



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

National Wetland Conservation Fund

Application Guidelines 2017–2018

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Environment and Climate Change Canada
Public Inquiries Centre
7th Floor, Fontaine Building
200 Sacré-Coeur Boulevard
Gatineau QC K1A 0H3
Telephone: 819-997-2800
Toll Free: 1-800-668-6767 (in Canada only)
Email: ec.enviroinfo.ec@canada.ca

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The National Wetland Conservation Fund

The National Wetland Conservation Fund (NWCF) is a 5-year (2014-2019) funding program administered by Environment and Climate Change that supports on-the-ground activities to restore and enhance wetlands in Canada. The objectives of the fund are to:

1. Restore degraded or lost wetlands on working and settled landscapes to achieve a net gain in wetland habitat area;
2. Enhance the ecological functions of existing degraded wetlands;
3. Scientifically assess and monitor wetland functions and ecological goods and services in order to further the above objectives to restore and/or enhance wetlands; and
4. Encourage the stewardship of Canada's wetlands by industry, and the stewardship and enjoyment of wetlands by the Canadian public.

The primary objective of projects submitted to the NWCF should directly relate to one of the first three objectives (restore, enhance, science). Activities to encourage the stewardship and enjoyment of wetlands are only eligible within the context of restoration, enhancement or science projects. The majority of NWCF funds (approximately 95%) are intended for projects with wetland restoration or enhancement as the primary project objective.

Application Guidelines

This document provides applicants with the information required to develop a new project proposal to submit to the NWCF. Current recipients of NWCF multi-year funding can also use this document to apply for additional funding to undertake new and additional activities as part of their current project. The step-by-step instructions found below provide directions for each section of the application form and should be followed closely. All sections of the application form must be completed for the proposal to be considered eligible for funding. The section numbers below correspond to those on the application form.

General application information, including eligibility requirements, is found in Annex 1. An overview of how proposals will be evaluated is found in Annex 2. Example Budget and Cashflow tables are found in Annex 3. Please read these annexes prior to completing the application form.

Application forms can be obtained on [Environment and Climate Change Canada's Funding Programs webpage](#) or by emailing ec.fncmh-nwcf.ec@canada.ca. Completed application forms as well as inquiries related to the application form should be submitted to the NWCF email address ec.fncmh-nwcf.ec@canada.ca. The relevant NWCF regional coordinator from Environment and Climate Change Canada will respond. The deadline for application submission is **December 9, 2016**.

An expression of interest form (Annex 4) can be submitted within the first three weeks of the application period. This allows for feedback on your project idea and allows you to develop an application that meets your objectives as well as aligning with the national and regional priorities of the NWCF. If wetland securement is a proposed activity in the application you **must** complete an Expression of Interest. Even if an applicant chooses not to submit an expression of interest it is suggested that they plan their projects and discuss it with funding coordinators early in the application period to avoid the peak period for requests and questions that occurs as the application deadline approaches. This year successful applicants will be required to complete the Official Language Questionnaire for Funding Applicants (Annex 6) during negotiations of their contribution agreement. It is strongly encouraged that applicants complete this questionnaire in advance of submitting the application in order to assess the official language requirements that may apply to the project. Please contact your regional coordinator for additional information on submitting an expression of interest form and to discuss any potential official language requirements as well as to obtain information on any regional priorities (see Annex 5 for contact information).

1. Executive Summary

1.1 Project Title: The project title will be used in all communications related to the project proposal. Ideally, the title will be concise but sufficiently descriptive to understand the nature and regional location of the project. Capital letters should be used for the first letter of each word.

1.2 Executive Summary: Provide a description of the proposed project, capturing the key information contained in sections 4.1 to 4.6 and 5.2 of the application form. Identify any priority actions or priority wetland types addressed by the project that are identified in a habitat conservation planning process (e.g., Habitat Joint Venture Implementation Plan, Bird Conservation Region Strategy, *Species at Risk Act* Recovery Document, Watershed Management Plan, or other local or provincial planning processes), as well as any specific designations of the proposed project site(s) (Ramsar site, Provincially Significant Wetland, etc.).

This summary, or an edited version thereof, may be made available to the public if the proposal is approved for funding. Maximum 20 lines, 12 point font.

2. Applicant and Contact Information

2.1 Applicant's Legal Name and Address: This must be the full legal name of the applicant (individual or organization). If the proposal is approved, the applicant will be the legal entity entering into a contribution agreement with Environment and Climate Change Canada and will be the entity to which payments will be made. The principal applicant contact name is the person at the organization who has authority to sign, and will sign, the contribution agreement with Environment and Climate Change Canada if the project is approved for funding. The address provided will be the one to which the notification of project approval and payments will be sent if the project is approved for funding. If the organization does not have a website, please provide a description of the organization in the website address line. Include the business number and/or GST/HST number if applicable. Please note that if you are an individual, not an organization, your Social Insurance Number will be required if your proposal is approved.

2.2 Applicant Type: Check the applicant type.

2.3 Applicant Funding History: Please indicate your funding history with the federal government and the NWCF. If you have received funding in the past or are currently receiving funds, please indicate the source (department, program name, and year).

2.4 Project Lead: This is the individual who will be responsible for project implementation and has complete knowledge of the proposal details. This individual may be different from the contact provided in section 2.1. Only business information should be included in this section.

3. Project Team

3.1 Project Delivery Experience: Provide a description of the applicant's experience in delivering wetland conservation projects in Canada. Include the experience of any partners that may be involved in the delivery of the proposed project. If the proposed project is similar to one that has been previously completed, final project reports or Web links can be submitted with the application form as supporting documentation (see section 8.2). If the completed projects were supported through Environment and Climate Change Canada contribution funding, you only need to provide the project name, contribution agreement number, and year.

Maximum 15 lines.

