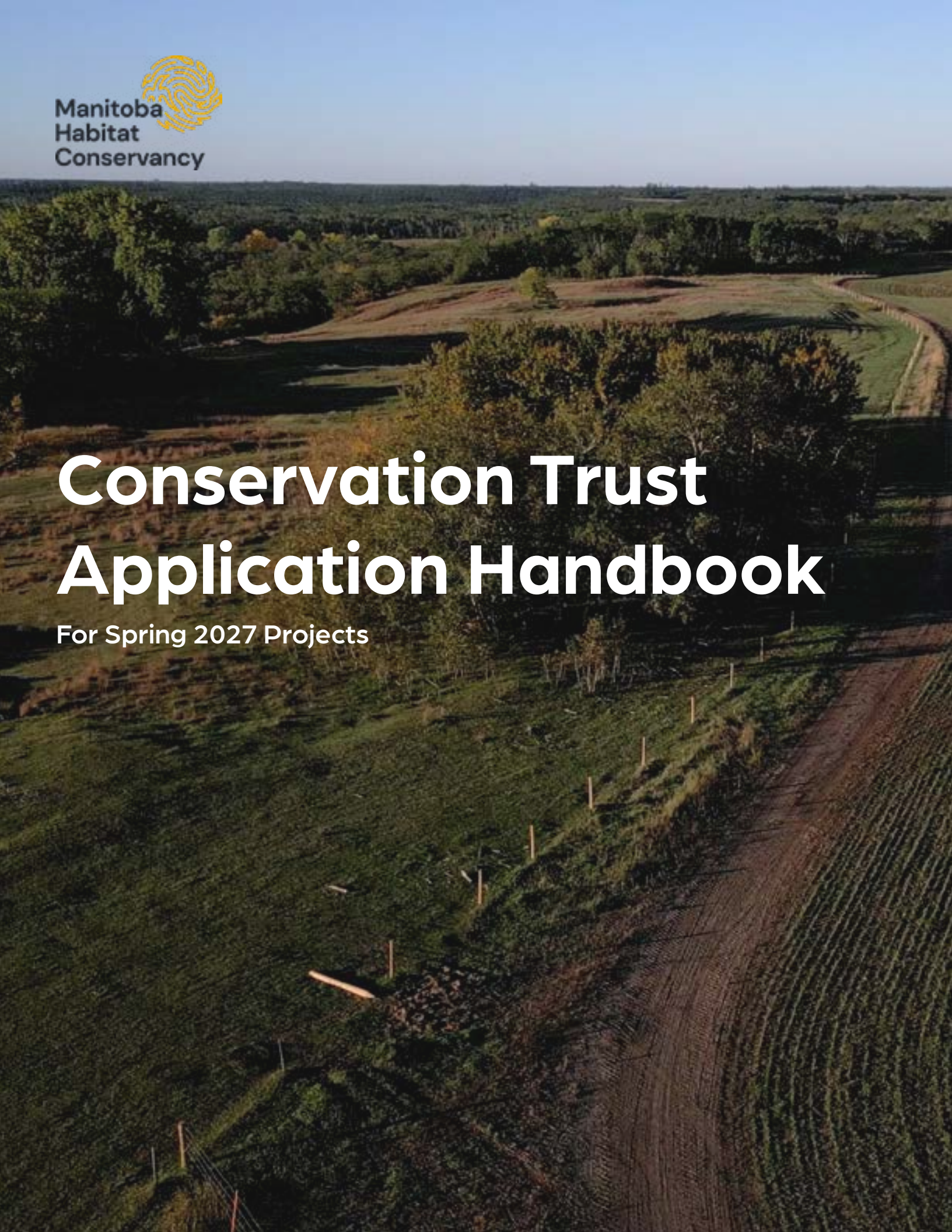
Manitoba Habitat Conservancy



Conservation Trust Application Handbook

For Spring 2027 Projects

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The Spring 2027 Application Handbook provides detailed instructions to facilitate the completion of your online Conservation Trust application. This document accompanies the **Conservation Trust 2027 Guidelines.** Each document contains unique information to assist you in the submission of your proposal.

