



Species at Risk Stewardship Program Application Package

The **Species at Risk Stewardship Program** provides a source of funding for projects that support the long-term protection and recovery of species that are at risk or of concern in the Northwest Territories (NWT).

A project may be funded if it promotes one or more of the following program objectives:

- ✓ Improves the well-being of species of concern;
- ✓ Takes protective measures for species' habitats or ecosystems;
- ✓ Encourages involvement in stewardship activities through outreach, education and awareness-building;
- ✓ Increases stewardship-related knowledge and skills of landowners or other groups.

Who can apply?

Applicants must live in the NWT and organizations must be based in the NWT to apply. Eligible applicants and organizations can include:

- ✓ Aboriginal organizations, including Renewable Resource Councils and Hunters and Trappers Committees;
- ✓ Co-management boards;
- ✓ Schools;
- ✓ Municipalities;
- ✓ Non-profit organizations;
- ✓ Community-based groups or non-government organizations;
- ✓ Individuals.

Please Note: Federal and territorial governments are not eligible for funding.

Which species are eligible?

Projects must focus on species that are:

- ✓ Native to the NWT; and
- ✓ Of conservation concern in the NWT.

How much funding is available?

The maximum available for any project is **\$5,000** per year. Funds must be spent by **March 31** each year.

How do I apply?

Applications are available from the NWT Species at Risk web site (www.nwt-species-at-risk.ca) or by calling the Species at Risk Stewardship Office at (867) 920-6316 or by e-mailing SARA@gov.nt.ca.

How will applications be reviewed?

Applicants should read the Terms and Conditions page in the application package for details about project evaluation and eligibility.

Each application will be evaluated using the *Proposal Rating Criteria* found in the application package. Proposals must:

- ✓ Be completed in full;
- ✓ Demonstrate eligibility;
- ✓ Clearly show how the project will meet program objectives; and
- ✓ Be well-planned and feasible.

Reporting Requirements

Successful applicants must submit a project summary report within **one month** of the project end date using the Project Report Template found online.

Notification

All applicants will be notified of the funding decision in writing before the official project start date.





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WHAT TO INCLUDE IN YOUR APPLICATION

1. Cover Letter (this page)
2. Funding Application

Note: Before you fill in your application, please read the Proposal Rating Criteria page found at the end of the application form.

A letter of support may be requested if your project takes place on lands owned or managed by a renewable resources board, renewable resources council or a band.

Please complete the funding application by answering every question.

The funding application provides the Species at Risk Stewardship Committee with all the information necessary to rate your application. **Make sure you fill in all sections.**

Include an estimated budget for your project showing how and where you plan to spend funds.

Please fill in as much of the form as possible electronically. If your computer does not have electronic signatures enabled, please fill in the form electronically, print the form, sign in the appropriate spaces, and e-mail the package to SARA@gov.nt.ca or fax to (867) 873-0293.

Successful applicants are required to enter into a standard agreement that stipulates the terms and conditions of fund acceptance and expenditure. Failure to enter into the agreement will result in the loss of funds.

Schedule

Please see the Species at Risk Stewardship web page at www.nwt-species-at-risk.ca for information on deadlines. The maximum amount available for any project is **\$5,000**.

Submit Applications

Send applications to:
SARA@gov.nt.ca
 Fax: (867)873-0293

Applicant or Organization Name		
Address		
Telephone: (867)	Fax: (867)	E-mail:
Project Title		
Signatures	Applicant:	Organization Official:
	Date:	Name of Official (Please Print):

FUNDING APPLICATION

Applicants should read the *Proposal Rating Criteria* document for additional information about how the funding application will be evaluated. Please complete the form electronically, if possible.

