Government of Canada Gouvernement du Canada

Canada

Habitat Stewardship Program – Species at Risk Stream

2016–2017 Application Guidelines

Cat. No.: CW70-20/2E-PDF

Unless otherwise specified, you may not reproduce materials in this publication, in whole or in part, for the purposes of commercial redistribution without prior written permission from Environment Canada's copyright administrator. To obtain permission to reproduce Government of Canada materials for commercial purposes, apply for Crown Copyright Clearance by contacting:

Environment Canada
Inquiry Centre
10 Wellington Street, 23rd Floor
Gatineau QC K1A 0H3
Telephone: 819-997-2800
Toll Free: 1-800-668-6767 (in Canada only)
Fax: 819-994-1412
TTY: 819-994-0736
Email: enviroinfo@ec.gc.ca

Photos: © Environment Canada

© Her Majesty the Queen in Right of Canada, represented by the Minister of the Environment, 2015

Aussi disponible en français

1. Background

The Habitat Stewardship Program (HSP), established in 2000, provides funding to stewards for protection and conservation activities that benefit the habitat and the recovery of species at risk (SAR), which are species listed on Schedule 1 of the *Species at Risk Act* (SARA). The activities must take place on private land, provincial Crown land, Aboriginal land or in aquatic environments across Canada.

In 2014, the HSP was strengthened such that funding became available to support projects that will proactively prevent species, other than SAR, from becoming a conservation concern in addition to expanding the funding for SAR. This document provides general program information and requirements for making an application to the HSP SAR Stream 2016–2017 funding year. The HSP SAR Stream focuses on the recovery projects of SAR listed on Schedule 1 of SARA. Separate Application Guidelines and an online Application Form have been developed for the HSP Prevention Stream, which focuses on other species (beyond listed SAR) to prevent them from becoming a conservation concern.

Proposals will be evaluated in the context of the national funding priorities, included in this document, and the funding priorities for each region. Please contact your HSP Regional Coordinator (see Appendix 1) to learn more about specific regional information and priorities.

For general information on the HSP, please consult the program website at www.ec.gc.ca/hsp-pih/ or send your specific questions to HSP-PIH@ec.gc.ca.

2. Objectives, National Priorities and Expected Results

Objectives

The underlying objectives of the HSP SAR Stream are to:

- Support habitat projects that benefit SAR;
- Enable Canadians to become actively and concretely involved in stewardship projects for SAR that will result in tangible and measurable conservation benefits; and
- Improve the scientific, sociological and economic understanding of the role that stewardship has as a conservation tool.

National Priorities

The national priorities for the HSP SAR Stream are projects that focus on the following:

- Implementation of priority activities described in recovery strategies or action plans such as protection of critical habitat;
- Implementation of multi-species projects with a focus on ecosystem-based recovery initiatives;
- Implementation of projects involving collaboration among multiple stakeholders/partners;
- Implementation of signed SARA Section 11 agreements;[1]
- The recovery of SAR and threats to SAR included as part of an international agreement.

Expected Results

[1] At the time of the 2016–2017 call for proposals, there are no signed Section 11 agreements, therefore no proposals will be considered.

In order to be eligible, proposed projects must contribute to one or more of the expected results of the HSP SAR Stream, which state:

- Important habitat[2] for SAR recovery is secured or otherwise protected;
- Important habitat[2] for SAR recovery is improved (restored/enhanced) and/or managed to meet their recovery needs;
- Threats to SAR and/or their habitat that are caused by human activities are stopped, removed and/or mitigated; and
- Project benefits are sustained over time by engaging Canadians (landowners, resource users, volunteers) to participate directly in activities that support the recovery of SAR.

3. Eligible Recipients

Non-governmental organizations, Aboriginal organizations and communities, individuals, private corporations and businesses, as well as provincial, territorial, and municipal governments, and provincial Crown corporations are eligible for funding.

If your proposed project is expected to take place on Aboriginal land, either entirely or partially, and you are a non-Aboriginal organization, individual and/or you have no rights to the land (e.g., through a permit, lease and/or as a Certificate of Possession holder), you must provide signed letter(s) of support from the affected community, Band or First Nation.

Federal departments, agencies and federal Crown corporations are not eligible to receive HSP funds.

4. Eligible Species

Only proposed projects targeting species listed as Endangered, Threatened and of Special Concern on Schedule 1 of SARA will be eligible for funding.

