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Canada

Habitat Stewardship Program – Prevention Stream

***2016–2017
Application Guidelines***

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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).

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 Prevention Stream, 2016–2017 funding year. The HSP Prevention Stream provides funding for stewardship projects aimed at preventing species, other than listed SAR, from becoming a conservation concern. Separate [Application Guidelines](#) and an online [Application Form](#) have been developed for the HSP Species at Risk Stream, which focuses on the recovery projects of SAR that are listed on Schedule 1.

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 Prevention Stream are to:

- Support habitat projects that benefit target species not listed as SAR under SARA;
- Enable Canadians to become actively involved in stewardship projects that will result in tangible and measurable conservation benefits.

National Priorities

The national priorities for the HSP Prevention Stream are projects or activities that focus on the following:

- Species¹ assessed as “may be at risk” and “sensitive” by the General Status of Species in Canada;
- Implementation of multi-species projects with a focus on ecosystem-based recovery initiatives;
- Implementation of projects involving collaboration among multiple stakeholders/partners;
- Implementation of priority activities in established wildlife and/or habitat conservation plans; and

¹ Priority will be given to projects targeting species ranked as “may be at risk” or “sensitive” in *Wild Species 2010: The General Status of Species in Canada* (*Wild Species 2005* for fish species). Consult *Wild Species 2010* and *2005* for a list of these terrestrial or fish species.



- Supporting the enhancement of wildlife that are of cultural and/or socio-economic importance to local communities.

Expected Results

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

- Important habitat² for the target species is secured or otherwise protected;
- Important habitat² for the target species is improved (restored/enhanced) and/or managed to meet their needs;
- Potential threats to individual target species, and/or their habitat, 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 prevent species from becoming a conservation concern.

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 Prevention Stream funds.

4. Eligible Species

Only proposed projects targeting species not listed on Schedule 1 of SARA will be eligible for funding under the HSP Prevention Stream.

Projects targeting species that have been assessed by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) as at risk, but which are not listed on Schedule 1 of SARA, are eligible under the HSP Prevention Stream.

Any species that the Governor in Council has declined to list on Schedule 1 of SARA is eligible for the HSP Prevention Stream.

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

² The program defines “important habitat” for the Prevention Stream as habitat that is important for the species’ “conservation”.



terrestrial environments, with few exceptions. Activities that do not fall under these categories 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 the species 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 the species; changing land/water management or land/water use practices to benefit species and improve habitat quality.
 - Restoration, enhancement and/or management of the species habitat
 - Vegetation planting or removal of exotics/invasives in the habitat of, in the immediate area of, and for the direct benefit of a species
 - Residence creation (hibernacula, bird boxes, turtle nests, etc.)
 - Implementation of beneficial management practices or land/water use guidelines
 - **Human Impact Mitigation:** Proactive/preventative activities against threats from human activity.
 - Prevention of damage to species' habitats (riparian or terrestrial) (e.g., educational signage)
 - Protection and rescue/prevention to harm species (e.g., disentanglement, nest relocation, enabling species migration around roadways, fences for the exclusion of habitat disturbances)
 - Application of modified or new technology to prevent accidental harm (e.g., using modified harvesting methods to reduce incidental take)
 - **Program Planning and Development:** Developing conservation strategies, land use guidelines/best practices, and planning the implementation of stewardship programs, including target audience engagement strategies.
 - Development of conservation strategies to improve habitat and address potential threats to species
 - 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 species 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 program 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 species stewardship activities)
- Assessing the presence of the species 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 timeframe.

- **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 achieve species and habitat conservation; raising awareness about species conservation needs; educating resource users about alternative methods that minimize impacts on the species and their habitat; promoting stewardship at the community level to improve attitudes and change behaviour. ***The activity should lead to direct benefit for the species; general outreach or non-targeted activities are not eligible.****
 - Development of targeted outreach materials emphasizing the importance of the species and the benefits of the action to be undertaken
 - Training of individuals/community members in stewardship practices related to the species
 - Informing and engaging community members/target audiences (e.g., land managers, fishers, resources users) about their role in the maintenance of the species
 - Engage landowners directly in future habitat protection activities

***Note:** Section 4.4 in the online Application Form enables you to demonstrate how your outreach activity will lead to on-the-ground benefit to your species.

Important:

- Scientific research activities, captive breeding, captive rearing, fish hatcheries, aquaculture activities, wildlife rehabilitation and extirpated species reintroductions are **not** eligible for HSP Prevention Stream funding.
- Activities under the outreach category must clearly demonstrate that they are focused and targeted on achieving the conservation goals for target species.
- 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 conservation 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).



6. Consolidating Projects and Multi-Year Funding

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

7. Matching Contributions

You must obtain contributions of non-federal support (cash and/or in-kind) to obtain HSP Prevention 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 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 SAR 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 Prevention Stream funding.
- All proposed contributions must be listed in your proposal. If your HSP Prevention 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 (see [Appendix 1](#)).

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.



8. 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 (where the report is required)
 - 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 Prevention Stream contribution; note that overhead costs are not included as part of the other eligible expenditures categories
- Other costs
 - Meeting and training fees (e.g., materials and hall rental), 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.

9. 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 Prevention 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 proposals submitted to the other federal funding programs (AFSAR, Interdepartmental Recovery Fund, National Wetland Conservation Fund, Recreational Fisheries Conservation Partnerships Program, EcoAction, etc.) must be for different activities than those listed in your HSP Prevention Stream application.

10. 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.



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 the species). 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.

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.

11. How Projects Are Reviewed

As the demand for funding from the HSP Prevention 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 12) 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 the regional priorities for the region where the work is to take place; and
- Alignment with national priorities.

Biological criteria

- 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 activities 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:

- Integrates with and supports other existing stewardship programs;
- Delivers landscape/seascape-level stewardship for areas identified as regional priorities;
- Addresses regional priorities: geographic areas, species and/or potential human-induced threats, as well as national priorities;
- Will achieve or lead to on-the-ground conservation action for wildlife species and habitats;
- Benefits multiple eligible species,
- 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.

12. To Apply

Expression of Interest

Prior to submitting a complete proposal to the HSP Prevention 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 ensures that all requirements are met but does **not** guarantee that the project will be recommended for funding. All EOIs must be submitted by the EOI deadline. See the [Habitat Stewardship Program 2016–2017 National Call for Proposals](#) for specific timelines.

Application Form

To apply to the HSP Prevention 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](#)
- Wild Species 2010: [The General Status of Species in Canada](#)
- Wild Species 2005: [The General Status of Species in Canada](#)
- [COSEWIC](#)

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

<p>Atlantic Region (New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador) Karine Duffy Environment Canada Canadian Wildlife Service P.O. Box 6227 17 Waterfowl Lane Sackville, NB E4L 1G6 (506) 364-5186 Karine.Duffy@ec.gc.ca</p>	<p>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</p>	<p>Ontario Region Kim Laird Environment Canada Canadian Wildlife Service 4905 Dufferin Street Downsview, ON M3H 5T4 (416) 739-4986 Kim.Laird@ec.gc.ca</p>
Prairie and Northern Region		
<p>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</p>	<p>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</p> <p>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</p>	<p>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</p>
Pacific and Yukon Region		
<p>British Columbia and Yukon Megan Harrison Environment Canada Canadian Wildlife Service 5421 Robertson Rd, RR 1 Delta, BC V4K 3Y3 (604) 350-1989 Megan.Harrison@ec.gc.ca</p>		



Appendix 2: HSP Prevention 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 (Prevention Stream)

Regional Priority Addressed:

Target Species:

National General Status Working Group Assessed Status:

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

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