Manitoba Habitat Conservancy

GROW Trust Application Handbook

For Spring 2026 Projects

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The Spring 2026 Application Handbook provides detailed instructions to facilitate the completion of your online GROW Trust application. This document accompanies the **GROW Trust 2026 Guidelines**. Each document contains unique information to assist you in the submission of your proposal.

THE APPLICATION HANDBOOK
The handbook is broken down in to sections that mirror the online application. Questions have been colour coded for ease of navigation and will appear like this.

The sections also include additional insights and examples, which will appear under each question like this.

If you would like to work on the application offline, please see the **GROW Trust 2026 Application Offline Worksheet.**

Section 1: General Project Information

PROJECT TITLE

The project title from your approved Letter of Interest (LOI) will be copied over automatically.

It is used to track your project throughout the granting cycle.

PROJECT 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 be the primary contact for communication purposes.

This person's information should also be listed in the Organizational Contact list.

PROPOSAL AUTHOR

Identify the name of the proposal author(s), if different from the Primary Contact.

Section 2: Ongoing GROW Trust Projects

PROJECT(S) STATUS

Please list the project name, approval year, approved Trust funding and status (on track or delayed). Do not include completed projects.

Ex: GROW Program 2023. GROW Trust 2023. $350,000 approved. Delayed. New end date March 31, 2026 as per project amendment.

ADDITIONAL COMMENTS

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

Section 3: Executive Summary

DURATION

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

All project activities must be completed within the selected time frame.

- One-year projects conclude by March 31, 2026
- Two-year projects conclude by March 31, 2027

*The establishment phase excludes the years of annual incentive payments. See the Guidelines for a detailed explanation of the establishment phase of a project here.

BRIEF PROJECT SUMMARY

Manitoba Habitat Conservancy will use this summary for public communication purposes. In a short paragraph, describe what your project will accomplish, including the total of the Trust and match funded estimated outputs (e.g. 500 acres restored).

TRUST PROJECT REQUEST

Enter the total funding amount requested from the Trust (including the Trust Funded Annual Incentive Payments portion).
(Trust Request = Trust Project Establishment Expenses + Trust Funded Annual Incentive Payments)

TRUST PROJECT ESTABLISHMENT EXPENSES

Enter the establishment portion of the Trust Project Request.
(Trust Project Establishment Expenses = Trust Request – Trust Funded Annual Incentive Payments)

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

ARE TRUST FUNDED ANNUAL INCENTIVE PAYMENTS INCLUDED IN THIS PROJECT?

If Trust funded Annual Incentive Payments are included in this proposal, please click "yes" and two additional sections labeled Wetland GROW Trust and Annual Incentive Payments will become available to complete.

TRUST FUNDED ANNUAL INCENTIVE PAYMENTS

If applicable, enter the amount of Trust Funded Annual Incentive Payments (including GROW and Wetlands GROW) of the total Trust Project Request.
(Trust Funded Annual Incentive Payments = Trust Request – Trust Project Establishment Expenses)

Note: See the **GROW Trust Guidelines** for a detailed description of "Annual Incentive Payments".

MATCH FUNDS

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

Additional Considerations:

- Minimum match ratio of 2:1. If your match ratio is lower than 2:1, you may still apply; however, the amount of available match is a factor in ranking the proposal.
- Provincial government funding cannot exceed 50% of total match funds.
- Trust Funded Annual Incentive Payments do not require matching funds.
- Funds received from the Conservation Trust cannot be used as match for the GROW Trust.
- Other sources of matching funds that have been or will be used in full cannot be assigned to more than one Trust project.

If you are having trouble meeting the match requirements it is recommended you speak to a Grants Associate as they may be able to provide insight for additional match opportunities.

TOTAL PROJECT BUDGET (INCLUDING MATCH)

Enter the amount of the total project budget.
(Total Project Budget = Trust Project Request + Match Funds).

Section 4: Wetlands GROW Trust

TEMPORARY WETLANDS
By applying for the Wetlands GROW Trust funding you are agreeing that you have read the GROW Guide and all relevant temporary wetland conservation content. Any applications received will be reviewed against the activities established in the Provincial GROW Guide.

Note: Incentive payments specifically requested from the GROW Trust for temporary wetland conservation are specific to the Wetland GROW Trust and any deviations from the proposal requires approval by MHC

TEMPORARY WETLANDS INCENTIVE PAYMENT
Enter the total amount of Trust funding requested for Temporary Wetland Conservation 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 Wetlands GROW Trust funding? (enter the estimated acres).

