanding.

Active effective partnerships are of interest to the Trusts. Partners may be involved in both the planning and implementation of the project. Organizations that are not eligible to apply directly to the Trusts may be identified in the application as project partners. Please see Guidelines for additional information at mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/

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 will be included in your project, and identify if consultations are completed or pending
- If community engagement is a focus of your proposal, you do not need to duplicate information that you have already included in your Project Workplan

Recognizing Trust Funding

As highlighting funding recognition is important, please describe how the Trust's contributions to this project will be acknowledged (news releases, brochures, video, signage, etc). See Grant Recognition Guidelines.

Communications

In this section, you'll describe how you plan to communicate about your project 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 project activities, and why
- Specific communications activities/deliverables that you will complete (e.g., press releases, technical papers, public presentations, brochures, video, social media, etc.)

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 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

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.

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 17 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. Use the CT Application Checklist on page 17.

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 your designated Grants Associate at (204)-784-4354 (Toll free 1-833-323-4636), granting@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 approved, you will be contacted to sign 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 processes as soon as possible. Please note that 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 <u>will</u> 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 MHHC website as a Funded Project

And <u>may</u> require a:

- Revised Project Budget, Project Workplan, and Project Output
- List of organizational board members

- Organizational annual budget
- Organizational financial statements (up to last three years if available and applicable)
- A signed memorandum of understanding between project partner(s) that clearly outlines the partner roles and responsibilities
- 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 (See Guidelines for Reporting Timelines). 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 1,000m^2 riparian corridor and link two ecologically significant habitats for local native fauna transit by the end of 2023
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 2023

[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
- Have a completed Table Package that includes Project Budget, Project Output and Project Workplan
- 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 Goals, Objectives and Action Items to be addressed
- Describe the conservation benefits of the project (EG&S outcomes)
- Identify the Incentive Payments (if any) being requested
- Have a complete and uploaded *Project Budget*
    - Identify matching funding sources and whether the funding is cash or In-kind
    - Indicate whether the project funding is from the Manitoba Provincial Government
    - Indicate whether it is confirmed or pending
    - Indicate project costs by budget category
    - Identify total Conservation Trust funding request
    - Identify any capital expenditures >$5000 and in the budget notes text box
- 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 any optional attachments
    - Maps
    - Site Photos

PART 2:

THE GROW TRUST

GROW
Growing Outcomes in Watersheds

SECTION 1: GENERAL PROPOSAL INFORMATION

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.

Proposal ID Number

This is a unique project ID assigned by Trust staff.

Primary Contact

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

SECTION 2: PREVIOUS GROW TRUST HISTORY

Previous Project(s) Status

Do you have any previously funded projects that are delayed? If yes, please provide more information.

Total of Previous GROW Trust Grant(s)

Enter the cumulative amount of GROW Trust grant(s) your organization has been awarded, to date (2020, 2021, and 2022 GROW projects)

GROW Trust Grant(s) Spent to Date

How much of this granted GROW money has been spent to date (2020, 2021 and 2022 GROW projects)

Additional Comments

If applicable, you may add additional comments regarding your previous GROW Grant(s)

GROW Program Activities

Identify the potential GROW activities that may be included. See the Provincial GROW Guide for examples of these activities at mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/

Select all that may apply:

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

Duration

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

**The establishment phase excludes the years of annual incentive payments. See the Guidelines for a detailed explanation of the establishment phase of a project at mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/*

Municipal Manitoba

Are all of the project activities occurring within Municipal Manitoba?

Brief Proposal Description

The Trust will use this description for communication purposes. Describe what your proposal will accomplish, including the total of the Trust and match funded **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 Activities or Objectives

Total Trust Project Request

Enter the total funding amount requested from the Trust (including the Trust Funded Annual Incentive Payments portion).

(Total Trust Request = Trust Project Establishment Expenses + Trust Funded Annual Incentive Payments)

Trust Project Establishment Expenses

Enter the establishment portion of the Total Trust Project Request.

(Trust Project Establishment Expenses = Total Trust Request - Trust Funded Annual Incentive Payments)

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

Are Trust Funded Annual Incentive Payments included in this proposal?

If Trust Funded Annual Incentive Payments are included in this proposal, please click "yes" and another section labeled *Annual Incentive Payments* will become available to complete.

Trust Funded Annual Incentive Payments

If applicable, enter the amount of Trust Funded Annual Incentive Payments of the total Trust Project Request.