Projects targeting species that have been assessed by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) as at risk, but have not yet been listed on Schedule 1 of SARA, are ineligible for funding under the HSP SAR Stream. They are, however, eligible under the HSP Prevention Steam. Please see the HSP Prevention Stream 2016-2017 Application Guidelines for more details.

Any species that the Governor in Council has declined to list on Schedule 1 of SARA is ineligible for funding under the HSP SAR Stream.

For the most up-to-date list of species listed on Schedule 1 of SARA, as well as their recovery strategies and action plans, please consult the Species at Risk Public Registry.

5. Eligible Activities

You must select from the following activity categories in your application. The examples listed below each activity category are eligible options to consider, and pertain to both aquatic and terrestrial environments, with few exceptions. Activities that do not fall under these categories

[2] The program defines “important habitat” for the SAR Stream as habitat that is considered as candidate for Critical Habitat or habitat that is important for the species but that is not actually identified in a recovery strategy/action plan/management plan.

are subject to approval. You should consult your Regional Coordinator if you would like to undertake activities other than those listed below.

Activity Categories

- **Habitat Protection:** Through acquisition (purchase or donation) or other securement means; protecting SAR habitat by assisting recipients in acquiring properties or establishing conservation easements, leases or other types of agreements with property owners.

  Non-legally binding measures

  - Protection of land through a written conservation agreement

  Legally binding measures

  - Securing land by acquiring title (fee simple)
  - Securing land by an easement, covenant or servitude
  - Securing land through a lease

- **Habitat Improvement:** Enhancing or restoring habitat of SAR; changing land/water management or land/water use practices to benefit SAR and improve habitat quality.
  - Restoration, enhancement and/or management of SAR habitat
  - Vegetation planting or removal of exotics/invasives in the habitat of, in the immediate area of, and for the direct benefit of a known SAR
  - Residence creation (hibernacula, bird boxes, turtle nests, etc.)
  - Implementation of beneficial management practices or land/water use guidelines

- **Human Impact Mitigation:** Direct intervention for SAR under immediate threat from human activity or proactive/preventative activities
  - Prevention of damage to SAR habitats (riparian or terrestrial) (e.g., educational signage)
  - Protection and rescue/prevention of harm to SAR (disentanglement, nest relocation, enabling species migration around roadways, fences for the exclusion of habitat disturbances, etc.)
  - Application of modified or new technology to prevent accidental harm (e.g., using modified harvesting methods to reduce incidental take of SAR)

- **Program Planning and Development:** Developing SAR conservation strategies, land use guidelines/best practices, and planning the implementation of stewardship programs, including target audience engagement strategies.
  - Development of SAR conservation strategies to improve habitat and reduce threats
  - Planning of stewardship programs, including target audience engagement strategies
  - Compilation and dissemination of resource/land use guidelines and beneficial management practices

- **Surveys, Inventories and Monitoring:** Activities such as identifying potential sites for habitat restoration; or assessing the presence of a SAR and its habitat in order to target, design and carry out a current (or future) stewardship project. *These activities will only be funded if they are part of a larger stewardship project that is clearly defined in the proposal and that will be implemented within the next two years.**

- Identifying potential sites for habitat restoration; includes mapping and analysis (needed to support SAR stewardship activities)
- Assessing the presence of SAR through surveying and/or monitoring
- Creation and/or maintenance of inventories or databases for habitat and species data
- Collection of Traditional Ecological Knowledge

***Note:** Section 4.2 of the online Application Form enables you to demonstrate how your surveys, inventories and monitoring activities will lead to conservation of the species' habitat within the two-year time frame.

- **Project and Program Evaluation:** Assess the social and biological results and effectiveness of stewardship activities.
  - Conduct project or program results assessment(s)
- **Outreach:** Providing information to appropriate target audiences on specific actions to be taken to protect SAR; raising awareness about SAR conservation needs; educating resource users about alternative methods that minimize impacts on SAR and their habitat; promoting stewardship at the community level to improve attitudes and change behaviour. ***The activity should lead to direct SAR recovery action; general outreach or non-targeted activities are not eligible.****
  - Development of targeted outreach materials emphasizing the importance of SAR and the benefits of the action to be undertaken
  - Training of individuals/community members in stewardship practices related to SAR
  - Informing and engaging community members/target audiences (e.g., land managers, fishers, resources users) about their role in SAR recovery
  - Engage landowners directly in future habitat protection activities

  ***Note:** Section 4.4 of the online Application Form enables you to demonstrate how your outreach activity will lead to on-the-ground recovery action.