Section 5: Annual Incentive Payments

IF AVAILABLE, PLEASE UPLOAD A COPY OF YOUR INCENTIVE RATE CALCULATOR.

HOW DID YOU INCORPORATE THE FOLLOWING WHEN DETERMINING EACH LANDOWNER'S INCENTIVE RATES:
- Assessed land value
- Agricultural capability
- Local demand/price factors

Section 6: Detailed Project Description

CONSERVATION/WATERSHED PLAN
Is this project 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 project 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:

Step 1: Download the **Spring 2026 Table Package**, save with a new descriptive name, and fill in the information requested in each of the following tables:

- Table A. Project Information
- Table B. Project Budget
- Table C. Project Workplan
- Table D. Project Outputs
- Table E: Project Incentive Payments

Step 2: Upload the completed templates as an excel document.

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

Note: Please contact your Grants Associate with any questions, including how your proposed activities fit into the standardized Activity Categories. MHC recommends that the applicant save a backup copy of the Table Package for their own reference.

Detailed instructions for completing the Table Package

TABLE A: PROJECT INFORMATION

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

Fill in the following project information:

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

TABLE B: PROJECT BUDGET

The Project Budget identifies the total expected revenues and expenditures 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, ineligible sources and activities, see the GROW Trust - Spring 2025 Guidelines **here**.

- Match includes both cash match (costs with a financial transaction paid for by the applicant) and in-kind match (non-financial transactions valued at generally accepted market rates and/or financial transactions that are paid for by project partners).
- A total match ratio (cash and in-kind) of 2:1 GROW Trust request can be up to one-third of the total project costs.
- 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 can be claimed up to one fiscal year prior to the proposed start date, e.g. April 1st 2025.
- For audit purposes MHC requires funding receipients to keep a record of both cash and in-kind match in a similar respect as they do Trust expenditures (for a minimum of six years after final report approval). See the Tools for Grantees section on the MHC website for examples of in-kind tracking forms.
- Funds received from the Conservation Trust cannot be used as match for the GROW Trust.
- Other sources of matching funds that have been or will be used in full cannot be assigned to more than one Trust project.

The Project Budget template is composed of **Section A: Project Revenue**, where all contributors to the project's revenue are listed and, **Section B: Project Expenditures**, where all project expenditures are categorized. The darker shaded cells are automatically calculated and you do not need to add information to them. Please do not change or adjust the existing formulas.

Section A: Project Revenue

Step 1: Provide a comprehensive list of project revenue sources

Step 2: Use the drop down menu to indicate whether the funding is from the Manitoba Provincial Government

- MHC considers Sustainable Canadian Agricultural Partnership/Ag Action funding as 50% Provincial and 50% Federal. Please split this funding into two rows.
- For Watershed Districts providing their 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: Use the drop down menu to indicate whether the funding is confirmed or pending

Step 5: Ensure that the sums of the Total Project Revenue and Match Funds are correct

Section B: Project Expenditures

The 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.

We encourage you to provide more detailed budget information and cost breakdowns for each line item in the Notes column.

Step 2: Ensure that:

- Total Project Budget equals the Total Project Revenue in Section A
- Trust Request equals the Trust Revenue in Section A

Budget Categories - Direct Project Costs:

Capital and associated expenses that are direct costs required to complete the project. These may be Trust or match expenditures. MHC expects that projects on private land are supported by contracts with landowners that define the investment and how long it will remain in place.

Budget Category – Direct Project Costs	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 Rental	Costs such as machinery rental and rental of equipment owned by the applicant organization that is being "rented" to the project
Consulting/Professional Services	Includes 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 within eligible match timeframe/window*
Communications	Applicants can include communication activities that are related to project delivery. Examples include radio, TV ads, social media, newspaper and magazine advertisements, flyers, etc
Landowners:	
• Landowner Establishment Costs	Costs that are borne by landowners, such as a purchase of seed, fertilizer, use of farm equipment, or labour, for which offsetting payments may be made by the grantee or may be included as landowner match
• Landowners Incentive Payments	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 section. 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

Costs related to the management and delivery of the project. Applicants may choose one of the following approaches when entering delivery costs:

- **Day Rate:** Combine all delivery costs into a single daily rate. Select the Day Rate option in the dropdown menu. Leave the activity-specific lines below blank. Your calculated day rate information may be included in the notes column or as a document attached in the Attachments section .
- **Itemized Delivery Costs:** Itemize delivery costs. In this case, enter salaries, travel or field expenses, and administrative or overhead costs on their respective lines. Select the Salaries and Benefits option in the dropdown menu. Include only the portion of each staff member's salary that relates directly to project delivery.

