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Aboriginal Fund for Species at Risk – Prevention Stream

**2017–2018
Application Guidelines**



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Canada

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1. Background

The Aboriginal Fund for Species at Risk (AFSAR) program, established in 2004, supports the development of Indigenous¹ capacity to participate actively in the implementation of the *Species at Risk Act* (SARA). This fund also enables the Government of Canada to facilitate Aboriginal involvement in activities that protect or conserve habitats for species at risk (SAR). The Act recognizes the important role that Aboriginal Peoples play in wildlife conservation and the need to consider Aboriginal Traditional Knowledge (ATK) in the SARA process.

AFSAR has two separate funding streams:

- The Species at Risk (SAR) Stream, which focuses on the recovery of species at risk listed on Schedule 1 of the Species at Risk Act (SARA); and
- The Prevention Stream, which focuses on proactively preventing species, other than those listed on SARA, from becoming a conservation concern.

This document provides general program information and requirements for making an application to the AFSAR Prevention Stream 2017-2018 funding year. Separate [Application Guidelines](#) and an online [Application Form](#) have been developed for the AFSAR SAR Stream.

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 AFSAR Regional Coordinator (see [Appendix 1](#)) to learn more about specific regional information and priorities.

For general information on the AFSAR program, please consult the program website at www.registrelep-sararegistry.gc.ca/default.asp?lang=En&n=100965FB-1 or send your specific questions to ec.faep-afsar.ec@canada.ca.

2. Objectives, National Priorities and Expected Results

Objectives

The underlying objectives of the AFSAR Prevention Stream are to:

- Support and promote the conservation of targeted (non-SARA) species and their habitats on Indigenous land; and
- Support the engagement and cooperation of Indigenous Peoples in the conservation of target species and their habitat.

National Priorities

The national priorities for the AFSAR Prevention Stream are projects that focus on the following:

¹ The term “Indigenous” replaces “Aboriginal” in certain instances as it is all-encompassing with respect to Indigenous People. The term “Aboriginal” is used with respect to specific reference to the program’s name, to Aboriginal Traditional Knowledge or to specific wording in Acts, such as the *Species at Risk Act*.

- Species² assessed as “may be at risk” and “sensitive” by the General Status of Species in Canada;
- Species of cultural significance and/or socio-economic importance to Indigenous Peoples
- Building capacity in Indigenous communities and organizations to participate in wildlife conservation actions.

Expected Results

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

- Strengthen capacity in Indigenous communities for their participation in preventive action to conserve the target species and their associated habitat;
- Stop, remove or mitigate potential threats, caused by human activities, to individual target species and/or their habitat;
- Protect, improve or manage important habitat³ of the target species;
- Help document and conserve ATK and Traditional Ecological Knowledge (TEK) on the target species.

3. Eligible Lands and Waters

In order to be eligible, proposed projects must take place on:

- a) Reserves and Lands set apart for the use and benefit of Aboriginal Peoples under the *Indian Act* or under section 91 (24) of the *Constitution Act, 1867*;
- b) Other lands directly controlled by Indigenous Peoples (e.g., Métis Settlement lands, and land claim/treaty settlement lands), and lands set aside in the Yukon and Northwest Territories pursuant to Cabinet Directive, circular No.27;
- c) Lands and waters where traditional activities (harvesting or other) are carried out; or
- d) Federal waters.

4. Eligible Recipients

All Indigenous communities and organizations located in Canada are eligible for funding (see list below). Furthermore, a partner organization (Indigenous or non-Indigenous) may submit an application on behalf of one or more Indigenous communities or organizations if the organization provides a letter of support from the community indicating that it has been formally mandated to do so by the application deadline.

Eligible recipients include the following types of Indigenous communities and organizations:

- Indigenous associations/organizations
- Territorially based Indigenous groups
- District councils/Chief and Council

² 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.

³ The program defines “important habitat” for the Prevention Stream as habitat that is important for the species’ “conservation”.