4. Project Overview

The project overview should be written in a manner and with sufficient detail such that reviewers who are unfamiliar with the targeted geographic area, habitat or activity can gain a full understanding of the project using only the information contained in this application. If the project is undertaken in more than one location and the locations differ in terms of ecological conditions and threats, and if planned activities differ from one site to another, particular attention should be paid to ensure that the overall project is clearly presented.

4.1 Project Start Date and Project End Date: Indicate the project start and end dates. Note that for projects starting in 2017–2018, proposed projects should not start before April 1, 2017. Current funding for the NWCF ends on March 31, 2019; therefore, projects cannot request funding for more than 2 years.

4.2 Project Objectives: List in point form the specific objectives of the proposed project. These should clearly demonstrate how the project supports the objectives of the NWCF.

Maximum 15 lines.

4.3 Links to Conservation Actions: Identify which larger conservation objectives and/or address priority conservation actions identified in a published plan your proposal supports. Habitat Joint Venture Implementation Plan, Bird Conservation Region Strategy, Species at Risk Act recovery document, Watershed Management Plan, or other local or provincial planning processes are all examples of what should be consulted in the preparation of your project. For additional information, contact your NWCF regional coordinator.

4.4 Project Description: *Please see Annex 1 and 2 for additional information pertinent to completing this section.* The project description should tell a story from start to finish that communicates to a lay audience why the project needs to happen, when it will happen, and what the expected results and benefits will be. Provide enough detail to ensure that reviewers (who may be unfamiliar with the targeted habitat, area or methodology) can gain a full understanding of the project and rationale for the approach. **Do not** use acronyms. **Do not** use global terms like “enhancement activities will be undertaken,” without describing the specific activities that will be undertaken and concrete results that are expected.

In the first paragraph, briefly describe the timeline and overall purpose of the project. Indicate whether the location is an NWCF priority habitat type and/or a priority under other programs, being specific about site or document names ([Habitat Joint Venture Implementation Plans](#), [Bird Conservation Region Strategies](#), [Species at Risk Act recovery documents](#), Provincially Significant Wetlands, Watershed Management Plans, etc.). Include any specific designations of the proposed sites (e.g., Ramsar site). If relevant, include information about current threats to the wetland and how the project will minimize or mitigate those threats.

Include separate paragraphs as appropriate that list and **summarize** restoration activities, enhancement activities, science activities, stewardship activities and/or securement activities including the timing of the activities throughout the project. Securement activities are only eligible if required to enable restoration or enhancement activities. A plan must be provided that describes when the restoration or enhancement will occur. All of the proposed restoration and enhancement activities associated with securement must occur over the project lifespan. If securement will continue beyond the period of the project proposal then clearly explain how the restoration or enhancement will be maintained. See Annex 1 for further information.

Be specific about the concrete actions that will be undertaken and what the expected results are on the ground (e.g., number of hectares to be restored or enhanced and how). For wetland restoration and enhancement activities, please describe the existing environment, and the timing and methods by which this habitat will be modified. If your project contains Further Disbursement of Funds, please explain the process that will be used to select the final recipients and general information about the expected final recipients. Explain all activities in language suitable for a lay person.

Summarize the benefits of the project including, as appropriate, benefits to ecosystems, biodiversity, specific species, specific ecological goods and services, society, etc. Include the duration of the benefits to be achieved (short term: less than 10 years, medium term: 10–99 years, long term: greater than 99 years).

Applicants should consider the potential impacts of the proposed project on the site and in the context of the surrounding area, particularly with respect to species, habitat, water quality, etc. Some wetland restoration or enhancement activities, particularly large-scale ones involving significant infrastructure, may require some level of environmental assessment prior to proceeding. Include in the project description what impact your proposal might have on other wildlife and their habitat and what measures are proposed to mitigate that impact.

Where a project takes place in more than one location and/or the locations differ in terms of ecological conditions, threats and particularly if specific planned activities differ from one site to another, be sure to describe each sub-component.

Maximum 60 lines.

4.5 Project Location(s): Fill out a row of the table for each wetland or local area in which activities are proposed to take place.

The options for wetland type are the wetland classes from the 1997 [Canadian Wetland Classification System](#). Note that estuary and eelgrass habitats both fall under the “shallow water” category. The existing wetland area should be the current size of the wetland, prior to any restoration work that may increase the wetland size as part of the proposed project. The latitude and longitude should be for the centroid of the wetland,

and provided in decimal degrees to at least two decimal places. Various websites (e.g., itouchmap.com or Google Earth) can be utilized free of charge to determine latitude and longitude decimal coordinates. [A map and description of ecozones in Canada](#) can be found online.

Please provide a project/sub-project map and any relevant geospatial data (see section 8.2).

4.6 Project Location Description: Provide a brief description to answer the following:

- Why have you chosen to work on this wetland/location?
- What is the importance of these locations? Why does this wetland type need conservation action in the proposed project location?
- Include whether there are any agreements or restrictions on the land. For example, identify if the land has any type of protected area status or is under an agreement, lease or other form of encumbrance or if such designations are proposed, reference these details.

Maximum 15 lines.

4.7 Primary Province/Territory in Which the Project Will Be Undertaken: If the proposed project would be undertaken in more than one province/territory, select the province/territory in which the majority of activities will occur.

4.8 Municipal, Provincial and/or Federal Permit(s): Check the box that applies to the proposed project and list the relevant permit being sought or held.

Appropriate permits associated with the project should be obtained from relevant municipal, provincial and/or federal authorities. As permits take time to arrange, they should be acquired several months before the proposed project start date in order to avoid or minimize delays once a funding announcement is made.

4.9 Official Languages: The Official Languages Act (Part VII) requires that the Government of Canada promote both official languages and enhance the vitality of Official Language Minority Communities (OLMC) across Canada. It is recognized that projects or organizations funded by Environment and Climate Change Canada through a grants and contributions program may:

- have an impact on OLMC; and/or
- provide potential opportunities to promote the use of both English and French; and/or
- make it possible to promote Canada's bilingual nature.