(Trust Funded Annual Incentive Payments = Total Trust Request - Trust Project Establishment Expenses)

**See the Guidelines document for a detailed description of "Trust Funded Annual Incentive Payments"*

Total Match Funds

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

Note: Trust Funded Annual 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 4: WETLANDS GROW TRUST

Temporary Wetlands

By applying for Temporary Wetland Conservation (TWC) funding you are agreeing that you have read the GROW Guide and all relevant TWC content. Any applications received will be reviewed against the GROW TWC priorities. Applicants need to understand those priorities when applying for TWC.

Temporary Wetlands Incentive Payment

Enter the total amount of Trust funding requested for Temporary Wetland Annual Incentive Payments (i.e. if $40/acre over 10 years = $400/acre)

Temporary Wetland Acres

How many acres of temporary wetlands will be secured with requested Trust funding? (enter the estimated acres)

SECTION 5: ANNUAL INCENTIVE PAYMENTS

If available, please upload a copy of your incentive rate calculator.

What is the maximum GROW incentive rate for each activity?

How did you incorporate the following when determining each landowner's incentive rates?:
- Assessed land value
- Local land rental rate
- Agricultural capability
- Economic gain or loss on the enrolled acres (ex: hay and grazing income) for each landowner

Conservation/Watershed Plan

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

If Yes, please briefly identify:

- The IWMP Goal, Objective and specific Action items addressed by your proposed project
- Describe how you will target your local GROW program to address these priorities (bullet list preferred)
- Explain how the deliverables link to implementation priorities of your IWMP (bullet list preferred)

Innovative Approaches

Does this proposal include activities that are **not included in the district's IWMP** or the GROW Guide?

If Yes, please identify and describe:

- The activity, 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

Table Package

The new Table Package for the Spring 2023 call for proposals contains several changes to facilitate a smooth transition towards the database and decrease repetition within the proposal.

Please contact your Grants Associate with any questions, including how your proposed activities fit into the new standardized Activity Categories.

Table Package Guide:

Step 1: Download the Spring 2023 Table Package, which includes the following tables:

Table A. Project Information

Table B. Project Budget

Table C. Project Workplan

Table D. Project Outputs

Table E. Project Incentive Payments

The Table Package is linked in the online application form or can be found on the MHHC website, linked here.

Step 2: Fill out table templates with the required information and once complete upload a copy as an Excel document in the online application form.

Note: the Trust recommends that the applicant save a backup copy of the Table Package.

The following section provides detailed instructions for each table within the Table Package

TABLE A: PROJECT INFORMATION

This table states general project information and provides broad suggestions regarding the use of tables.

Project Information Guide:

Step 1: Organization Name
Step 2: Project Name
Step 3: Project Start Date
Step 4: Project End Date

TABLE B: PROJECT BUDGET

The Project Budget identifies the total projected costs to successfully complete the project. A strong budget will consider both costs associated with establishing project activities (i.e., Material & Supplies, Construction Services, etc.), as well as the cost required to deliver the project (i.e., Salaries & Benefits, Administration & Overhead, etc.).

Match Funds

For general information regarding Match, including Trust definitions, examples, and ineligible sources, see the Trusts- Spring 2023 Guidelines here.

- Match includes both Cash Match (costs with a financial transaction) and In-kind Match (costs with non-financial transactions)
- The overall objective for the Trusts is a total match ratio (cash and in-kind) of 2:1
- No more than 50% of matching funds can be from provincial government sources
- Annual Incentive Payments from the GROW Trust do not require match
- Match funds may be received up to one fiscal year prior to the proposed start date, e.g. April 1st 2022
- For Audit purposes the Trusts requires Grantees (applicants who receive Trust funding) to keep a record of both cash and in-kind match in a similar respect they do Trust expenditures. See the Tools for Grantees section on the MHHC website for examples of in-kind tracking forms.

The Budget template is composed of Section A: Funding Sources, where all contributors to the project's revenue are listed and, Section B: Budget Categories, where all project expenditures are categorized.

Section A: Funding Sources

Step 1: Provide a comprehensive list of project funding sources

Step 2: Indicate whether the funding is from the Manitoba Provincial Government

- The Trust considers Canadian Agricultural Partnership/Ag Action funding as 50% Provincial and 50% Federal
- For Watershed Districts providing your own match, do not list this as Provincial funding

Step 3: Indicate whether the funding is cash or in-kind by placing them in the corresponding column

Step 4: Indicate whether the funding is confirmed or pending.