Title of Project

Application Date:

Contact Information

Name or Organization Contact Person:

Address:

Telephone Number(s) Home: (867) Work: (867) Mobile: (867)

Fax Number(s): (867) E-mail Address:

Which region are you from? OR, in which region is your organization based?¹

- Inuvik North Slave (not including Yellowknife)
- Sahtu South Slave
- Dehcho Yellowknife

¹ Each region will be granted funding for one project. The project within each region with the highest evaluation score, according to the Species at Risk Stewardship Committee, will be awarded funding.

Project Objectives

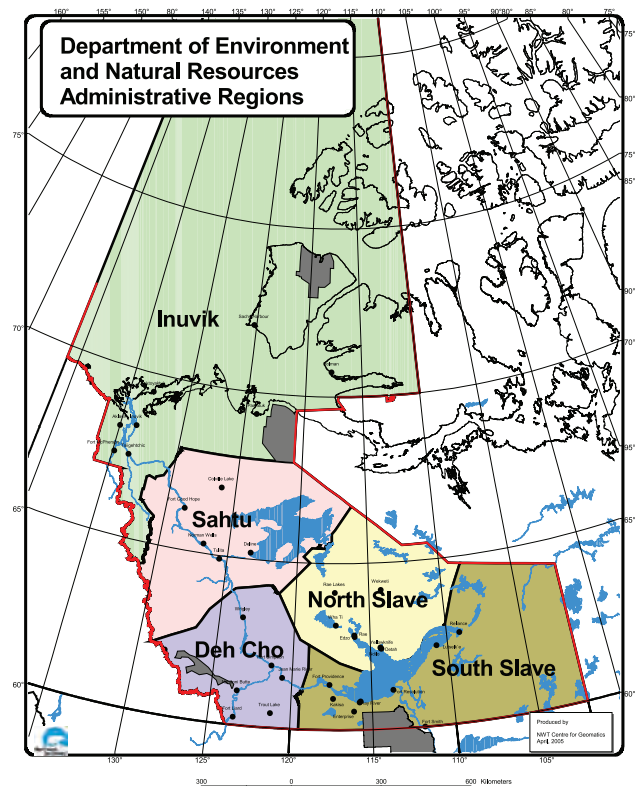
(Pass/Fail)

Please answer the following questions.

Note: Every project must meet at least one of the program objectives. It is up to the discretion of the Committee to decide whether a project accomplishes any or all of the program objectives.

a. Which Species at Risk Program objectives does this project accomplish?

- Improves the well-being of the species.
- Takes protective measures for species' habitats or ecosystems.
- Encourages involvement in stewardship activities through outreach, education and awareness-building.
- Increases stewardship-related knowledge and skills of landowners or other groups.





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Letter of Support

Please attach a minimum of one letter of support for your project. If your project takes place on private land, please attach a letter of support from the land owner or land manager.

Note: The Stewardship Committee may request a letter of support from any applicant.

Do you have a letter of support? Yes No

If you selected 'No' above, please explain why you cannot get a letter of support for your project.



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Background

Please provide some background information on your project.

a. *Who is the project leader?*

b. *Who will be doing the work?*

c. *Describe where the project will take place.*

Note: Maps or pictures may be included to help describe your project area. Attach separately.

d. *Has there been any other similar work done, taking place or expected to take place in the future? Is this project part of a larger project?*

e. *Which NWT species (or its habitat or its ecosystem) will benefit from your work?*



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Project Description

(12 Points Total)

Please answer the following questions.

Describe the project:

a. What do you hope to learn/achieve with this project and why? /2

b. How do you plan to achieve the project objectives? /3

c. Why is the species of conservation concern in the NWT? /3

d. How will Northwest Territories residents benefit from your work? /2



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Appropriate Use of Knowledge

(16 Points Total)

Please answer the following questions.

- a. *Does the project involve the use of knowledge from local people or other regional sources around your community (e.g. elders, regional biologists, schools, bands, boards, other local experts)?* /5

Yes No

If you answered 'Yes' above, please tell us:

What type of knowledge do you intend to use?