- Traditional appointed advisory committees
- Indigenous corporations
- Band/Tribal councils
- Indigenous partnerships and groups
- Indigenous school authorities
- Indigenous cultural education centres
- Indigenous land/resource management authorities
- Indigenous co-operatives
- Indigenous societies
- Indigenous boards and commissions
- Other organizations (Indigenous and non-Indigenous) if mandated by one of the above eligible recipients

5. Eligible Species

Only proposed projects that target species not listed on Schedule 1 of SARA will be eligible for funding under the AFSAR 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 that are not listed on Schedule 1 of SARA are eligible under the AFSAR Prevention Stream.

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

6. 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 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:**
 - Prevention of habitat damage (riparian or terrestrial) (educational signage, fences for the exclusion of predators or human disturbances, etc.)
 - Protection and rescue⁴/prevention of harm to the species; human-induced threat mitigation (disentanglement, relocation, enabling species migration around roadways, etc.)
 - Development and negotiation of habitat conservation/protection agreements (e.g., legal protection, Certificate of Possession leases/transfer/exchange, formal agreements and

⁴ Some rescue activities may only be approved if carried out by qualified professionals or established networks. Applicants wishing to include rescue activities in their application should submit an Expression of Interest and discuss with their Regional Coordinator

informal conservation agreements, and other mechanisms that protect habitat of the species) (for terrestrial projects only)

- **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/invasive species 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
 - **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 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 species and its habitat in order to target, design and carry out a current (or future) stewardship project. *
 - Identifying potential sites for habitat restoration; includes mapping and analysis (needed to support species stewardship activities)
 - Assessing the presence of species through surveying and/or monitoring
 - Creation and/or maintenance of inventories or databases for habitat and species data
- *Note:** Section 4.2 in the online Application Form enables you to demonstrate how your monitoring and data collection activity will lead to on-the-ground conservation activities.
- **Project and Program Evaluation:** Assess the social and biological results and effectiveness of stewardship activities.
 - Conduct project or program results assessment(s)
 - **Aboriginal Traditional Knowledge – Documentation and Use:**
 - Contribution to the use/integration of ATK in conservation planning
 - Documenting ATK through surveys and interviews about the species and their habitats
 - ATK compilation and storage (e.g., set-up/maintenance of databases)
 - **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 action to be undertaken, which will be used to inform and engage community members/youth
- Training of individuals/community members in stewardship practices/field activities related to the species
- Informing and engaging community members/target audiences about their role in species conservation

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

Important:

- Activities under the outreach category must clearly demonstrate that they are focused and targeted on achieving the goals of conservation for target species.
- The creation of promotional merchandise (such as hats or mugs) is not eligible for AFSAR Prevention Stream funding.
- Any proposed outreach or awareness-building activity will need to be framed as a necessary component of a larger project plan, unless they are sufficiently targeted and well supported to stand alone. 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 on-line Application Form (section 4.1).
- Scientific research activities, captive breeding, captive rearing, fish hatcheries, aquaculture activities, wildlife rehabilitation and extirpated species reintroductions are **not** eligible for AFSAR Prevention Stream funding. However, AFSAR activities can contribute to the content of recovery documents, such as through the collection of species data that can be used to inform on habitat needs, threat mitigation measures, etc.

7. Consolidating Projects and Multi-Year Funding

If an applicant wishes to submit more than one project under the AFSAR Prevention 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.

Projects are administered at the regional scale. Applicants whose project crosses regional boundaries should identify a primary region based on where the majority of activities will take place.

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

Current recipients of AFSAR multi-year funding can apply to receive additional AFSAR 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 AFSAR Prevention Stream funds.