Proponents whose project may be delivered in a geographic area with OLMCs or which includes any public events, signage, promotional or other communications may need to consider official language requirements, for example:

- Offer materials produced with project funds (brochures, kits, handouts, newsletters, reports, etc.) in both official languages
- Have directional and educational signs produced in both official languages
- Offer workshop facilitation in both official languages

Successful applicants will be required to complete the Official Language Questionnaire for Funding Applicants (Annex 6) during negotiations of their contribution agreement. It is strongly encouraged that applicants complete this questionnaire in advance of submitting the application in order to assess the official language requirements that may apply to the project, and to discuss any potential official language requirements and opportunities with their regional coordinator.

5. Project Benefits

5.1 Planned Performance: Please indicate the expected results of the project as a whole for the performance indicators listed.

5.2 Benefits to Wetlands and Species and How They Will Be Measured: This section should describe how the proposed project will result in positive impacts to wetlands, including any specific target species and/or ecological goods and services, with a well-thought-out link between the project activities as a whole and the expected environmental outcomes. Identify the type of wetland (should correspond with information in section 4.4), as well as the specific target species and ecological goods and services to be positively impacted by the project (see [Canadian Wildlife Service Technical Report 497](#) for additional information on ecological goods and services). Briefly describe the expected benefits, the length of those benefits and how they will be measured.

Please attach a proposed monitoring plan to your application outlining the timing and methodology for verifying project benefits.

6. Work Plan

The work plan **must** acknowledge that the recipient(s) will recognize the Government of Canada contribution on all communications and products related to the funded project. In this regard, information will be provided to successful applicants to assist them in their communications activities.

Each project must identify only one primary project objective. Only the first three objectives of the NWCF are eligible as primary project objectives. A project may have one or more secondary project objectives.

Primary Project Objective:

Indicate the primary project objective (select only one of the first three only):

- 1: **Restore** degraded or lost wetlands on working and settled landscapes to achieve a net gain in wetland habitat area;
- 2: **Enhance** the ecological functions of existing degraded wetlands; and,
- 3: **Scientifically** assess and monitor wetland functions and ecological goods and services in order to further the objectives of wetland restoration and/or enhancement.
- 4: Encourage the **stewardship** of Canada’s wetlands by industry, and the stewardship and enjoyment of wetlands by the Canadian public.

Secondary Project Objectives:

Indicate any secondary project objectives. Select as many as applicable from the above list.

6.1 Annual Work Plan: Please complete the work plan **for each year of your project**, as shown in the example in Annex 3. A row must be completed for **each activity** in the proposed project. For each row, information must be entered for every column.

Note: Please pay particular attention to columns b, c and d, as they are important in the evaluation of the proposal, and if your project is approved, they will form the basis of your contribution agreement and associated reporting templates.

For each row:

In column a, for each activity select the appropriate Activity Category : Wetland Restoration, Wetland Enhancement, Wetland Science, Wetland Stewardship Encouragement and Enjoyment, Wetland Securement, or Project Administration and Planning (see Annex 1 for activity category definitions and examples). Each activity in the work plan should be associated with only one Activity Category.

In column b, describe each proposed project activity. Concisely indicate what the activity is and provide details that support “what, why, where, by whom, and how” for each activity, but not specific expected results, as these will go in column c. Any site photos listed in section 8.1 must be referenced here.

In column c, please describe the results you plan to achieve by the end of each year for which you are requesting funding. **Be sure to provide specific and easy to measure quantitative results** (because, if funded, you will have to report on results and performance indicators annually for each activity at the end of the project).

In column d, specifically identify how you will measure and report on the results of each activity using quantifiable performance indicators that show direct links between proposed activities and expected results. Also indicate the information you will provide to Environment and Climate Change Canada to demonstrate that the activity was accomplished as described (copies of photographs, reports, invoices, etc.).

In column e, enter the planned start and end dates for each activity.

In columns f and g, the total estimated cost of each activity and the estimated cost from NWCF being spent on the activity, respectively, must be recorded.

See Annex 3 for an example of how to fill out the work plan.

7. Project Budget and Cashflow

A *maximum of 50%* of the total project cost can be derived from the NWCF. A *minimum of 1:1* matching non-federal contributions (cash and/or in-kind resources) are required to obtain NWCF funding. Provincial agencies, non-governmental organizations, private landowners, the private sector and the recipient are all eligible sources for matching contributions. Other federal contributions (cash or in-kind) may also support the project but cannot be used to match NWCF funding (e.g., Wildlife Habitat Canada, NSERC). Money received from funds established for compensation for environmental damages, for example the Environmental Damages Fund, could be used to match as long as court-ordered restrictions are met and the project is not required by law, regulation or policy.

- **A minimum of 1:1 matching contributions (from non-federal sources) is required** (\$1 match for \$1 NWCF funding). However, preference may 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.
- All proposed contributions must be listed in the proposal. See Annex 3 for an example of how to complete the cashflow and budget tables. It is important that these tables are completed correctly and accurately. **Please double-check column and row totals, and ensure consistency between tables.**

7.1 Total Project Funding: This table outlines all sources of funding over the lifetime of the project.

For each row (contributor):

In column 1, enter the **name of the organization or program** that will provide cash or in-kind support to the project. Include both pending and confirmed sources of funds. This includes all government and non-government sources. All organizations or programs providing cash or in-kind support must be listed individually by name. The first row is for the proposed NWCF contribution.

In column 2, use the drop-down menu to identify the contributor type.

In column 3, use the drop-down menu to indicate whether the funding has been confirmed. If the application is successful, confirmation of non-federal partner contributions must be submitted before the agreement will be signed by Environment and Climate Change Canada.

