



Before You Begin

1. Available Resources

- Guidelines Document - Read it carefully and understand the eligibility requirements
 - If you are not eligible to apply, you may partner with an organization who is eligible.
 - Ensure your project activities and proposed expenses are eligible.
 - Select the category that best fits the outputs of your project.
 - You may only select one category, so ensure it is the right one. At the Letter of Interest (LOI) stage, if we feel you may have chosen a category that doesn't quite fit the project, we will recommend changing the category in the full application.
- Offline LOI Worksheet
 - An offline version of the LOI is available on the website to download. This is useful for applicants to familiarize themselves with the questions that will be asked in the online granting portal. Please note, only LOI's submitted to the online grant portal will be accepted.
- FAQ
 - The FAQ gets updated annually to address any new questions applicants may have.
- Recognition Guidelines
 - Review the Recognition Guidelines document to ensure you are recognizing the Fish and Wildlife Enhancement Fund and Manitoba Government's partnership on your project.
- Table Package
 - Although the budget and workplan table is not required at the LOI stage, it is useful to familiarize yourself with the table so you can be prepared during the application stage.

2. Plan Your Time to Complete the LOI and Application

- We recommend you plan to submit your application well ahead of the deadline (days, not hours) to accommodate unforeseen circumstances (e.g., internet connections, equipment issues, weather, etc.). The online system will not accept applications after the deadline has passed.
 - This may also give our team time to contact you if we spot any major errors.

3. Writing your LOI or Application

- Pay attention to the online instructions.
- An effective grant application will be clear, concise, comprehensive, and compelling. Try to avoid using excessive jargon.



TIPS FOR A SUCCESSFUL PROPOSAL

- If writing is not your strength, seek help, and plan time for you to have your project partners, colleagues, or mentors read your proposal.
- If possible, have experts in your field and/or those who are less familiar with your project provide feedback.
- Reviewers may be reading many proposals, so your application has a better chance of being successful if it is easy to read and well written.

4. Elaborate on how your project targets priority FWEF objectives.

- It's not just how "good" the project is, or how relevant it is to your organization. Why should your project be selected for FWEF funding?
- Provide a compelling case that your proposal addresses an evident need that is a priority for the FWEF.
- Consider why FWEF exists and connect your project back to what the fund is designed for to enhance sustainable use and management of legally harvestable fish and wildlife populations within Manitoba).

5. Consider incorporating active partnerships and engaging others.

- Projects that involve active partnerships and have effective engagement with other organizations may be ranked higher in the partnership engagement section.
- Ensure you reach out to Wildlife and Fisheries staff to collaborate or receive feedback on the project.

6. Tables and attachments

- Your budget should contain enough detail for reviewers to determine the cost/benefit.
- Include any relevant invoices/quotes.
 - It is recommended to provide quotes from multiple sources, if possible.
- Triple check that there are no errors, and that information is in the correct columns.
- Include your full project budget, not just the portions that you are asking FWEF to fund.
- You may use the budget notes section of the table to further explain line items to improve clarity.
- Cross check your totals and ensure they are the same on the budget and the workplan.
- Ensure you have looked into all of the required permits for the project.
 - We understand that all required permits may not be in place at the time of the application but clearly indicate your plan to seek those permits.



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TIPS FOR A SUCCESSFUL PROPOSAL

7. Ensure your LOI and application is complete.

- Look over the entire grant LOI and application one final time.
- We cannot accept incomplete applications, so please review your application to ensure you have provided everything we need to assess your application.

Application Checklist

- Describe how your project targets priority FWEF objectives.
- Describe the urgency/priority and the risk if nothing is done
- Identify expected/estimated project outputs
- Fully complete and uploaded Workplan and Budget Table
- Describe the sustainability and required maintenance of the proposed activities during and beyond the length of the project agreement (if applicable).
- Describe your team's knowledge, skills, and expertise
- Include any partnerships or consultation with provincial or federal Wildlife and Fisheries staff
- Describe your communications plan
- Describe how you will recognize the Fish and Wildlife Enhancement Fund and Manitoba Government's partnership on your project.
- Identify any liability, risks, and subsequent licenses/permits/approvals needed
- Included relevant invoices/quotes
- Additional attachments
 - Maps
 - Site photos
 - Letters of support
- Final review/error check

CONTACT US

If you have questions about your project's eligibility, your proposal, what reviewers are looking for, or any other details of application and grant management, please contact The Trust team at granting@mhhc.mb.ca