Important:

- For species with draft or completed recovery strategies, action plans or management plans, activities must be closely linked to prescribed recovery actions in those documents.
- Activities under the outreach category must clearly demonstrate that they are focused and targeted on achieving the goals of recovery for target SAR.
- Any proposed outreach or awareness-building activity will need to be framed as a necessary component of a larger project plan. Project proposals will need to describe in detail how each outreach activity will lead to action in implementing on-the-ground species recovery and include a plan for measuring the implementation, either within the time frame of the project, or within a defined period afterward. Instructions on how to demonstrate this aspect of your outreach activities are included in the online Application Form (section 4.4).
- Scientific research activities, captive breeding, captive rearing, fish hatcheries, aquaculture activities and extirpated species reintroductions, the development of Recovery Strategies or Action Plans, including the identification of Critical Habitat (as required under SARA) are **not** eligible for HSP SAR Stream funding.

6. SARA Section 11 Conservation Agreements

Section 11 of SARA authorizes a competent minister (the Minister of the Environment, the Minister responsible for the Parks Canada Agency or the Minister of Fisheries and Oceans) with responsibility for implementing SARA (e.g., Environment Canada) to enter into a conservation agreement with any organization, person or government in Canada, to benefit a SAR or enhance its survival in the wild. Funding is available for the implementation of activities described under signed SARA Section 11 Conservation Agreements. At the time of the 2016–2017 call for proposals, no Section 11 Conservation Agreements have been finalized.

Should you have a signed Section 11 Conservation Agreement, you will need to outline in your application how the proposed activities will implement your agreement and support the agreement objective(s). The work plan must be filled in for all proposed activities, and a full budget for the overall project will be required.

The same HSP SAR Stream project eligibility rules will apply to applications implementing Section 11 agreements; however, it should be noted that the following Section 11 agreement activities will **not** be eligible for funding under HSP:

- Development of recovery strategies, action plans and management plans;
- Research projects on the species; and
- Establishment of the agreement (e.g., drafting and negotiating activities).

7. Consolidating Projects and Multi-Year Funding

If an applicant wishes to submit more than one project under the HSP SAR Stream, it is encouraged to consolidate multiple, small proposals on the same target species or in the same priority area into a single, large application that outlines the different priority activities.

Multi-year project proposals are encouraged because they consider the longer-term conservation outcome and, once approved, offer assurance of funding from one year to the next, provided the project remains on track.

Current recipients of HSP multi-year funding can apply to receive additional HSP funding to undertake new and additional activities as part of their current project, by way of an amendment to their existing contribution agreement.

8. Matching Contributions

You must obtain contributions of non-federal support (cash and/or in-kind) to obtain HSP SAR Stream funds.

- Provincial agencies, non-governmental organizations, private landowners, the private sector, and you, the applicant, are all eligible sources of matching funds. Examples of in-kind resources are equipment loans, donations of building materials and volunteer labour.
- **A minimum of 1:1 matching contributions (from non-federal sources) is required** ($1 confirmed match for $1 HSP funding). However, preference will be given to projects with matching contributions in excess of 1:1 and to projects with higher cash-matching contributions in relation to in-kind contributions.

- For **multi-year projects**, the program's requirement for matching contributions is based on the ability of the applicant to obtain that support **over the entire length of the project**, and approval is not contingent on securement of all matching funds up front.[3]
- Federal funds (e.g., EcoAction, HSP Prevention Stream, Aboriginal Fund for Species at Risk [AFSAR] and federal funds administered by third-party non-governmental organizations) are **not** eligible as matches for HSP SAR Stream funding.
- All proposed contributions must be listed in your proposal. If your HSP SAR Stream application is successful, all confirmed contributions must be identified in the Contribution Agreement you will sign with Environment Canada. If the applicant is not sure where the funding will come from precisely at the time of application, he or she can specify "Anticipated funding from other project funders."
- For specifics on the eligibility of and limitations on in-kind resources, please contact your HSP Regional Coordinator (Appendix 1).

9. Eligible Costs

For all eligible expenses, only those deemed to be a reasonable share for completing the project shall be considered eligible.

