



Before You Begin

1. Read the Guidelines carefully.

- 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.

2. Plan Your Time to Complete the LOI and Application

- Ensure the proposal is completed and submitted by midnight CST on the deadline date. The online system will not accept applications after the deadline date.
- 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.)
 - 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.
 - Ensure you answer the application questions in the relevant space provided, and make sure it is clear, concise, and error-free.
 - If writing is not your strength, seek help, and plan time for you to have your project
 - 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.



TIPS FOR A SUCCESSFUL PROPOSAL

- 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 if it is cost effective.
- 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.

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.

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 FWEF@mbhabitat.ca