Budget Category – Delivery Costs	Description
Dropdown Selection: Salaries & Benefits or Day Rate	The cost of staff that are tied to the project The cost of salaries, benefits. travel and field costs, administration and overhead combined into a single day rate multiplied by the number of days of project work.
Travel & Field Costs	Vehicle, accommodations, and meals based on Manitoba Government reimbursement rates
Administration & Overhead	Applicants can identify overhead and/or administration fees that are related to project delivery. There is not a fixed maximum for these costs, but they should be reasonable and in proportion to the overall request. These may be match funds. Examples of Administration & Overhead costs include board expenses, management costs, rent, phones, computer infrastructure or charitable ArcGIS licenses

Budget Categories – Other

Budget Category – Other	Description
Compliance Monitoring	This category includes any costs associated with the compliance monitoring of past Trust-funded projects that have landowner contracts. Eligible expenses may include staff costs, vehicle expenses, accommodations, meals, equipment, and other relevant costs.
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 (i.e. Total Project Revenue in Table A should equal the Total Project Budget in the Executive Summary section of the Application).

TABLE C: PROJECT WORKPLAN
The Project Workplan documents all project activities and project outputs, as well as details their related cost estimates.
Note: Salaries and Benefits, Travel and Field Costs, and Administration and Overhead 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 sections:

Section A. Landscape Activities
Section B. Compliance Monitoring
Section C: Additional Activities

For a list of Activity Categories, see page(s) 11-16.

If an enhancement or restoration activity also includes habitat securement through a contract, include this as a conservation activity in a separate row in the workplan.

Step 2: Select the Activity Description/ BMP* 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) 11-16.

**BMP: Beneficial Management Practice*

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).

For habitat enhancement activities, include information on how the habitat will be enhanced and any metrics that are not shown by the acres. For example, you may include kilometers of fencing being installed, details surrounding custom fencing rates, or species of plants being sod seeded into tame pastures.

If your activity includes incentive payments, include information on how you are calculating the value of the payments, including maximum rates

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 **Expected GROW Funded Outputs** (e.g. "50" acres of wetlands

restored). Note, these outputs will auto-populate the Project Output table. Ensure that only numerical information is included in these cells. For a list of the required metrics see pages 11-16. Trust Output Units is automatically updated based on the units associated with the Activity Category.

Step 5: Identify the number of **Expected Match Funded Outputs** (e.g. "75" acres of wetlands restored). Note, like the Expeted GROW Funded Outputs, the Expected Match Funded Outputs will also auto-populate the Project Output table. Ensure that only numerical information is included in these cells. Match Output Units is automatically updated based on the units associated with the Activity Category.

Step 6: Identify the **term length** of the conservation contract you will sign with the landowner. For example, 10-year term contracts for grassland restoration projects. This is only applicable to Landscape Activities.

If working on previously conserved lands (e.g. grassland enhancement occurring on organizational-owned land or habitat conserved through conservation easements/agreements), please clarify this in the Detailed Description column.

Step 7: Identify the **cost-share** of the payment to the landowner vs the landowner contribution.

For example, 50:50 cost-share ratio for off-site water system installation. Consider adding other relevant details about the cost-share, such as the maximum funded amount. This is only applicable to Landscape Activities.

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

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

Step 10: Manually enter the **Expected Amount of GROW Request** that is required to accomplish the activity.

Step 11: Expected % of GROW Trust Request: This column auto-calculates.

Additional considerations for the Workplan table:
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 work properly. If an error occurs, reach out to your Grants Associate for assistance.

WORKPLAN ACTIVITY CATEGORY & DESCRIPTION/ BMP – 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. Additionally, clarify the type of cover crop (e.g. full season or shoulder season cover crops.)