- Traditional Knowledge
 Scientific Knowledge
 Community Knowledge

Who do you intend to involve in your project?

Name:

Position:

Name:

Position:

Name:

Position:

- b. *How do you plan to access regional sources of knowledge? Do you have letters of support from these people or organizations?* /5

- c. *How do you plan to use the knowledge referred to above to accomplish your project goals?* /3

- d. *Are there any protocols in place that need to be followed in order to access this information from regional sources of knowledge (i.e. Traditional Knowledge protocols or Aurora Research Institute research permit)?* /2

Budget

- Prepare an estimated budget in table format (see example page 9). Please identify all costs for the project and show which costs would be covered by Species at Risk Stewardship Program funding.*
- Please include: (1) Total cost, (2) Total contributions from all sources, and (3) Total needed from Species at Risk Stewardship Program.*
- Please indicate whether the project can be done if only partial funding is received from the Species at Risk Stewardship Program.*
- Please indicate where other funding is coming from, if applicable.*
- Please indicate whether other funding is confirmed and secured by other sources.*



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Proposed Project Costs	Briefly Describe the Costs	Estimated Costs	Total Needed from SAR Stewardship Program
Equipment Costs			
Materials and Supplies Costs			
Publication, Printing and Communication Costs			
Travel and Field Expense Costs			
Total Cost			

Please Note: The SAR Stewardship Program will not cover administration fees for projects.

Example Budget

Proposed Project Costs	Briefly Describe the Costs	Estimated Costs	Total Needed from SAR Stewardship Program
Equipment Costs	Microscope, mosquito netting, compasses, traps and feeders	\$2,500	\$1,750
Materials and Supplies Costs	Waterproof notebooks, nets, gas for quads	\$1,000	\$500
Publication, Printing and Communication Costs	Photo developing, poster board	\$500	\$250
Travel and Field Expense Costs	School bus rental	\$5,000	\$2,500
Total Cost		\$9,000	\$5,000

The Species at Risk Stewardship Program Committee reserves the right to seek clarification and request amendments to funding application.

TERMS AND CONDITIONS OF THE SPECIES AT RISK STEWARDSHIP PROGRAM

Please read through the following Terms and Conditions of the Species at Risk Stewardship Program. If you have any questions, please visit www.nwt-speciesatrisk.ca.

Eligible Costs

- a. **Materials and Supplies costs:** including materials other than equipment (e.g. trees for planting).
- b. **Vehicle Rental, Travel and Fieldwork expenses:** including bus rentals, operational costs (e.g. fuel), accommodations and meals. Costs must be reasonable for activities proposed. Honorarium funding will depend on the project objectives. If the Stewardship Committee decides to allow funding of honorariums, GNWT per diem rates will apply. For more information on these rates, please visit <http://www.hr.gov.nt.ca/library/DutyTravel.htm> or contact the SAR Stewardship office at 867-920-6316 for a copy of rates.
- c. **Communications and Printing costs:** including print materials, mailing costs, signs, etc.
- d. **Equipment costs:** In general, equipment costs will not be funded. However, the Stewardship Committee may agree to fund the purchase of necessary equipment specific to the project. For example, the Stewardship Committee may decide to fund the purchase of traps or collars for a specific project, but would not provide funding for general equipment such as digital cameras, GPS units, etc.

Ineligible Costs

- a. **Human Resource costs:** including wages and project management costs (e.g. project management, planning and logistical positions, or accounting) for resources that will be directly involved in the implementation of the project. The use of consultants or experts as part of the project may be considered on an individual project basis and at the discretion of the SAR Stewardship Committee.
- b. **Administrative costs:** including rental of office space and/or rental or purchase of phone, computer, fax and photocopiers.
- c. **Equipment purchases:** In general, equipment purchases will not be funded. The Stewardship Committee may agree to fund the purchase of specific items.