- Provincial agencies, non-governmental organizations, private landowners, the private sector, and you, the applicant, are all eligible sources for matching funds.
- **A minimum of 20% matching contributions (from non-federal sources) is required (20% match for each \$1 of AFSAR funding).** However, preference will be given to projects with matching contributions in excess of 20% and to projects with higher cash-matching contributions in relation to in-kind contributions.
- Please note that Band contributions for both aquatic and terrestrial projects are considered as sources of eligible matching contributions. Aboriginal Aquatic Resource and Ocean Management (AAROM) program contributions (for aquatic projects only) are also considered as sources of eligible matching 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 contributions up front. The rate of matching can be less than 20% in any given year, as long as the 20% is met by the project's completion.⁵
- Federal funds (e.g., EcoAction, Habitat Stewardship Program [HSP], AFSAR SAR Stream and federal funds administered by third-party non-governmental organizations) are **not** eligible as match for AFSAR Prevention Stream funding. See section 10 for other requirements relating to the use of funds from other federal funding programs.

⁵ 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.



- All proposed contributions must be listed in your proposal. If your AFSAR Prevention Stream application is successful, all confirmed contributions must be identified in the Contribution Agreement that you will sign with Environment and Climate Change Canada or Fisheries and Oceans Canada. If the applicant is not sure where the funding will come from precisely, he or she can specify at the time of the application “Anticipated funding from other project funders.”
- Examples of in-kind resources are: equipment loans, donations of building materials and volunteer labour. In-kind costs should be associated only with the portion used in the project, not the total cost of the materials and supplies, for example. For specifics on the eligibility of and limitations on in-kind resources, please contact your AFSAR Regional Coordinator (see [Appendix 1](#)).

9. Eligible Costs

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

Eligible costs may include reasonable and properly itemized costs for:

- Salaries and wages⁶
 - Salaries, wages and benefits
- Management and professional service costs⁶
 - Accounting, liability insurance, land surveys, legal (other than litigation) costs, Elders/knowledge-holders fees, translation,⁷ and other professional fees (other than travel)
- Contractors⁶
 - Consultants and contractors fees associated with the project (subject to regional or national limits)
- Travel (as per the Treasury Board Travel Directive www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/travel-deplacements/menu-travel-voyage-eng.asp)

⁶ Salaries, contractor, consultant or other professional services costs cannot be paid in the following circumstances:

- Chief and Council attendance/participation in a meeting/workshop. Note: Chief and Council receive salary from Indigenous and Northern Affairs Canada to represent their First Nation.
- Individuals receiving salary via an Aboriginal program. Examples: Fisheries coordinators under the Atlantic Integrated Commercial Fisheries Initiative; salaried staff under the Aboriginal Aquatic Resources and Oceans Management Program.
- Individuals receiving salary from their organizations. Example: Salaried employees of national Aboriginal organizations.
- Salaries of non-Aboriginal consultants are eligible; however, non-Aboriginal consultants should be used only when there are no suitably qualified Aboriginal consultants available for the project. It should be strongly recommended to recipients who hire non-Aboriginal consultants that an effort be made to have a youth or other community member monitor the consultant to build Aboriginal capacity for future AFSAR projects for which they may wish to apply.

⁷ Translation costs for other languages (e.g., Mi'kmak) may be eligible; contact your Regional Coordinator for further information.



- Travel expenses and related expenses for contracted professional service providers or other non-employees
 - Travel and related expenses for recipient organization employees
- Materials and supplies costs
 - Office supplies and material
 - Field supplies and materials
 - Includes equipment purchase under \$10,000
- Communication, printing, production and distribution costs
 - Printing costs, websites, supplies, etc.
- Equipment rental and operating costs
 - Lease, rental, repair, operating expenses, upgrades and/or maintenance costs including associated gear in support of project activities (subject to regional or national limits)
- Vehicle rental and operating costs
 - Lease, rental, operating expenses, upgrades and/or maintenance including associated gear in support of project activities (subject to regional or national limits)
- Purchase of capital assets
 - Purchase of a single tangible asset (with a useful life of more than one year) costing more than \$10,000 (subject to Regional Management Team approval and in line with Environment and Climate Change Canada (EC) or Fisheries and Oceans Canada (DFO) Contribution Agreement administrative rules)
- Land acquisition, leases, easements, covenants, servitudes
 - Funding towards legally binding conservation agreements (for terrestrial projects only)
- 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 (for terrestrial projects only)
- Overhead
 - Office lease or rent and administration expenses (phone, fax, Internet, other utilities, office insurance and rent, etc.) directly related to the project up to a maximum of 10% of the AFSAR Prevention Stream contribution
- Other costs
 - Meeting and training fees (e.g., materials and hall rental), and registration fees for courses, conferences, workshops or seminars
- Further disbursement of funding to final recipient
 - Organizations wishing to coordinate work for a specific species or threats, or within a certain geographic area may wish to consider a further disbursement project. A further disbursement project is one where a recipient distributes funds to third parties by means of their own competitive contribution-type program and agreements. Please contact your Regional Coordinator for further details.