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 planting 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 term agreement	Acres
	Conserved Through Conservation Agreement/ Easement (Match Only)	Acres
	Other	Acres
Grassland Enhancement	Delayed Grazing	Acres
	Delayed Haying/Mowing	Acres
	Grazing Management System (Fencing, off-site watering system, new water source development)	Acres
	Grazing Management System (Livestock Crossing)	Acres
	Invasive Species Control (Match Only)	Acres
	Pasture Improvement (Match Only)	Acres
	Prescribed/Controlled Burn	Acres

Activity Category	Activity Description/BMPs	Metric
Grassland Enhancement	SAR Related BMPs	Acres
	Shrub Control Via Mowing Or Herbicide	Acres
	Other	Acres
Grassland Restoration	Bufferstrips	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, New Water Source Development), 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
Nitrogen Management	Legumes in crop rotation (match only)	Acres
	Polymer-Coated Urea (PCU) (match only)	Acres
	Nitrification and Urease Inhibitors (match only)	Acres
	Split fertilizer application (match only)	Acres
	Soil testing (match only)	Acres
	Soil mapping (match only)	Acres

Nitrogen Management: These activities are not in the GROW Program and are available to include as match only.

Activity Category	Activity Description/BMPs	Metric
Riparian Conservation	Conserved Through Incentive Payments	Acres
	Conserved Through Term Agreement	Acres
	Conserved Through Conservation Agreement/ Easement (Match Only)	Acres
	Other	Acres
Riparian Enhancement	Cattle Exclusion (Fencing and/ or Off-Site Watering System)	Acres
	Grassed Waterways	Acres
	Invasive Species Control (Match Only)	Acres
	Livestock Crossing	Acres
	Prescribed/Controlled Burn	Acres
	SAR Related BMPs	Acres

Riparian Enhancement: In the Detailed Description provide details of any infrastructure you are planning to utilize during the project (Fencing, Offsite Watering System, Livestock Crossing). Ensure to include anticipated infrastructure metrics, such as km of fencing, or number of offsite watering systems to be installed.

Activity Category	Activity Description/BMPs	Metric
Riparian Enhancement	Other	Acres
Riparian Restoration	N/A	Acres

Activity Category	Activity Description/BMPs	Metric
Shelterbelt Conservation	N/A	Kilometres
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 the number of trees being planted, if applicable.

Note: Landscaping projects for yard sites, e.g. shelterbelts or hedgerows around a house are considered ineligible to receive Trust funding.

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 structures and acres in the Detailed Description.

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.

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.

Activity Category	Activity Description/BMPs	Metric
Wetland Conservation	Other Wetlands Conserved Through Incentive Payments	Acres
	Conserved Through Term Agreement	Acres
	Temporary Wetlands Conserved Through Incentive Payments	Acres
	Wetlands Conserved Through Conservation Agreement/ Easement (Match Only)	Acres
	Other	Acres

Activity Category	Activity Description/BMPs	Metric
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

Wetland Enhancement: In the Detailed Description provide details of any infrastructure you are planning to utilize during the project (Fencing, Offsite Watering System, Nest Tunnels). Ensure to include anticipated infrastructure metrics, such as km of fencing, or number of offsite watering systems to be installed.

Activity Category	Activity Description/BMPs	Metric
Wooded Conservation	Conserved Through Incentive Payments	Acres
	Conserved Through Term Agreement	Acres
	Conserved Through Conservation Agreement/ Easement (Match Only)	Acres
	Other	Acres
Wooded Enhancement	Invasive Species Control (Match Only)	Acres
	Prescribed/Controlled Burn	Acres
	SAR Related BMPs	Acres
	Other	Acres
Wooded Restoration	Bufferstrips	Acres
	Pollinator Habitat	Acres
	Woodland	Acres
	Other	Acres

Activity Category	Activity Description/BMPs	Metric
Other		

Activity Category: 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: COMPLIANCE MONITORING

Activity Category	Activity Description/BMPs	Metric
Compliance Monitoring	N/A	Acres

Compliance Monitoring: Grantees are responsible for regularly monitoring all past Trust-funded projects throughout the life of the agreement to ensure their continued compliance. This category specifically covers monitoring activities that occur within the time frame of the current project application. In the detailed description, include the number of contracts involved and how they will be monitored. For example, site visits, aerial photography, or satellite imagery will be applied to monitor 137 landowner contracts in 2026.

Please note that MHC does not have the expectation for intensive monitoring of all ongoing landowner contracts each year. Provide full details of your organization's plan for monitoring in the Additional Information Section under Monitoring. Contact your designated Grants Associate if you need more information.