What's New for 2027

Project Budget:
For Salaries and Benefits costs, applicants must now select one of the available options from the drop-down menu in the "Salaries and Benefits or Day Rate" row of the budget table, based on whether costs are being budgeted using actual salaries and benefits or a day-rate approach.

Project Workplan and Outputs

- Virtual fencing has been added as a grazing management tool where it supports conservation objectives through rotational grazing, adaptive grazing management, habitat protection or similar activities. See Appendix A for additional guidance and considerations when requesting Trust funding for this activity.
- Windbreak panels have been added as an option under grassland enhancement. Applicants must clearly describe the intended conservation benefits of the proposed infrastructure, including how it will support the activity objectives.

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 **Conservation Trust 2027 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.

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 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 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.

E.g. Grassland Enhancement Program 2024. Conservation Trust 2024. $150,000 approved. Delayed. New end date March 31, 2027 as per project amendment.

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. If you would like to change your project category, please contact your Grants Associate.

DURATION

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

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

- One-year projects conclude by March 31, 2027
- Two-year projects conclude by March 31, 2028

PROJECT LOCATION

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

- The nearest town or other known feature; or
- Municipality; or
- First Nation(s); or
- Watershed District(s); or
- Region (e.g., Southwest Manitoba, Interlake)

BRIEF PROJECT SUMMARY
Manitoba Habitat Conservancy will use this summary as written for public communication purposes. In a short paragraph, provide the name of your organization and a brief description of what the project will achieve. Include the total estimated project outputs to be delivered through both Trust funding and match contributions (e.g. 500 acres restored).

Included estimated outputs should be specific and related to the Project Category's main objectives. For example, Connecting People to Nature projects could include the number of educational interpretive signs and the total number of people impacted in the Brief Project Summary.
See Example Project Summaries and Table Packages

TRUST PROJECT REQUEST
Enter the funding amount requested from the Conservation Trust.

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

Additional considerations:

- Minimum match ratio of 2:1 (the Conservation Trust request can cover up to one-third of the total project cost). 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.
- Funds received from the GROW Trust cannot be used as match for the Conservation Trust. Other sources of matching funds that have been or will be used in full cannot be assigned to more than one Trust project.
- Provincial government funding cannot exceed 50% of total match funds.

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: Detailed Project Description

MANAGEMENT PLAN
Is this project being delivered in the context of a larger management plan (such as a conservation, watershed, resource management or strategic plan)?

IF YES, PLEASE BRIEFLY IDENTIFY THE PLAN'S:
Goal, objective and specific action items addressed by your proposed project (bulleted list preferred).

BACKGROUND
Please explain why your project is important. You may want to explain important aspects such as:

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

OBJECTIVES
What are your project's objectives? Describe the specific, measurable objectives of your project and how they will address the conservation issue(s) identified. Ensure that your objectives are directly aligned with and demonstrate how the project will advance the core intent of the category to which you are applying.
Objectives are important because they are the basis for the activities and evaluation of your project.

When describing objectives they should be S.M.A.R.T. – specific, measurable, achievable, relevant and time-bound:

- 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 timeframe within which the objective will be achieved

Table 1. Examples of S.M.A.R.T. objectives[1]

Weak Objective	S.M.A.R.T Objective
To plant 1,000 riparian trees/shrubs/ forbs	To create a 1,000m^2 riparian corridor and link two ecologically significant habitats for local native fauna transit by the end of 2027
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 2027

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

TABLE PACKAGE:
Step 1: Download the **Spring 2027 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
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.

Fil 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 and Supplies, Construction Services, etc.), as well as the cost required to deliver the project (i.e., Salaries and Benefits, Administration and Overhead, etc.).

MATCH FUNDS

For general information regarding Match, including Trust definitions, examples, ineligible sources and activities, see the Conservation Trust – Spring 2027 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. Conservation 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
- Match funds can be claimed up to one fiscal year prior to the proposed start date, e.g. April 1st 2026
- For Audit purposes MHC requires funding reciptients to keep a record of both cash and in-kind match in a similar respect as they do Trust expenditures (for a minimum of seven years after final report approval). See the **In-kind Time** and **In-kind Materials and Supplies** templates for examples of how to track and document in-kind contributions.
- Funds received from the GROW Trust cannot be used as match for the Conservation 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 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	Description
Materials and 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
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 must choose one of the following approaches when budgeting delivery costs. Select the appropriate option from the drop-down menu available in the "Salaries and Benefits or Day Rate" row in the budget table, depending on the approach you will use.