The remaining columns need to be filled out for each year for which you are requesting funding. “Cash support” means that income will be received by your organization as paid by the organization or program named in column 1. “In-kind support” means that your organization will receive a service, product, equipment, etc. for the proposed project but will not be invoiced for it. Examples of in-kind resources include: donated time or services from professionals, equipment loans, donations of land, building materials and volunteer labour. Note that the in-kind amount must be reflective of reasonable costs for the service, product, equipment, etc. that your organization will receive.

7.2 Total Project Costs: This table outlines the total project costs and will detail how the Total Project Funding will be spent.

For each row (cost detail):

In column 1, describe project costs in detail (including specific rates, salaries, fees, costs, etc.). Use the drop-down list in column 2 to categorize costs by expense type. This table describes the use of cash and in-kind contributions from all project partners across the lifetime of the project.

There can be multiple rows for the same cost category. All costs must be directly related to carrying out the activities identified in the annual work plan (section 6.1) or directly related to the project administration.

Below are the cost categories to select from in column 2:

Salaries and Wages: Costs associated with paying employees of the recipient organization to carry out activities directly associated with the project, including mandatory employment-related costs required by law.

Management and Professional Service Expenditures: Costs associated with management and professional services required to *support a project*, such as accounting, appraisal, translation, insurance (related to the project), land surveys, legal costs (other than litigation).

Contractors: Costs associated with contractors engaged to *undertake the project activities*, such as general labourers or researchers.

Travel: Travel costs directly related to carrying out the project activities. Travel and related expenses funded by the NWCF must not exceed those set out in the Treasury Board Travel Directive: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>.

Material and Supplies expenditures: Materials and supplies directly related to undertaking the project activities. General supplies should go under Overhead; materials or supplies (single items) costing more than \$10,000 should go under Purchase of Capital Assets.

Purchase of Capital Assets: Tangible assets required to carry out the project costing more than \$10,000 with a useful life of more than one year.

Equipment Rentals: Costs of renting equipment used to undertake or support project activities. Note that vehicle rental has its own category.

Land Acquisition, Leases, Easement, Covenants, Servitudes: Costs associated with purchasing or acquiring an interest in land required to carry out the project. Note that Environment and Climate Change Canada does not permit funding distributed to final recipients by way of Further Disbursement of Funds to be used for land acquisition purposes.

Overhead: Indirect costs necessary to support the achievement of the project that cannot be traced to a specific project activity and/or are not material enough to be detailed under their specific cost category. Examples include office rental and/or utilities, insurance, office supplies, salaries and benefits of administrative support staff. Overhead should not exceed 10% of the NWCF contribution to the project. Items not eligible as overhead costs include: salaries/wages of employees undertaking project activities, purchase of capital assets, travel costs.

Communication and Printing, Production, and Distribution Expenditures: List only items directly related to the project; these may include public events and media relations.

Vehicle Rental and Operation Expenditures: Costs must be directly related to carrying out project activities. A vehicle is considered a motorized device for transporting people; other types of devices, for example to move equipment or supplies, should go under Equipment Rentals.

Expenditures for Preparing Independent Financial Accounting: Only eligible if required by Environment and Climate Change Canada. This would be determined during negotiation of the Contribution Agreement, should the project proposal be successful.

Further Disbursement of Environment and Climate Change Canada 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).

Other Expenditures: Justified project costs not captured by any of the above categories.

7.3 Use of Environment and Climate Change Canada Funding: This table provides details on how Environment and Climate Change Canada's portion (the NWCF cash funding listed in section 7.1) of the total project costs listed in section 7.2 will be spent over the lifetime of the project. A quarterly breakdown is required for the first year of funding. Use the drop-down list in column 2 to categorize expenditures.

8. Photographs, Supporting Documents and Signatures

8.1 Photographs of the Project Site: The proposal must be accompanied by photographs of the project site(s). Digital photographs can be submitted as .jpeg files (or other suitable format with suitable resolution) by email directly with your application form. Enter the file name of each photograph that will be submitted along with your application form (column a) and the photo credit (column b) that should be used if the photograph is used for media/promotion purposes (only photographs without faces or other identifiable features may be used). A brief description of the site in the photograph, as referenced in the work plan, must also be included (column c). If the project is approved, photographs of the site(s) upon project completion must be submitted as part of reporting requirements.

8.2 Additional Documentation: List the attachments (e.g., geospatial data, maps, conceptual and/or engineering drawings if applicable, copies of permits if already obtained, confirmation letters for matching funds, resumes, reports) that will be submitted along with your completed application form and photographs. Successful applicants will be required to submit geospatial data with metadata for the project area; if the applicant does not have that capacity, paper maps can be submitted.

8.3 Signature: The principal applicant must confirm the accuracy of the content in the application form by clicking the checkbox.

9. Submitting the Application Form

The application form must be emailed, along with photographs of the project site(s) and supporting documents, to ec.fncmh-nwcf.ec@canada.ca. If the total file size is too large to send via email, consider zipping the supporting documentation to compress the information or creating PDFs. Alternatively, multiple emails may be sent. Do not use file hosting services such as OneDrive or Dropbox.

Confirmation of receipt of each application will be sent within fifteen working days; a file number will be assigned to facilitate future correspondence.

Annex 1: General Application Information

Recipient Eligibility

Only Canadian recipients are eligible and include: non-governmental organizations, Aboriginal organizations and communities, individuals, universities, conservation authorities, private corporations, as well as provincial, territorial, and municipal governments, and provincial Crown corporations.

Ineligible recipients include, but are not limited to: international organizations or non-citizens, and government employees, departments, agencies and Crown corporations at the federal level.