Note: *Please ensure these costs are not included in the delivery expenses for each activity.*

SECTION C: ADDITIONAL ACTIVITES

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
	Communications Other	Number of People Reached

Broadcast Media: This category includes radio, TV ads and podcasts. In the Detailed Description break down the number of products per type and the number of people reached. Ex: Four (4) radio ads reaching a total of 5,000 people; 10 podcasts episodes reaching a total of 20,000 people.

Internet Media: This category includes social media, web pages and email blasts. In the Detailed Description break down the number of products per type and the number of people reached. Ex: Five (5) social media posts reaching a total of 2,000 people.

Print Media: This category includes newspaper and magazine articles, brochures, flyers, etc. In the Detailed Description break down the number of products per type and the number of people reached. Ex: One (1) brochure reaching a total of 500 people; one (1) newspaper ad reaching a total of 10,000 people.

Communication Other: This selection is to be utilized when the applicant does not yet have specific details regarding the type of communications they will undertake, or if their activity does not fit within the list of options provided. If selecting this option, any known details should be manually entered in the Detailed Description column.

Activity Category	Activity Description/BMPs	Metric
Documents and Mapping	Mapping and Modeling	Acres Mapped/Modeled
	Plan	Acres Influenced
	Reports and 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.

In the Detailed Description, identify if you will be including engagement with Indigenous and other equity- deserving groups within your planning process. Ex: partnering with Filipino angling community members in development of the riverwalk plan.

Activity Category	Activity Description/BMPs	Metric
Events and Programs	Cultural/Ceremonial Activities	Number of People
	Meetings	Number of People
	Programs	Number of People
	Seminar	Number of People
	Tour	Number of People

Activity Category	Activity Description/BMPs	Metric
Events and Programs	Training Event	Number of People
	Volunteer Stewardship	Number of People
	Workshop	Number of People
	Other	Number of People

Events and Programs: In the Detailed Description, identify if you will be engaging with Indigenous and other equity- deserving groups and provide details of engagement. Ex: Honorariums paid to elders from Turtle Island to provide their expertise in 3 Workshops

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 inputs information directly from the Project Workplan Expected Outputs columns. This table auto-populates. If the outputs do not appear to be reflected correctly, ensure that all project activities are properly accounted for in the Project Workplan.
Note: *Interim and Final reports will be reviewed in comparison to the outputs identified in this section.*

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 from the drop-down menu the applicable Activity Category
Step 2: Select from the drop-down menu 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 Maximum Cost Per Acre
Step 6: Manually enter the Estimated Total Acres. This represents the sum of all acres which fall under this specific Activity
Step 7: Annual Cost per Activity (auto-calculates using the Estimated Average Cost per Acre multiplied by the Estimated Total Acres)

Step 8: Total Cost (over the incentive payment term) (auto-calculates using the Length of Time for the Incentive Payment multiplied by the Annual Cost per Activity)
Step 9: Provide any additional information in the Notes column. If there are two incentive payments with the same Activity Category and Activity, ensure to include information to connect the incentive payment information to the Activity in the Project Workplan that it is associated with. Include details of how each Incentive Payment rate was calculated in the Annual Incentive Payment section of the narrative report.

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

ADDITIONAL INFORMATION
Are there additional details not captured in the Table Package that you would like to make note of?

PRE-SUBMISSION ACCURACY CHECK
I have checked that the outputs in the Table Package match those listed in the Brief Project Summary

Manitoba Habitat Conservancy will use the Brief Project Summary for public communication purposes.

PRE-SUBMISSION ACCURACY CHECK
I have checked that the amounts in the Executive Summary match those listed in the Budget Table

LOI REVIEW: COMMENTS
Please ensure that your proposal has addressed the comments provided in your LOI review comments, if applicable.

These comments will be copied over automatically from your approved Letter of Interest (LOI).

Section 7: Additional Project Information

PROJECT SUSTAINABILITY
Please describe the long-term sustainability of your project, and how you will address required ongoing maintenance (if applicable).

MONITORING
Please describe your monitoring plan/schedule

Please note that MHC does not have the expectation of intensive monitoring of all ongoing landowner contracts each year.
Provide details of your organization's plan for monitoring projects that will be initiated in this project. Include the timeframe and methods utilized (ex. Projects with 10-year contract terms will be monitored at least three times for compliance over the term length of the contract. Monitoring will occur twice through in-person site visits, utilizing drones as needed, and a third time by reviewing updated aerial imagery.)