Eligible expenses may include reasonable and properly itemized costs for:

- Salaries and wages
  - Salaries and benefits (directly associated with the project activities)
- Management and professional service costs
  - Accounting, appraisal, Elders/knowledge-holders fees, insurance (related to the project), translation, land surveys, legal (other than litigation) costs, official languages translations and other professional fees (other than travel)
- Contractors
  - Consultants and contractors fees associated with the project (subject to regional limits)
- Travel
  - Travel expenses (to a maximum of current Treasury Board Secretariat rates), including mileage and accommodation
- Materials and supplies costs
  - Includes equipment purchase costs under $10,000
- Communication and printing, production, and distribution costs
- Equipment rentals
  - Lease, rental and/or repair (subject to regional limits)
- Vehicle rental and operation costs
  - Lease, rental and/or repair (subject to regional limits)
- Purchase of capital assets
  - Equipment purchase costs over $10,000
- Land acquisition, leases, easements, covenants, servitudes
  - Funding towards conservation agreements
  - May include appraisal fees and legal costs
- Costs of preparing an independent financial accounting report (where the report is required)

---

[3] Note that each year's match will be verified. If the match is insufficient by the last year of the project, the final year's funding may be reduced accordingly.

  - Projects over $100,000 may be required to submit an independently verified financial report at the end of the project
- Overhead
  - Administrative costs (salaries and benefits of support staff, office utilities and rent, etc.) directly attributable to the carrying out of the project up to a maximum of 10% of the HSP SAR Stream contribution; note that overhead costs are not included as part of the other eligible expenditures catagories.
- Other costs
  - Meeting and training fees (e.g., materials and hall rental), and registration fees for courses, conferences, workshops or seminars
- Further disbursement of Environment Canada (EC) funding to final recipients
  - To be used when funds will be further disbursed to a final recipient (via a contribution agreement and not a contract)

Note:
- GST/HST is an eligible project expenditure, therefore EC may reimburse recipients for the taxes they paid while undertaking the activities of the agreement. The amount of EC's contribution includes the reimbursement for GST/HST. For example, if EC's contribution is $25,000, this $25,000 includes EC's reimbursement for all eligible expenditures including GST/HST. EC will **not** reimburse the recipient $25,000 plus GST/HST; the $25,000 is all-inclusive.
- The use of universal day rates is **not** accepted. Costs must be broken down by expense category in order for the Contribution Agreement to be considered legally binding after signing. When costs are broken down into their respective categories, various clauses are triggered in your Contribution Agreement.
- Costs, other than those identified herein, are ineligible unless specifically approved in writing by the Minister of the Environment or his or her delegate at the time of project approval and are necessary for the successful completion of the project.

10. Other Requirements

Non-federal Lands
Funds cannot be used for activities on federal lands (e.g., National Parks, National Wildlife Areas); however, Aboriginal lands are considered eligible lands under the HSP SAR Stream.

Canadian Environmental Assessment Act, 2012
The *Canadian Environmental Assessment Act, 2012* (CEAA 2012) requires departments to determine whether the carrying out of a project on federal lands (e.g., First Nation reserve lands in the case of HSP) is likely to cause significant adverse environmental effects. Consult your HSP Regional Coordinator to help you evaluate whether the consideration of the environmental effects of a project may be required under CEAA 2012.

Overlap with Other Federal Funding Programs
You can only receive funding from one federal funding program for each proposed activity. Any applications submitted to the other federal funding programs (e.g., AFSAR, Interdepartmental Recovery Fund, National Wetland Conservation Fund, Recreational Fisheries Conservation Partnerships Program, EcoAction) must be for different activities than those listed in your HSP SAR Stream application.

11. For Accepted Applications

Once you have received confirmation of approval of your project, you will be required to submit additional information, including but not limited to the following:

Cash Flow Statement
You will be required to develop a detailed cash flow statement of all sources of revenue (including all in-kind contributions) and expenditures that are part of the approved project.

Reporting Obligations
The Contribution Agreement, between your organization and EC, will specify project report deadlines and will include the required forms. Reporting will be completed online, and you will need to provide regular progress reports, annual reports (for multi-year projects) as well as a final report at the end of the project. These reports will describe your project revenue, expenses, accomplishments and outcomes. Both outcomes and accomplishments must be reported using the performance indicators identified in the Contribution Agreement. It is important to note that different projects may have different reporting requirements. Your HSP Regional Coordinator will advise you on specific reporting requirements.