Step 5: Review Total Project Revenue and Total Match are correct.

Section B: Budget Categories

The Project Budget categories are divided into Direct Project Costs, Delivery Costs and Other Costs.

Step 1: Allocate project expenses to the applicable categories. See details below for budget category descriptions.

Step 2: Ensure the:

- Project Total Cost equals the Total Project Revenue in Section A
- Total Trust Request equals the Trust Amount in Section A

Budget Categories - Direct Project Costs

Direct Project Costs are capital and associated expenses that are direct costs required to complete the project. These may be Trust or match expenditures.

Budget Category	Description
Materials & Supplies:	Costs associated with construction, delivery, or establishment of the project such as seed, fertilizer, fencing, trees, etc.
Construction Services:	Costs such as contractors or equipment operators (including equipment)
Equipment Rentals:	Costs such as machinery rental and rental of equipment owned by the applicant organization that is being expensed to the project
Consulting/Professional Services:	Costs such as consultants and legal fees
Acquiring Interest in Land (Match Only):	Include conservation agreements/easements and land acquisition. Land purchase costs may be included as cash or in-kind match
Payments to Landowners: There are two types of payments that can be made to landowners:	
Establishment Costs to Landowners:	Costs that are borne by landowners, such as a purchase of seed or fertilizer or use of farm equipment, for which offsetting payments are made by the grantee. (e.g., payments for forage conversion projects to offset the costs of seed, fertilizer, and use of seeding equipment)
Annual Incentive payments to Landowners*	Direct payments to landowners to encourage them to take part in projects that are expected to result in a loss of future income-generating potential from the land affected (e.g., cultivated land flooded by a wetland restoration). These payments are outlined in a contract between the Grantee and the incentive payment recipient

Capital Expenditures/Equipment Purchases over $5,000 (Trust related expenses only): Please list and describe any equipment purchase greater than $5,000 in the Budget Notes text box of the Project Budget. This refers to items with a per unit cost greater than $5,000, not multiple, lower cost items whose total is greater than the threshold. Make sure to include these items in the appropriate budget cost category. For any questions regarding this, or any other Trust policy, contact your Grants Associate for support.

Budget Categories - Delivery Costs

Delivery Costs are the costs related to the management and delivery of the project, and in many cases, are a component of the organization's general operations.

Budget Category	Description
Salaries & Benefits:	The cost of staff that are tied to the project (including contract staff hired to support project delivery)
Travel & Field Costs	Vehicle, accommodations, and meals based on current Manitoba Government reimbursement rates which can be found on pages 70-76, here
Administration & Overhead:	Applicants can identify overhead and/or administration fees that are related to project delivery. These may be match funds. All applicants are encouraged to minimize requests for administration fees. Examples of Administration & Overhead costs include Board expenses

Budget Categories - Other

The Other Costs category is to be utilized only in the unique situation that a particular expense does not fit into any of the other available options. If you believe you may require use of this category it is recommended to discuss this with your Grants Associate.

Additional considerations for budget and budget table execution:

- Ensure budget details, such as Total Project Revenue, match those specified in the body of the application
- If you are considering including incentive payments to landowners, please contact your Grants Associate

TABLE C: PROJECT WORKPLAN

The Project Workplan documents all project activities and project objectives, as well as details their related cost estimates. ***Note: Delivery and administrative costs to be included in the cost of each activity, and not a stand-alone item***

Step 1: Select the Activity Category option which best represents the output that will result from your proposed activity. Activity Category options are broken into two sections Section A. Landscape Activities and Section B. Additional Activities (those typically associated with CPN projects). For a list of Activity Categories see pages 26-30.

Step 2: Select the Activity Description/BMPs which depicts the specific activity that will achieve the Activity Category outcome. For example, if the project is enhancing grasslands through shrub mowing (1) select "Grassland Enhancement" under Activity Category, (2) select "Shrub Control via Mowing or Herbicide" under Activity Description/BMPs. For a list of Activity Descriptions/BMPs see pages 26-30.

Step 3: Manually enter the Detailed Description of each activity. This should include specific information that may set your project apart from other similar projects, potentially increasing the competitiveness of your proposed activity. An example of this would be if your project is doing a grassland restoration, what type of native grassland you expect to restore (e.g., Tall-grass Prairie, Mixed-grass Prairie) and any additional activities you are undertaking during the restoration process to ensure its success (i.e., weed maintenance).