COMPLIANCE
Please describe your plan for landowner non-compliance

CONSERVATION CONTRACTS
By applying to the GROW Trust you acknowledge 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.

Note: *Longer term contract lengths are encouraged and will be prioritized by the Trusts in order to ensure that the intended environmental goods and services are achieved.*

REPORTING REQUIREMENTS
By applying to the GROW Trust you acknowledge and agree with the following:

- Reporting will be required for all Trust funded projects
- Reports will be submitted to the required reporting platform as indicated by MHC
- The grantee will be required to report on match activities and funds (including landowner in-kind)
- All projects may be subject to audit
- Landscape-based projects are required to provide GIS shapefiles as part of final reporting

Please contact the Trust Team with any questions.

PARTNERSHIPS AND COLLABORATION
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 and Collaboration section of the **GROW Trust 2026 Guidelines**

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.

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

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.

Ex: All construction work will be conducted on private property. Contracts with landowners, outlining responsibilities and liability in the event of any issues, will be signed prior to beginning any work.. All contractors are required to carry their own liability insurance while completing project activities. Our organization also maintains general liability insurance that provides coverage for our employees, MHC, and our partners.

PROJECT RISKS

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

Ex: Extreme weather may affect this landscape-based project. Our organization has built additional time into the project schedule to accommodate potential weather-related delays. If further extensions are required, the organization will submit a formal amendment request to MHC to adjust the project timeline.

LICENSES/PERMITS/APPROVALS

Are any licenses, permits, or approvals needed to undertake this project? Describe your plan to acquire any required documentation.

Your project may include activities which require licenses, permits or approvals. For example provincial Water Rights Licenses, approval from the Department of Fisheries and Oceans for activities that may affect fish habitat, or property access permissions.

You may be required to provide evidence of these approvals before funding is released.

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.

Application Submission and Follow-up

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 application directly to MHC. You will then receive a confirmation email. Please contact us if you do not receive this notification.

Trust Fund Application Process Feedback
MHC 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 applicants after submission of the grant application. The survey will be anonymous.

Thank you for your application to the Trusts. If you have any questions, please contact your designated Grants Associate, call **204.784.4350** or email **granting@mbhabitat.ca.**

AFTER YOU SUBMIT

Proposal Review
You may be contacted during the review process to provide additional information on your proposal. See the **Guidelines** for the review process and criteria. The review process will take several months to complete. Once the review process has been completed, all applicants will be notified in writing in the Spring of 2026. Please note that the whoever is listed as the "Applicant" in the Online Granting Portal will receive all the official notifications for the project.

Contribution Agreement
If your project proposal is approved for funding, 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 the Contribution Agreement has been signed by the applicant and MHC.**

The development of a contribution agreement is a shared responsibility and depends on the submission of all required documentation from applicants to the Trust. The first payment will be released after the Contribution Agreement is signed.

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. Certificates of insurance evidencing the addition of Manitoba Habitat Heritage Corporation operating as Manitoba Habitat Conservancy are also acceptable
- Copy of organizational logo for the GROW Trust to display on the MHC website as a Funded Project

And **may** require a:

- Revised table package (including revisions to the budget, workplan, and outputs)
- List of organizational board members
- Organizational annual budget
- Organizational financial statements (up to last three years if available and applicable)
- 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
- Summary of proposal design, delivery, progress evaluations and anticipated results
- Budget forecast or cashflow

All of the required components must be accurately completed before the agreement can be signed.

Reporting Requirements

All approved recipients are required to submit reports to MHC throughout the duration of the project as outlined in the Contribution Agreement (See **Guidelines** for Reporting Timelines). Payments are based on reporting and cannot be made until a report has been submitted, reviewed and deemed satisfactory by the Trust Team.

All funded projects may be subject to an audit during or after project completion.

Procurement

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

INCLUSION, DIVERSITY, EQUITY AND ACCESSIBILITY (IDEA)

Manitoba Habitat Conservancy (MHC) is working to embed Inclusion, Diversity, Equity and Accessibility (IDEA) into our organization through our policies, operations, and programming. We recognize this requires intentional effort, continuous learning, and the active involvement from all members of our community.

We encourage organizations applying for funding from MHC to demonstrate a commitment to IDEA principles and practices. To build on this, we will be reviewing how to best integrate IDEA principles into the Trust Program and the grant application process for implementation in future intakes.