Activities Eligible for Funding: Activity Categories and Examples¹

- **Wetland Restoration:** The manipulation of the physical and/or biological characteristics of a site with the goal of returning a former or degraded wetland to its **natural or historic** conditions (i.e., ecological functions or goods and services). Wetland restoration results in a **net gain of wetland habitat area** and function. Examples include, but are not limited to:
 - Altering a watercourse to a more natural condition, yielding a net gain in wetland area
 - Removal or modification of human-made structures impacting wetland hydrology
 - New wetland water level management infrastructure
 - Invasive species removal/excavation resulting in re-establishment of former wetland habitat
 - Creation of new wetland area where formerly existing wetlands have been drained, infilled or otherwise lost

¹These activities must take place on private lands, municipal lands, provincial Crown lands, federal Crown lands in the Northwest Territories, Yukon, and Nunavut, or Aboriginal land across Canada.

- **Wetland Enhancement:** The manipulation of the physical and/or biological characteristics of a wetland site, usually to address human-caused impacts, to **improve** the ecological functioning of the degraded wetland habitat. The result does not produce a gain in wetland area, but it does produce a gain in one or more wetland functions. Examples include, but are not limited to:
 - Altering a watercourse to a more natural condition, yielding a net gain in wetland function but no increase in wetland area
 - Modification of human-made structures impacting wetland hydrology
 - Improvement of wetland water level management infrastructure
 - Invasive species removal/management to improve the quality of wetland habitat
 - The planting and management of indigenous wetland vegetation
 - Fencing to reduce livestock access and associated impacts on wetlands
- **Wetland Science:** Assessing, monitoring and prioritization of wetlands for restoration, enhancement and conservation in Canada. Examples include, but are not limited to:
 - Biophysical inventory/monitoring of restored/enhanced wetlands to assess ecological benefits of conservation actions
 - Inventory and monitoring of wetland location and functions in order to identify potential sites for restoration/enhancement (e.g., field techniques, remote sensing techniques, or piloting/development of these techniques)
 - Research on provision of ecological goods and services by restored/enhanced wetlands (e.g., research on improvements to water quality, flood control, or carbon sequestration after a restoration project)
 - Voluntary ecological monitoring and voluntary environmental training
- **Wetland Stewardship Encouragement and Enjoyment:** Providing information to target audiences on wetland restoration, enhancement, and/or science activities and needs; educating wetlands users about the importance of wetlands and how to minimize impacts on wetlands, enabling the public to sustainably access and enjoy wetlands. **These activities are only eligible as part of a restoration, enhancement or science project.** Examples include, but are not limited to:
 - Development of targeted outreach materials, including workshops and public talks, emphasizing the importance of the wetland and the benefits of the activities being undertaken
 - Direct public engagement in restoration/enhancement activities
 - Create structures for the public to enjoy wetlands (e.g., boardwalks, viewing platforms)
 - Outreach, engagement and education carried out by volunteers

- **Wetland Securement:** Note: If wetland securement is a proposed activity you **must** complete an Expression of Interest in addition to contacting your regional NWCF coordinator prior to submitting the application.

Acquiring properties or establishing conservation easements, leases, or other types of agreements with property owners so that restoration and enhancement activities can take place. **Securement activities are only eligible when required to enable restoration or enhancement activities located within the area to be secured within the life of the funded project.**

Examples include, but are not limited to:

- Fee simple acquisition (e.g., purchase, donation)
 - Conservation encumbrance (e.g., conservation servitudes, easements, covenants)
- **Project Administration and Planning:** Administration and planning activities directly associated with project delivery. **These activities are only eligible as part of a restoration, enhancement or science project.** Examples include, but are not limited to:
 - Development of detailed plans and strategies for executing project activities
 - Committee meetings to ensure project oversight and partner involvement
 - Development of necessary project reports

In order to achieve the greatest direct benefit to wetlands, approximately 95% of total funding under the NWCF will be allocated to projects with wetland restoration or enhancement as the primary project objective. The remaining 5% will be considered for projects with wetland science as the primary project objective.

Activities related to wetland stewardship encouragement and enjoyment, and project administration and planning must contribute to one of the three primary objectives and must represent a limited amount of the overall project budget and be necessary to meet the primary objective.

Activities Ineligible for Funding:

- Wetland projects that are required by law, regulation or policy (e.g., mitigation requirement of a development/project approval)
- Annual payments to landowners for ecological goods and services

Reporting Obligations

If your proposal is approved for funding, the contribution agreement between you or your organization and Environment and Climate Change Canada will specify when reports must be provided to Environment and Climate Change Canada and the information that must be contained in those reports. Reporting obligations must be fulfilled in order for payments to be made. The final report will include the following performance indicators at the time of final reporting:

Performance indicator (if applicable)	Value	Unit
Area of wetland habitat restored		Hectares created
Area of wetland habitat enhanced		Hectares improved
Area of wetland habitat secured		Hectares secured
Area of upland habitat restored		Hectares created
Area of upland habitat enhanced		Hectares improved
Area of upland habitat secured		Hectares secured
Number of partners involved		Partners
Number of volunteers (person days) involved		Person days
Number of new temporary jobs created		Jobs
Number of participants influenced by outreach activities		Participants
Number of visitors to wetland projects		Visitors

Additional Indicators for Restoration Projects that Include Securement

Securement method*	Hectares	Term**
E.g., Fee simple acquisition	E.g., 40 ha	E.g., Medium

*Example securement methods include: fee simple acquisition (purchase, donation), conservation encumbrance (including: conservation servitudes, easements, covenants [donated, paid]), etc.

**Securement term: short (less than 10 years), medium (10–99 years), long (greater than 99 years).

Other Sources of Support

Projects must demonstrate involvement of funding partners and a minimum 1:1 matching requirement (from non-federal sources such as private, conservation organization, provincial/territorial/regional/municipal funds). Matching contributions can include cash and in-kind support.

A maximum of 50% of the total project cost can be derived from the NWCF.