Agreement and Payment

Activities receiving funding must be completed by the project end date. All invoices and statements must be received no later than one month after the project end date. This call for applications is not intended to be a formal, legally-binding procurement process.

The SAR Stewardship Committee may approve a project in principle, but may request changes, clarification or additional information, if necessary.

The SAR Stewardship Committee may decide not to consider an application if the Committee believes the application contains inaccurate, misleading or incomplete information. The Committee may also revoke funding if the applicant is ineligible to receive money from the GNWT for any reason.

Once an application has been submitted, it cannot be substantially modified or changed after the submission deadline.

Applicants may request reasons for the approval or denial of funding from the SAR Stewardship Committee at the time of notification.

All funds granted by the SAR Stewardship Program must be spent by March 31. All project summary reports must be submitted by April 30 using the guidelines provided by the SAR Stewardship Committee. The SAR Stewardship Program will only reimburse for eligible costs.



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PROPOSAL RATING CRITERIA

The Stewardship Committee uses this table to award marks to proposals. Applicants should use it as a guide to filling out the application form.

Species At Risk Stewardship Program Proposal Rating Criteria		Value (Points)
Eligibility of Recipient		Yes/No
Eligibility of Project and Targeted Species		Yes/No
<i>The targeted species must be a species that is of conservation concern in the NWT and is indigenous to the NWT.</i>		
Program Objectives*		
<ul style="list-style-type: none"> Improves well-being of species. 		Yes/No*
<ul style="list-style-type: none"> Takes protective measures for species, species' habitats or ecosystems. 		Yes/No*
<ul style="list-style-type: none"> Encourages involvement in stewardship activities through outreach, education and awareness-building. 		Yes/No*
<ul style="list-style-type: none"> Increases stewardship-related knowledge and skills of landowners or other groups. 		Yes/No*
<i>* If the project did not answer 'Yes' to any of the above Program Objectives, the project is ineligible for funding and the evaluation must end here.</i>		
Completeness/Merit of Proposal		
Background Information		/5
<ul style="list-style-type: none"> Who is the project leader? 		/1
<ul style="list-style-type: none"> Who will be doing the work? 		/1
<ul style="list-style-type: none"> Description of project area? 		/1
<ul style="list-style-type: none"> Is there similar work being done? Is this project part of a larger project? 		/1
<ul style="list-style-type: none"> Identification of species, habitat or ecosystem. 		/1
Project Description*		
<i>What is the project?</i>		/10
<ul style="list-style-type: none"> What the applicant hopes to learn/achieve. 		/2
<ul style="list-style-type: none"> Methodology for achieving learning objectives. 		/3
<ul style="list-style-type: none"> Explanation of species concern. 		/3
<i>Who is doing the project?</i>		
<ul style="list-style-type: none"> Who/how will people benefit from the project? 		/2
Appropriate Use of Knowledge*		/15
<ul style="list-style-type: none"> Does the project involve the use of knowledge from people or other regional sources? 		/5
<ul style="list-style-type: none"> Are there letters of support from regional sources? 		/5
<ul style="list-style-type: none"> How will the knowledge be used (scientific, traditional, community or local) to accomplish project objectives? 		/3
<ul style="list-style-type: none"> Have protocols for collecting knowledge been identified? 		/2
<i>* Applicants whose explanations are accurate, precise, and that clearly explain the questions asked will receive more points.</i>		
Overall*		/10
<ul style="list-style-type: none"> Project is well-planned and feasible. 		/5
<ul style="list-style-type: none"> Project shows a strong likelihood of yielding positive results within the given time-frame. 		/5
<i>* This section allows the Stewardship Committee to assess other assets of the project, such as originality, feasibility, and other aspects of the project that are likely to contribute to its success.</i>		
Project Budget		/15
<ul style="list-style-type: none"> Project can be accomplished with available funds. 		/5
<ul style="list-style-type: none"> Project demonstrates a good use of funds. 		/10
Total Points		/55