If your activity relies on infrastructure such as, fencing, off-site watering systems, livestock crossings, etc., be sure to provide the details (including metrics such as km of fencing) in the Detailed Description.

Note: Due to the increased emphasis on the Project Workplan there is no longer an expectation that the applicant restates this information in the narrative of the application. If outstanding details remain that you would like to share, please enter these in the Additional Information question of the application.

Step 4: Identify the number of Trust Funded Outputs (e.g. "50" acres of wetlands restored). Note, these outputs will auto-populate the Project Output table. For a list of the required metrics see pages 26-30.

Step 5: Identify the number of Match Funded Outputs (e.g. "75" acres of wetlands restored). Note, like the Trust Funded Outputs, the Match Funded Outputs will also auto-populate the Project Output table.

Step 6: Manually enter the Estimated Amount of Total GROW Request that is required from the Trust to accomplish the activity.

Step 7: Estimated % of Total GROW Request: This column auto-calculates.

Step 8: Manually enter the Estimated Amount of Total Project Budget that is required to accomplish the activity.

Step 9: Estimated % of Total Project Budget This column auto-calculates.

Additional considerations for budget and budget table execution:

- If you require additional rows in the Workplan, **do not insert from the last row**. Instead, select a row from closer to the center to ensure auto-calculations do not error. If an error occurs, reach out to your Grants Associate for assistance.

WORKPLAN ACTIVITY CATEGORY & DESCRIPTION/BMPS – REFERENCE LIST

Section A: Landscape Activities

Activity Category	Activity Description/BMPs	Metric
Cover Crops	Multi Species	Acres
	Single Species	Acres

Cover Cropping: If your project includes cover cropping, identify (in the Detailed Description of the Project Workplan) if Trust funded cover cropping acres are with producers new to the practice.

Activity Category	Activity Description/BMPs	Metric
Erosion Control	Bank Stabilization (Riprap and other hardscape)	Acres
	Other	Acres

Erosion Control: This option is to be utilized when the erosion control site does not include any vegetation. It is only to be used for hardscape type erosion control. If vegetation activities are also occurring in conjunction with the hardscape enter the activity as Riparian Restoration instead of Erosion Control.

Activity Category	Activity Description/BMPs	Metric
Grassland Conservation	Conserved through incentive payments	Acres
	Conserved through conservation agreement/easement (match only)	Acres
	Other	Acres
Grassland Enhancement	Bufferstrips	Acres
	Delayed grazing	Acres
	Delayed haying/mowing	Acres
	Grassed Waterways	Acres
	Grazing management system (Fencing and/or off-site watering system)	Acres
	Grazing management system (Livestock crossing)	Acres
	Invasive species control (match only)	Acres
	Pasture improvement	Acres
	Pollinator habitat	Acres
	Prescribed/controlled burn	Acres
	SAR related BMP's	Acres
	Shrub Control via Mowing or Herbicide	Acres
	Other	Acres
Grassland Restoration	Bufferstrips	Acres
	Grassed Waterways	Acres
	Native Restoration	Acres
	Pollinator Habitat	Acres
	Tame Restoration	Acres
	Other	Acres

Grassland Enhancement through Grazing Management Systems: In the Detailed Description provide details of which infrastructure (Fencing, Offsite Watering System, Livestock Crossing), or combination of, you are utilizing to achieve the Output. Ensure to include anticipated infrastructure metrics, such as km of fencing, or number of offsite watering systems to be installed.

Species at Risk (SAR) Related BMPs: In the Detailed Description, be sure to provide additional information regarding the SAR which are being targeted and the methods to be utilized.

Activity Category	Activity Description/BMPs	Metric
Riparian Conservation	Conserved through incentive payments	Acres
	Conserved through conservation agreement/easement (match only)	Acres
	Other	Acres
Riparian Enhancement	Cattle Exclusion (Fencing and/or off-site watering system)	Acres
	Invasive Species Control (Match Only)	Acres
	Livestock Crossing	Acres
	Prescribed/Controlled Burn	Acres
	SAR Related BMPs	Acres
	Other	Acres
Riparian Restoration	N/A	Acres

Activity Category	Activity Description/BMPs	Metric
Shelterbelt Establishment	N/A	Kilometres
Shelterbelt Enhancement	N/A	Kilometres

Shelterbelt Establishment: If known, include the number of rows being established in the Detailed Description.