Examples of funding sources to match NWCF contributions:

- Provincial/territorial/municipal government funding
- Cash donations from the applicant, non-governmental organizations, industry, corporate funds
- Staff support (in-kind only) from provincial, territorial, municipal, or non-governmental organization staff, or the applicant and partners staff
- Trust funds
- Endowment funds

Overlap with Other Federal Conservation Funding Programs

Any proposal submitted to other federal funding programs for habitat and wildlife conservation (Habitat Stewardship Program, Aboriginal Fund for Species at Risk, EcoAction, Atlantic Ecosystem Initiative, Recreational Fisheries Conservation Partnerships Program, etc.) must be for activities different than those listed in the NWCF proposal.

Eligible Costs

Eligible costs for contributions under the NWCF are limited to:

- Human resource costs, including salaries and benefits (for activities directly associated with the project)
- Contract and professional service costs that are directly attributable to carrying out the project (excludes litigation costs)
- Travel and related expenses
- Insurance expenses related to activities under the agreement
- Purchase, lease, maintenance or repair costs for equipment, material and supplies, as directly related to carrying out the activities in the agreement
- Costs associated with land acquisition or other means of land securement (i.e., leases, easements, covenants or servitudes)
- Printing and production costs of documents directly related to the project
- Communications and distribution costs directly related to the project
- Official language translation costs (of documents mentioned in the two preceding lines)
- Vehicle rental and operation 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
- A reasonable share of overhead and/or administrative costs (not to exceed 10% of the total project budget)
- Any GST/HST that is not reimbursable by Canada Revenue Agency and any PST not reimbursable by the provinces

Contribution Amounts and Funding Duration

The program will favour medium-sized projects featuring federal contributions in the \$50,000 to \$250,000 range. The NWCF has a maximum annual federal contribution of \$500,000 per year per project. Successful projects with the same organization may be combined and administered under one Contribution Agreement to reduce administrative burden.

Multi-year projects (maximum of two years) are eligible and encouraged under the NWCF.

Project funding from the NWCF will only reimburse expenses incurred on or after the date that the recipient is notified officially in writing of the approval of the project proposal.

Other Requirements

Federal Lands: Funds cannot be used for activities on federal lands (e.g., National Parks, National Wildlife Areas) with the exception of Indigenous lands.

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., Indigenous lands in the case of NWCF) is likely to cause significant adverse environmental effects. Consult your NWCF Regional Coordinator to help you evaluate whether the consideration of the environmental effects of a project may be required under CEAA 2012.

Annex 2: Proposal Evaluation

National Priorities:

Projects should result in conservation, restoration and enhancement of wetlands.

- Highest priority will be given to projects with a primary project objective of Wetland Restoration, followed by Wetland Enhancement, and then Wetland Science and Monitoring. Approximately 95% of the total NWCF funds will be allotted to Restoration and Enhancement projects, with approximately 5% going to Science projects.
- Higher priority will be given to projects that occur within the geographic areas listed below:
 - Areas where wetlands provide maximum amount of function and value within the context of the landscape.
 - Areas where wetland losses or degradation have been high, drainage continues to be high and/or where further risk of wetland loss is elevated.
 - Targeted areas based on existing planning processes including: priority areas as outlined in Habitat Joint Venture Implementation Plans; key habitat as specified within Bird Conservation Region Strategies; candidate, proposed or final Critical Habitat areas for species listed under the *Species at Risk Act*; Provincially Significant Wetlands; Watershed Management Plans.
- Higher priority will be given to projects favouring medium-longer term benefits (10–99 years).
- Higher priority will also be given to projects addressing regional priorities, where they exist. Please contact your regional NWCF coordinator (see Annex 5) to obtain information on any additional regional priorities.

Other Technical and Administrative Considerations:

- Project feasibility
- Amount of funding leveraged/confirmed from sources other than the NWCF
- Number of confirmed partners involved in the project
- Sound and realistic budget and work plan
- Overall quality of the proposal (e.g., presented in a clear, logical and concise manner that is easily understood)
- Based on sound science that shows direct links between proposed activities and expected outcomes on the landscape
- Inclusion of quantifiable performance indicators that demonstrate a direct link between the proposed activities and the expected outcomes of the project
- Demonstrated credibility, expertise and capacity of the applicant to deliver the proposed project

A high-quality project is one that:

- Undertakes activities in areas of significant wetland loss
- Positively impacts a priority type of wetland habitat
- Addresses local, regional, provincial or national priorities for wetland conservation and ecological goods and services
- Contributes to the objectives of one or more published wetland habitat conservation actions in Canada
- Has secured more than 50% of total project funding from non-federal sources (cash and in-kind)
- Has secured more than 50% of the total required match funding from non-federal sources in cash
- Has a proposal presented in a clear and logical manner
- Has a well-developed work plan that outlines techniques that are suitable, feasible and well planned in detail
- Has a plan to measure project results and identifies performance measurements
- Demonstrates a high degree of local and regional support from a variety of partners
- Involves individuals and communities with local experience/knowledge
- Has a high likelihood of success based on recipient experience and realistic deliverables
- Has demonstrated that wetlands restored/enhanced will provide benefits for the medium-longer term
- Provides value for money in terms of ecological benefits provided for money expended

Information provided to Environment and Climate Change Canada will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies.

Annex 3: Example Work Plan, Budget and Cashflow Tables

Section 6.1 Annual Work Plan.

a) Activity category	b) Activity description	c) Expected result	d) Performance indicator for expected result + documentation	e) Start date/end date	f) Total estimated costs (cash + in-kind)	g) Estimated cost from NWCF
Year 1: 2017-2018						
Wetland Science	Pre-construction monitoring (vegetation survey, biweekly surveys for amphibians and birds)	Pre-construction baseline information gathered on vegetation, and amphibian and bird use of the site	Pre-construction vegetation and wildlife abundance and diversity; number of volunteer days Documentation: copy of survey results	June- July 2017	\$5,000	\$2,500
Wetland Restoration	Remove/deactivate historic drainage infrastructure from old agricultural field	Drain tile removed from site; drainage ditches plugged	Drainage infrastructure no longer moves groundwater away from site; water table elevated Documentation: photos	July 2017	\$10,000	\$5,000
Wetland Restoration	Excavate formerly infilled wetland basins (target: 5 basins totalling 1.2 ha)	Complex of shallow wetland basins restored	Area of wetland habitat restored Documentation: photos, survey reports	August– September 2017	\$70,000	\$30,000
Wetland Enhancement	Plant 1,500 native emergent aquatic and riparian plants	Increased native plant abundance and diversity	Abundance and diversity of native plants Documentation: number and species planted; photos	September– October 2017	\$20,000	\$5,000