Option 1: Itemized Delivery Costs
- Budget delivery costs as separate line items under their respective budget categories, including Salaries and benefits, Travel and field expenses, and Administrative/overhead costs on their respective budget lines. Include only the portion of each category that is directly related to project delivery. Provide any relevant details or explanations for each budget line in the "Notes" column.

Option 2: Day Rate
- Combine project delivery costs into a single daily rate and enter the amount under Salaries and Benefits. A day rate may include costs such as salaries and benefits, as well as administrative and overhead expenses. Travel and field expenses may either be incorporated into the day rate or budgeted separately, as appropriate. If using this approach, select Day Rate from the dropdown menu in the budget table, leave the applicable delivery cost lines blank, and provide a description in the "Notes" column outlining how the day rate was calculated.

Important: Applicants must use either the Day Rate approach or the Itemized Delivery Costs approach for delivery costs. The same costs cannot be included under both approaches.

Budget Category	Description
Dropdown Selection: Salaries and 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 and Field Costs	Vehicle, accommodations, and meals based on Manitoba Government reimbursement rates
Administration and 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
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)
- 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 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 from the drop-down menu 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) 10–17.

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

Step 2: Select the Activity Description/ BMP* from the drop-down menu 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) 10–17.
**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.

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 Trust 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 10–17. 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 Expected 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's 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 Trust Request that is required to accomplish the activity.

Step 11: Expected % of 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	Metric
Compliance monitoring	N/A	Acres

Compliance Monitoring: This category is applicable for compliance monitoring of past Trust-funded projects that have a landowner contract. These monitoring activities must 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 five landowner contracts.

Activity Category	Activity Description/BMPs	Metric
Cover Crops	Full Season – Multi Species	Acres
	Full Season – Single Species	Acres
	Shoulder Season – Multi Species	Acres
	Shoulder Season – 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 and any other relevant information.

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 Conservation Agreement/ Easement (Match Only)	Acres
	Conserved Through Term Agreement	Acres
	Other	Acres
Grassland Enhancement	Delayed Grazing	Acres
	Delayed Haying/Mowing	Acres
	Grazing Management System (Fencing, Virtual fencing, Off-site watering system, New water source development)	Acres
	Grazing Management System (Livestock Crossing)	Acres
	Invasive Species Control (Match Only)	Acres
	Pasture Improvement	Acres
	Prescribed/Controlled Burn	Acres
	SAR Related BMPs	Acres
	Shrub Control Via Mowing Or Herbicide	Acres
	Windbreak Panels	Acres
	Other	Acres

Activity Category	Activity Description/BMPs	Metric
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, virtual fencing, off-site watering system, 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.

Windbreak Panels: In the Detailed Project Description, please describe the purpose and location of the windbreak panels, their expected conservation benefits, and any relevant metrics associated with the activity (e.g., number of panels installed, length of shelter provided, etc.). When estimating project outputs, only include the acres directly impacted by this activity.

Activity Category	Activity Description/BMPs	Metric
Riparian Conservation	Conserved Through Incentive Payments	Acres
	Conserved Through Conservation Agreement/ Easement (Match Only)	Acres
	Conserved Through Term Agreements	Acres
	Other	Acres
Riparian Enhancement	Cattle Exclusion (Fencing, virtual 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
	Other	Acres

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

Riparian Enhancement: In the Detailed Description provide details of any infrastructure you are planning to utilize during the project (Fencing, Virtual fencing, Off-site 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
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 basins 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	Conserved Through Incentive Payments	Acres
	Conserved Through Term Agreements	Acres
	Conserved Through Conservation Agreement/ Easement (Match Only)	Acres
	Other	Acres
Wetland Enhancement	Cattle Exclusion (Fencing, Virtual 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, Virtual Fencing, Off-Site 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 Agreements	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		

Note: Activity Category – 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 ACTIVITIES

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. E.g. 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. E.g. 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. E.g. One (1) brochure reaching a total of 500 people; one (1) newspaper ad reaching a total of 10,000 people.