Shelterbelt Enhancement: In the Detailed Description include the method(s) of enhancement and including the number of trees being planted, if applicable.

Activity Category	Activity Description/BMPs	Metric
Water Retention	Extended	Acre Feet
	Permanent	Acre Feet
	Temporary	Acre Feet

Water Retention: If known, add the number of basins and acres in the Detailed Project Description.

Activity Category	Activity Description/BMPs	Metric
Wetland Conservation	Other wetlands conserved through incentive payments	Acres
	Temporary wetlands conserved through incentive payments	Acres
	Wetlands conserved through conservation agreement/easement (match only)	Acres
	Other	Acres
Wetland Enhancement	Cattle exclusion (Fencing and/or off-site watering system)	Acres
	Invasive species control (match only)	Acres
	Nest Tunnels Installation	Acres
	Nest Tunnels Maintenance	Acres
	Prescribed/controlled burn	Acres
	SAR related BMPs	Acres
	Other	Acres
Wetland Restoration	N/A	Acres

Activity Category	Activity Description/BMPs	Metric
Wooded Conservation	Conserved through incentive payments	Acres
	Conserved through conservation agreement/easement (match only)	Acres
	Other	Acres
Wooded Enhancement	Bufferstrips	Acres
	Invasive Species Control (match only)	Acres
	Pollinator Habitat	Acres
	Prescribed/Controlled burn	Acres
	SAR Related BMPs	Acres
	Shrub Control via Mowing or Herbicide	Acres
	Other	Acres
Wooded Restoration	Bufferstrips	Acres
	Pollinator Habitat	Acres
	Woodland	Acres
	Other	Acres

Shelterbelt Conservation: If the project is conserving an already existing and established shelterbelt, include these acres (not km like shelterbelt establishment or enhancement) under Wooded Conservation.

Note: Activity Description/BMP – Other: this selection is to be utilized when the other selections offered do not properly represent the activities proposed. If selecting this option, ensure sufficient detail is manually entered In the Detailed Description column.

Section B: Additional Outputs

Activity Category	Activity Description/BMPs	Metric
Communications	Broadcast Media	Number of people reached
	Internet Media	Number of people reached
	Print Media	Number of people reached
	Other	Number of people reached

Broadcast Media: This category includes radio, TV ads and podcasts. If activity specifics, including type, are known at application consider breaking down the number of people reached by type in the Detailed Description.

Internet Media: This category includes social media, web pages and email blasts. If activity specifics, including type, are known at application consider breaking down the number of people reached by type in the Detailed Description.

Print Media: This category includes newspaper and magazine articles, brochures, flyers, etc. If activity specifics, including type, are known at application consider breaking down the number of people reached by type in the Detailed Description.

Activity Category	Activity Description/BMPs	Metric
Communications General	N/A	

Communication General: this selection is to be utilized when the applicant does not yet have specific details regarding the type of communications they will undertake. If selecting this option N/A will be selected for the Activity Description/BMP column and any known details should be manually entered in the Detailed Description column.

Activity Category	Activity Description/BMPs	Metric
Connecting People to Nature Infrastructure	Boardwalk	Metres
	Boat Launch	Number
	Dock	Number
	Kiosk	Number
	Interpretive Signage	Number
	Trail Creation	Kilometres
	Trail Enhancement	Kilometres
	Other	

Connecting People to Nature:

- In the Detailed Description, be sure to include the number of visitors anticipated to attend/utilize the project site.
- If the project is achieving 1 unit via multiple funders, consider applying a portion of the 1 to Trust and Match Funded Outputs. For example, if the project is building 1 Boat Launch, 0.5 could be applied to Trust Funded Outputs and 0.5 to Match.

Activity Category	Activity Description/BMPs	Metric
Documents and Mapping	Mapping & Modeling	Acres mapped/modeled
	Plan	Acres influenced
	Reports & Assessments	Acres influenced
	Other	

Documents & Mapping: For activities such as Plans or Reports & Assessments manually enter the type (i.e., Livestock Management Plan) in the Detailed Description.