2017-2018 National Wetland Conservation Fund

Wetland Stewardship	Education program for elementary schools (target: three local elementary classes visit site and participate in re-vegetation)	Increased public awareness and support for wetland conservation	Number of schools and participants, number of volunteer days Documentation: photos of sessions, school evaluations of sessions	October–November 2017	\$7,000	\$2,000
Annual total					\$112,000	\$44,500
Year 2: 2018–2019						
Wetland Science	Post-construction monitoring (vegetation transects, call and egg mass surveys for amphibians, visual survey and point counts for birds)	Habitat for amphibians and wetland birds is improved at the restoration site	Increased diversity and abundance of native wetland vegetation; increased diversity of birds; increased abundance of native amphibians; number of volunteer days Documentation: copy of survey results	May–July 2018	\$7,000	\$3,500
Wetland Enhancement	Plant additional native emergent aquatic plants and riparian shrubs and trees where needed (as identified by post-construction vegetation survey).	Increased native plant abundance and diversity; native plants established, surviving, and growing	Abundance and diversity of native plants Documentation: number and species planted; photos	September–October 2018	\$10,000	\$3,000
Wetland Stewardship	Education program for elementary schools (target: six local elementary classes visit site and participate in site monitoring or vegetation planting)	Increased public awareness and support for wetland conservation	Number of schools and participants; number of volunteer days Documentation: photos of sessions, school evaluations of sessions	May – November 2018	\$8,000	\$2,000
Annual total					\$25,000	\$8,500
Project total					\$137,000	\$53,000

Section 7.1: Total Project Funding (including requested NWCf funding)

Total project funding		Confirmed?*	Year 1 (2017–2018)		Year 2 (2018–2019)		Total		Grand total
Contributor	Contributor type		Cash	In-kind	Cash	In-kind	Cash	In-kind	
<i>National Wetland Conservation Fund</i>	Environment Canada	Pending	\$44,500	\$0	\$8,500	\$0	\$53,000	\$0	\$53,000
<i>Province of Manitoba</i>	Provincial Government	Yes	\$0	\$5,000	\$0	\$2,000	\$0	\$7,000	\$7,000
<i>Wetland Restoration Inc.</i>	Other	Yes	\$30,000	\$18,000	\$4,000	\$4,500	\$34,000	\$22,500	\$56,500
<i>Big Dig Excavators Inc.</i>	Other	Yes		\$10,000				\$10,000	\$10,000
<i>Local Naturalists' Society and Birdwatchers Club</i>	Other	Pending	\$500	\$2,000	\$500	\$2,500	\$1,000	\$4,500	\$5,500
<i>School district – volunteer planting</i>	Other	Yes		\$2,000		\$3,000		\$5,000	\$5,000
	Choose an item.	Choose an item.							
Total			\$75,000	\$37,000	\$13,000	\$12,000	\$88,000	\$49,000	\$137,000

Section 7.2: Total Project Costs

Total project costs		Year 1 (2017–2018)		Year 2 (2018–2019)		Total		Grand total
Cost detail	Cost category	Cash	In-kind	Cash	In-kind	Cash	In-kind	
Excavation work (x days @ \$x/day)	Contractors	\$20,000	\$10,000	\$0	\$0	\$20,000	\$10,000	\$30,000
Rental of a backhoe (x days @ \$x/day)	Material and supplies expenditures	\$10,000	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Project supervisor (x months @ \$x/month)	Salaries and Wages	\$16,000	\$18,000	\$2,000	\$4,500	\$18,000	\$22,500	\$40,500
Contract biologist – surveys, wetland design (x days @ \$x/day)	Contractors	\$8,000	\$5,000	\$0	\$2,000	\$8,000	\$7,000	\$15,000
Native vegetation (x #plants/yr @ \$x/plant)	Material and supplies expenditures	\$7,500	\$0	\$4,500	\$0	\$12,000	\$0	\$12,000
Vegetation, amphibian, bird surveys (x hrs @ \$x/hr)	Salaries and Wages	\$3,000	\$2,000	\$4,500	\$2,500	\$7,500	\$4,500	\$12,000
Native vegetation planting (x hrs @ \$x/hr)	Salaries and Wages	\$10,500	\$2,000	\$2,000	\$3,000	\$12,500	\$5,000	\$17,500
	Overhead		\$0		\$0	\$0	\$0	\$0
Total		\$75,000	\$37,000	\$13,000	\$12,000	\$88,000	\$49,000	\$137,000

Section 7.3: Use of Environment and Climate Change Canada Funding

Eligible expenditures (Environment and Climate Change Canada's portion of the total project costs listed in Section 7.2)		Apr, May, Jun	Jul, Aug, Sep	Oct, Nov, Dec	Jan, Feb, Mar	Total – Year 1 (2017–2018)	Year 2 (2018–2019)	Grand total
Expenditure detail	Expenditure category	NWCF cash	NWCF cash	NWCF cash	NWCF cash	NWCF cash	NWCF cash	NWCF cash
Excavation work (x days @ \$x/day)	Contractors	\$0	\$20,000	\$0	\$0	\$20,000	\$0	\$20,000
Rental of a backhoe (x days @ \$x/day)	Equipment rentals	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$5,000
Project supervisor (x months @ \$x/month)	Salaries and Wages	\$0	\$10,000	\$2,000	\$0	\$12,000	\$2,000	\$14,000
Native vegetation (x #plants/yr @ \$x/plant)	Material and supplies expenditures	\$0	\$0	\$5,000	\$0	\$5,000	\$3,000	\$8,000
Vegetation, amphibian, bird surveys (x hrs @ \$x/hr)	Material and supplies expenditures	\$2,500	\$0	\$0	\$0	\$2,500	\$3,500	\$6,000
	Choose an item.							
Total		\$2,500	\$35,000	\$7,000	\$0	\$44,500	\$8,500	\$53,000

Annex 4: National Wetland Conservation Fund Expression of Interest Form (2017–2018)

Project Title

Proponent Information (This is the organization or entity that would sign a contribution agreement with Environment and Climate Change Canada [ECCC]. The information must correspond to the name and address used on any cheques if the application is approved. The proponent must be a legal entity or individual.)