Communications 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
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 Infrastructure:

- In the Detailed Description be sure to include the total number of visitors anticipated to attend/ utilize the project site per year.
- 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 Kiosk, 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

In the Detailed Description, identify if you will be including engagement with Indigenous and other equity- deserving groups within your mapping or planning processes. E.g. 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
	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 specify the number of events/programs that each of your project activities will achieve. E.g. Five (5) outdoor education workshops.

In the Detailed Description, identify if you will be engaging with Indigenous and other equity-deserving groups and provide details of engagement. E.g. 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 column. 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.

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.

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

The comments shown here are copied over automatically from your approved Letter of Interest (LOI).

Section 5: 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 AND COMPLIANCE
Please describe:
- Your monitoring plan/schedule
- Plan for landowner non-compliance

CONSERVATION CONTRACTS
By applying to the Conservation Trust you acknowlege and agree 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 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 Conservation 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.

ORGANIZATIONAL EXPERIENCE AND KEY PEOPLE
Describe how your organization's and/or your team's knowledge, skills, and expertise will allow you to successfully complete your project. Please only describe experience or education relevant to this project

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 on page 13 of the **Conservation Trust 2027 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
- 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). Check the **Grant Recognition Guidelines available on our website.**

COMMUNICATIONS
In this section, 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.

E.g. 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.

E.g. 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.

Matching funds are not yet confirmed. Our organization has applied to other funding sources to secure the required match. If these applications are not successful, we will notify MHC promptly and pursue alternative funding options. We also maintain a reserve fund that can be used to cover project expenses if necessary.

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 6: Attachments

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

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

There is a limit to the size of files you may upload

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 2027. Please note that 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 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 in a diligent and timely fashion. 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

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.

APPENDIX A: VIRTUAL FENCING POLICY

Virtual fencing is considered an eligible grazing management tool where its use supports conservation objectives through rotational grazing, adaptive grazing management, habitat protection, riparian enhancement, or similar conservation activities.

Virtual fencing presents opportunities for flexible and adaptive grazing management, but its portable and dynamic nature also introduces additional considerations related to accountability, reporting, and stewardship. Applicants should be prepared to demonstrate not only why virtual fencing is an appropriate tool for the project, but how it will be actively used to achieve the proposed conservation outcomes.

This guidance applies to virtual fencing proposed under the Conservation Trust and GROW Trust. All projects remain subject to eligibility requirements and other conditions of the applicable Trust program. Where program-specific requirements apply, they are identified separately below.

Trust Expectations

Applicants proposing virtual fencing should demonstrate:

- A clear rationale for the use of virtual fencing and how it supports the project's conservation objectives and intended outcomes;
- An understanding of where, when and under what circumstances the virtual fencing system will be used;
- A documented grazing management approach that explains how virtual fencing will be used to influence grazing management;
- Consideration of the full lifecycle costs of the system, including equipment, training and support, subscriptions or licensing, maintenance, replacement, and ongoing operation;
- A clear breakdown of proposed Trust-funded expenses, applicant and other match contributions, including costs to be borne by participating landowners;
- A clear commitment to stewardship throughout the applicable landowner agreement period;
- An approach to mapping and reporting that allows the location, extent, duration, and management of project activities to be reasonably documented; and
- A method for verifying active use of the system and project implementation throughout the applicable agreement period.

Costs and Long-Term Financial Sustainability

Applicants should consider the full cost of implementing and operating a virtual fencing system over its anticipated period of use (landowner agreement term).
Trust funding is intended to support eligible start-up and implementation costs associated with establishing the virtual fencing system. Ongoing costs associated with operating and maintaining the system are the responsibility of the participating landowner (or other external funder) and may be included as match expenses, but are not eligible as Trust-funded expenses.

Applications should clearly identify applicable costs, which may include:

- Virtual fencing equipment and associated infrastructure;
- System set-up and implementation;
- Training and technical support;
- Subscription, licensing, or connectivity costs (ineligible Trust expense);
- Equipment maintenance and replacement (ineligible Trust expense); and
- Other ongoing operating costs (ineligible Trust expense).

Applicants should identify which costs are proposed as Trust expenses and any applicable funding limits, which will be provided as match (by external funder or landowner), and which ongoing costs will be the responsibility of the participating landowner (cost-share).