SAR Survey Data Sharing
You will be required to provide species occurrence or habitat data collected using HSP funds to your provincial/territorial wildlife data repository centre and to EC, Fisheries and Oceans Canada, or Parks Canada. Your HSP Regional Coordinator can inform you of the necessary procedures.

Intellectual Property Rights
Any intellectual property that you create as part of this project remains your property. However, EC may negotiate terms in the Contribution Agreement for sharing this intellectual property.

Permitting
You will be responsible for obtaining the appropriate permits associated with your project from relevant federal and/or provincial authorities (including those required under SARA, the *Fisheries Act*, the *Migratory Birds Convention Act*, *1994*, and any other provincial wildlife acts that may apply) wherever your project triggers the need for a permit (e.g., it could impact SAR). Funding decisions are not guaranteed to be made in time for the beginning of the field season, and as permits take time to arrange, you should address this need several months before the project start date to reduce delays once a funding announcement is made (see the SARA registry and consult your HSP Regional Coordinator [see Appendix 1]).

Public Acknowledgement
You are responsible to provide EC with final copies of any document or material utilizing the Government of Canada (GC) identifier, Canada wordmark and/or acknowledgement statements prior to printing or distribution, for EC approval of the use of said logos and/or acknowledgement statements. The HSP Regional Coordinator (see Appendix 1) will need to be consulted prior to making any communications products such as publications, public information releases, advertising, promotional announcements, activities, speeches, lectures, interviews, ceremonies and websites. All such communications products originating from your project must acknowledge the GC's contribution by displaying the GC identifier with the public acknowledgement text, along with the Canada wordmark.

Official Languages

You may be responsible for serving and communicating with the public in the English and French languages, where applicable. Any cost related to translation is an eligible cost under the program.

12. How Projects Are Reviewed

As the demand for funding from the HSP SAR Stream regularly exceeds the funds available, there is no guarantee that your project will be funded. Every effort will be made to provide you with the earliest possible notice once a decision has been made. Applicants are strongly encouraged to work with their Regional Coordinators by submitting an Expression of Interest (section 13) to ensure that projects meet the expectations of the program.

General

Regional Implementation Boards review project proposals based on a range of considerations:

Program objectives

- Eligibility requirements for i) applicants, ii) activities, iii) expenses, iv) matching funds, etc.;
- Alignment with regional priorities for the region where the work is to take place; and
- Alignment with national priorities.

Biological criteria

- Links to conservation activities identified in recovery strategies/action plans for endangered or threatened species, or management plans for species of special concern, where these documents exist;
- Applicant's ability to plan, manage and complete projects successfully (e.g., description of the issues and solutions to be implemented);
- Appropriateness of budget and schedules. These must be realistic given the time frame and objectives of the project;
- Clarity, conciseness and quality of the application;
- Other funding sources (matching contributions) and the respective amounts or demonstration of the applicant's ability to raise funds from non-federal sources;
- Implementation of evaluation and performance measures;
- Coordination with other habitat conservation programs, for both recovery actions and cost-efficiency; and
- Other regional considerations.

Proposal Evaluation Criteria

Eligible applications will be evaluated and prioritized using the following criteria:

- 60% for alignment with biological criteria, including national and regional priorities; and
- 40% for criteria related to Program and Project Administration Criteria of the project proposal.

A high-quality project is one that:

- Implements high-priority stewardship activities listed in recovery strategies and action plans or other SAR management and conservation plans;
- Integrates with and supports other existing stewardship programs;
- Addresses the species' Critical Habitat;
- Addresses regional priorities: geographic areas, species and/or human-induced threats, as well as national priorities;

- Benefits multiple species, with targeted species being listed on Schedule 1 of SARA;
- Was developed with the involvement of the recovery team(s) for the target SAR (where teams exist or with recovery experts);
- Delivers landscape/seascape-level stewardship for areas identified as regional priorities;
- Has secured over 50% of total project funding from non-federal sources;
- Has secured over 50% of total matched funding from non-federal sources in cash;
- Has a proposal presented in a clear and logical manner;
- Has a well-developed workplan;
- Has a plan to measure project results;
- Demonstrates a high degree of local and regional support from a variety of partners;
- Involves individuals and communities with local experience/knowledge; and
- Has a high likelihood of success based on applicant experience and realistic deliverables.