Name of Proponent:

Address:

Phone Number:

Fax Number:

Email Address:

Other communities/organizations involved in the project (if partnering)

Primary Project Objective (wetland restoration, enhancement, or science)

NWCF National and/or Regional Priorities Addressed

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

Email the completed form to your NWCF regional coordinator by **November 18th, 2016**. Early submissions are strongly encouraged.

Annex 5: List of Regional National Wetland Conservation Fund Coordinators

<p>Newfoundland and Labrador, Prince Edward Island, Nova Scotia, New Brunswick Sydney Worthman Environment and Climate Change Canada Canadian Wildlife Service 6 Bruce St Mount Pearl, Newfoundland and Labrador A1N 4T3 (709) 772-4221 sydney.worthman@canada.ca</p>	<p>Quebec Jérôme Desrosiers Environment and Climate Change Canada Canadian Wildlife Service 801-1550, avenue D'Estimauville Québec, Quebec G1J 0C3 (418) 648-7410 jerome.desrosiers@canada.ca</p>	<p>Ontario Patrick Rivers Environment and Climate Change Canada Canadian Wildlife Service 4905 Dufferin St Toronto, Ontario M3H 5T4 (416) 739-584 patrick.rivers@canada.ca</p>
<p>Manitoba, Saskatchewan, Alberta Laura Hamilton Environment and Climate Change Canada Canadian Wildlife Service 9250 49 Street NW Edmonton, Alberta T6B 1K5 (780) 951-8693 laura.hamilton@canada.ca</p>	<p>British Columbia Ivy Whitehorne Environment and Climate Change Canada Canadian Wildlife Service 5421 Robertson Rd Delta, British Columbia V4K 3N2 (604) 350-1939 ivy.whitehorne@canada.ca</p>	<p>Yukon Margaret Campbell Environment and Climate Change Canada Canadian Wildlife Service Combined Services Bldg. 91780 Alaska Highway, Whitehorse, YK, Y1A 5X7 (867) 393-6825 margaret.campbell@canada.ca</p>
<p>Northwest Territories, Nunavut Marie Fast Environment and Climate Change Canada Canadian Wildlife Service 3rd floor, Nova Plaza 5019 52nd St, P.O. Box 2310, Yellowknife, NT, X1A 2P7 (867) 669-4755 marie.fast@canada.ca</p>		

Annex 6: Official Language Questionnaire for Funding Applicants

Please respond to the questionnaire and provide your answers to your regional coordinator early in the application process to allow the assessment of your project's official language requirements. .

Q1. Is your **organization** international, national, provincial or territorial in scope?

YES NO

Additional information:

Q2. Is the **project** international, national, provincial or territorial in scope?

YES, proceed to Q4 NO, proceed to Q3

Additional information:

Q3. Is the project delivered in a **geographic area** with official language **minority** communities?

I don't know ([map](#))

YES, proceed to Q4 NO, proceed to Q9

Additional information:

Q4. Is the project's **target audience** composed of individuals or groups belonging to **both** official language communities?

YES, proceed to Q6 NO, proceed to Q5

Additional information:

Q5. Is the **target audience** composed of individuals or groups belonging **exclusively** to an official language minority community?

YES, proceed to Q6 NO, proceed to Q6

Additional information:

Q6. Do the project activities include any **public events, signage, promotional** or other **communication** activities?

YES, proceed to Q8 NO, proceed to Q7

Additional information:

Q7. Could the project activities **concern, impact** or **interest** official language **minority** communities in your area?

YES, proceed to Q8 NO, proceed to Q9

Additional information:

Q8. Please **consult** the official language **minority** communities within the project scope.

Is there an **opportunity** for their **involvement**? Are they interested in participating?

YES NO

Additional information:

Q9. Do you currently offer **activities** or **services in both official languages**?

YES, please complete the table on the following page NO

Additional information:

Annex 6 – cont’d

Which of the following activities or services do you currently offer in both official languages?

COMMUNICATION	100%	75%	50%	25%	0%	n/a
Website and/or social media account(s)						
Materials (brochures, kits, handouts, newsletters, reports, etc.)						
Directional and educational signs						
Advertising in official language minority community (OLMC) media (newspapers, radio, social media)						
Offer workshop facilitation						
Send out invitations						
Include translation costs in your budget						
Have a bilingual project coordinator or other bilingual staff	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> n/a		
Other communication activities (please specify):						
ACTIVITIES AND OUTREACH	100%	75%	50%	25%	0%	n/a
Include one or more OLMCs in invitations to events						
Include members of one or more OLMCs as in-kind or cash partners in projects						
Include one or more OLMCs in project target groups						
Include costs associated with travel to OLMCs in your budget						
Provide a bilingual MC at events						
Other activities (please specify):						

www.ec.gc.ca

Additional information can be obtained at:

Environment Canada
Public Inquiries Centre
7th floor, Fontaine Building
200 Sacré-Coeur Boulevard
Gatineau QC K1A 0H3
Telephone: 819-997-2800
Toll free: 1-800-668-6767 (in Canada only)
Email: ec.enviroinfo.ec@canada.ca