Applicants should ensure that ongoing financial responsibilities are clearly understood by participating landowners and reflected in the applicable landowner agreement. Where ongoing expenses, such as subscription, licensing, or connectivity costs, are included as match, the landowner's responsibility for these costs must be clearly documented in the landowner agreements
.

Equipment Stewardship and Participant Responsibilities
Given the portable nature of virtual fencing equipment, applicants must clearly address ownership, maintenance, and operating responsibilities, loss or replacement, transfer or reassignment, and cost recovery within landowner agreements. Agreement should establish expectations for continued conservation use of Trust-funded equipment throughout the applicable agreement period, including appropriate provisions where continued use is no longer possible.

Reporting and Mapping
Accurate mapping and reporting are fundamental requirements of Trust-funded activities. The Trusts must be able to reasonably determine the location, extent, duration and nature of the area being managed through the project to support program reporting, outcome measurement, evaluation and audit requirements.

Unlike conventional fencing, virtual fence boundaries may change throughout a grazing season or between years. Flexibility in the location of virtual boundaries does not eliminate the requirement to identify and report the land being actively managed through the Trust-funded project.

GIS shapefiles/polygons submitted for reporting purposes must represent the area actively managed through the virtual fencing project and must be consistent with the grazing management plan described for the project. Reporting the boundaries of an entire parcel or quarter section solely because it contains the project is not acceptable where virtual fencing is actively managing only a portion of that area.

For projects using virtual fencing to support riparian enhancement, GIS reporting must identify the area actively managed through the project. Where the riparian area receiving conservation benefit can reasonably be delineated and is within the area covered by the project or applicable landowner agreement, it should also be spatially represented.

Where ownership, tenure, access, or other constraints prevent the full benefiting riparian area from being appropriately included within the project polygon, applicants should describe the benefiting riparian area within project reporting and explain how the grazing management activities are contributing to the intended riparian enhancement outcomes.

Areas described as receiving a broader conservation benefit should not automatically be reported as directly managed project areas. (speak to GA for support where the occurs).

Monitoring and Verification
Applications must be able to demonstrate that virtual fencing equipment is being actively used to implement the approved grazing management throughout the applicable agreement period. Applications should identify:

- How active use of the virtual fencing system and associated grazing management approach will be confirmed and monitored;
- What documentation will be retained to support Trust reporting, evaluation, or audit requirements.

Purchase or possession of virtual fencing equipment alone is not sufficient evidence that the Trust-funded activity has been implemented. Applicants must be able to demonstrate active use of the system in support of the approved grazing management approach.

Program-Specific Considerations
The requirements above establish the general Trust expectations for virtual fencing projects. Applicants must also ensure that projects meet the requirements of the Trust program under which funding is requested.

GROW Trust

When virtual fencing is proposed as part of a Local GROW Program, districts must link its use to the applicable Upland Area Conservation, Enhancement or Restoration, or Riparian Area Management activity. districts should identify how it contributes to GROW's priority outcomes of water quality and watershed resiliency to climate change.

Districts are expected to demonstrate that the proposed use is targeted, cost-effective, and appropriate to the site and conservation objectives, including why virtual fencing is being selected over conventional fencing approaches. Particular consideration should be given to situations where virtual fencing can provide management or environmental benefits that would be difficult to achieve through conventional fencing.

Annual Incentive Payments are not generally expected to be applied to landowner projects receiving Trust-funded virtual fencing equipment. Where a district proposes an incentive payment alongside virtual fencing, the need for the payment should be clearly demonstrated and supported by the Trust prior to implementation (via application or amendment request). The project specific rationale should be formally registered in supporting documentation. This rationale should include identifying the specific conservation commitment or impact being compensated and be distinguished from the grazing management outcomes already expected through the virtual fencing investment.

Conservation Trust

Applicants proposing virtual fencing through the Conservation Trust are expected to clearly describe how the activity will be implemented and managed, including the proposed delivery model, area and circumstances of use, project expenses and contributions, and how the Trust investment will be secured through appropriate landowner agreements. Applications should provide sufficient detail to demonstrate how virtual fencing will support the identified conservation objectives and how implementation, use and outcomes will be documented and verified.