13. To Apply

Expression of Interest

Prior to submitting a complete proposal to the HSP SAR Stream, applicants are encouraged to submit an Expression of Interest (EOI) (Appendix 2). The EOI gives you the opportunity to receive feedback on your proposal to ensure it is aligned with national and regional priorities and program expected results. This process will improve the quality of the proposal, but it does **not** guarantee that the project will receive funding. All EOIs must be submitted by the EOI deadline. See The Habitat Stewardship Program for Species at Risk: 2016–2017 Call for Proposals for specific timelines.

Application Form

To apply to the HSP SAR Stream, **you must fill in the Application Form online at www.recovery.gc.ca/HSP-PIH**. Request login information from your HSP Regional Coordinator (Appendix 1). Please contact your HSP Regional Coordinator to discuss other options for submission of your application if you lack Internet access, or if you would like a hard copy of the Application Form for reference.

Due to Government of Canada policy, communication with applicants regarding proposal status during the project review and selection phase is prohibited until the final administrative approvals have been granted. All successful applicants will be notified as soon as funding decisions have been made, and negotiation of the Contribution Agreement will follow. Unsuccessful applicants will be notified after all funding decisions are finalized. The program is unable to reimburse applicants for any expenses incurred prior to the official notification.

Additional Information

Please see the following websites for additional information that may be useful for your application:

- Habitat Stewardship Program
- List of Species at Risk listed on Schedule 1 of SARA
- List of Species at Risk recovery strategies and action plans
- SARA Permitting information

If you have any further questions, please contact us at HSP-PIH@ec.gc.ca or contact your Regional Coordinator (Appendix 1).

Appendix 1: HSP Regional Coordinators

Atlantic Region (New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador) Sheri Faulkner Jackson Environment Canada Canadian Wildlife Service P.O. Box 6227 17 Waterfowl Lane Sackville, NB E4L 1G6 (506) 364-5198 Sheri.Faulkner@ec.gc.ca	***Quebec Region*** Alain Bourgeois Environment Canada Canadian Wildlife Service 801-1550, d'Estimauville Avenue Québec, QC G1J 0C3 (418) 648-2543 Alain_Bourgeois2@ec.gc.ca	***Ontario Region*** Kim Laird Environment Canada Canadian Wildlife Service 4905 Dufferin Street Downsview, ON M3H 5T4 (416) 739-4986 Kim.Laird@ec.gc.ca
Prairie and Northern Region		
Manitoba and Saskatchewan Ron Bazin Environment Canada Canadian Wildlife Service 123 Main Street, Suite 150 Winnipeg, MB R3C 4W2 (204) 984-0863 Ron.Bazin@ec.gc.ca	***Alberta*** Carmen Callihoo-Payne Environment Canada Canadian Wildlife Service Eastgate Offices 9250 - 49 Street Edmonton, AB T6B 1K5 (780) 951-8672 Carmen.Callihoo-Payne@ec.gc.ca ***Nunavut*** Lisa Pirie Environment Canada Canadian Wildlife Service P.O. Box 1714, Qimugjuk Building 969 Iqaluit, NU X0A 0H0 (867) 975-4638 Lisa.Pirie@ec.gc.ca	***Northwest Territories*** Donna Bigelow Environment Canada Canadian Wildlife Service 5019 – 52nd Street (4th Floor) P.O. Box 2310 Yellowknife, NT X1A 2P7 (867) 669-4783 Donna.Bigelow@ec.gc.ca
Pacific and Yukon Region		
British Columbia and Yukon Megan Harrison Environment Canada Canadian Wildlife Service 5421 Robertson Rd, RR 1 Delta, BC V4K 3N2 (604) 350-1989 Megan.Harrison@ec.gc.ca		

Appendix 2: HSP SAR Stream Expression of Interest 2016–2017

Project Title

Applicant Information (The information must correspond to the name and address to be used on any cheques if the application is approved.)

Name of Applicant: **Address:** **Phone Number:** **Fax Number:** **Email Address:**

Other Communities/Organizations Involved in the Project (if partnering)

Regional Priorities Addressed (Species at Risk Stream)

Target Geographic Area/Threat: **Target Species:** **--*Species at Risk Act* (SARA) Schedule 1 designation:**

Proposed Activities: Briefly describe the project—goals, objectives, activities, methods, budget estimates, partnerships and time frame (max. 25 lines).

Is the project in support of a signed SARA Section 11 agreement? ___ Yes ___ No

Email completed form to the appropriate HSP Regional Coordinator by December 18th 2015. Early submissions are strongly encouraged.