Activity Category	Activity Description/BMPs	Metric
Events	Cultural/Ceremonial Activities	Number of People
	Meetings	Number of People
	Seminar	Number of People
	Tour	Number of People
	Training Event	Number of People
	Volunteer Stewardship	Number of People
	Workshop	Number of People
	Other	Number of People

Activity Category	Activity Description/BMPs	Metric
Signs	Cairn	Number
	Property Signs	Number
	Trail Sign - Directional	Number
	Other	Number

Activity Category	Activity Description/BMPs	Metric
Other		

Other: this selection is to be utilized when the other selections offered do not properly represent the activities proposed. If selecting this option, ensure sufficient detail is manually entered in the Detailed Description column.

Note: if you discover that the workplan options do not fit your project activities, contact your Grants Associate for support.

TABLE D. PROJECT OUTPUTS:

The Project Output table accumulates estimated project outputs directly from the Project Workplan. This table auto-populates. Do not edit the outputs shown in this table. If the outputs are not correct, ensure that all project activities are properly accounted for in the Project Workplan.

Note: Project Outputs shown in this table will be used to set the future project objectives within the database.

TABLE E. PROJECT INCENTIVE PAYMENTS:

GROW includes annual incentive payments to landowners for the duration of the project. Annual 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 of high risk of loss. Details about estimating annual incentive payments can be found in the Provincial GROW Guide.

Step 1: Select the applicable Activity Category

Step 2: Select the applicable Activity

Step 3: Manually enter the Length of Time for the Incentive Payment (in years)

Step 4: Manually enter the Estimated Average Cost Per Acre

Step 5: Manually enter the Estimated Total Acres. This represents the sum of all acres which fall under this specific Activity

Step 6: Annual Cost per Activity (auto-calculates)

Step 7: Total Cost (over the incentive payment term) (auto-calculates)

Additional considerations for Project Incentive Payment table and table execution:

- Table is only to be filled out for Trust funded incentive payments
- If the project does not include incentive payments, leave blank

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

Conservation Contracts

By applying to the Trust you are acknowledging that you will have written agreements in place with landowners on whose lands projects are occurring. Please contact the Trust Team if you have questions about this at granting@mhhc.mb.ca.

Note: As a demonstration of due diligence, grantees are encouraged to include a question on the landowner application form that requests the landowner disclose current or future partner funders on the same project.

Reporting Requirements

I acknowledge that all Trust funded, landscape-based projects are required to provide GIS shapefiles as part of final reporting. MHHC also requires the applicant to report on match activities and funds (including landowner in-kind). All reports (including shapefiles) may be subject to audit. Please contact the Trust Team if you have questions about this at granting@mhhc.mb.ca.

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.

Project Partnerships

Provide the following:

- List of all collaborating partners
- Briefly describe how these groups will be involved in the project*
- **Contributions of each partner** (financial and/or in-kind)

*Please see Partnerships section of the Guidelines

Note: Letters of Support from project partners are not required as part of the application. However, successful applicants may be required to submit letters of support , and/or a signed memorandum of understanding. 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 project. Organizations that are not eligible to apply directly to the Trusts may be identified in the application as project partners. Please see Guidelines for additional information.

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 will be included in your project, and identify if consultations are completed or pending
- If community engagement is a focus of your proposal, you do not need to duplicate information that you have already included in your Project Workplan

Recognizing Trust Funding

As highlighting funding recognition is important, please describe how the Trust's contributions to this project will be acknowledged (news releases, brochures, video, signage, etc). See Grant Recognition Guidelines.

Communications

In this section, you'll describe how you plan to communicate about your project 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 project activities, and why
- Specific communications activities/deliverables that you will complete (e.g., press releases, technical papers, public presentations, brochures, video, social media, etc.)

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 8: 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 edit it online after the proposal deadline. Use the GROW Application Checklist on page 35.

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 granting@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 processes as soon as possible. Please note that 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 Trusts to display on the Manitoba Habitat Heritage Corporation website as a Funded Project

And may require a:

- Revised Project Budget, Project Workplan, and Project Output
- 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
- A signed memorandum of understanding between project partner(s) that clearly outlines the partner roles and responsibilities

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 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
- Have a completed Table Package that includes the Project Budget, Project Output and Project Workplan
- Identify the Incentive Payments (if any) being requested
- Have a complete and uploaded *Project 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 GROW Trust funding request
  - Identify any capital expenditures >$5000 and in the budget notes text box
- 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 any optional attachments
  - Maps
  - Site Photos