Note:

- GST/HST is an eligible project expenditure, therefore ECCC/DFO may reimburse recipients for the taxes they paid while undertaking the activities of the agreement. The amount of ECCC/DFO's contribution includes the reimbursement for GST/HST. For example, if ECCC/DFO's contribution is \$25,000, this \$25,000 includes ECCC/DFO's reimbursement for all eligible expenditures including

GST/HST. ECCC/DFO 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 Environment and Climate Change, or the Minister of Fisheries and Oceans, or his or her delegate at the time of project approval, and are necessary for the successful completion of the project.

10. Other Requirements

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 AFSAR) is likely to cause significant adverse environmental effects. Consult your AFSAR 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 (Habitat Stewardship Program, Interdepartmental Recovery Fund, National Wetland Conservation Fund, EcoAction, etc.) must be for different activities than those listed in your AFSAR Prevention 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 ECCC or DFO, 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 AFSAR Regional Coordinator will advise you on specific reporting requirements.



Intellectual Property Rights

Any intellectual property and/or ATK that you create as part of this project remains your property. However, ECCC or DFO may negotiate terms in the Contribution Agreement for sharing this intellectual property and/or ATK.

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 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 (see www.sararegistry.gc.ca/sar/permit/permits_e.cfm and consult your AFSAR Regional Coordinator).

Public Acknowledgement

You are responsible to provide ECCC or DFO 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 ECCC or DFO approval of the use of said logos and/or acknowledgement statements. The AFSAR 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

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.

Applicants 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



Any cost related to official language translation is an eligible cost under the program. Successful applicants will be required to complete the Official Language Questionnaire for Funding Applicants ([Appendix 2](#)) 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.

12. How Projects Are Reviewed

As the demand for AFSAR Prevention Stream funding 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), which will help projects meet the expectations of the program.

General

Your proposal(s) will be reviewed by your region's AFSAR Program Regional Management Team using a range of criteria, including:

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

- 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 conservation 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 the program and project administration criteria of the proposal.

A high-quality project is one that:

- Integrates with and supports other existing stewardship programs;



- Delivers landscape/watershed-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 20% of total project funding from non-federal sources;
- 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 and knowledge and/or supports capacity building to allow communities to respond to species conservation; and
- Has a high likelihood of success based on applicant experience and realistic deliverables.

13. To Apply

See [The Aboriginal Fund for Species at Risk: 2017–2018 Call for Proposals](#) for specific deadlines.

Expression of Interest

Prior to submitting a complete proposal to the AFSAR Prevention Stream, applicants are encouraged to submit an Expression of Interest ([EOI](#)). The EOI gives you the opportunity to receive feedback on your proposal to verify that it is aligned with national and regional priorities and program expected results. This process will improve the quality of the proposal but does **not** result in a guarantee that the project will receive funding. Applicants are strongly encouraged to contact their AFSAR Regional Coordinator during the EOI phase. All EOIs must be submitted by the EOI deadline, but early submissions are encouraged.

Application Form

To apply to the AFSAR Prevention Stream, **you must fill in the Application Form online at www.recovery.gc.ca/AFSAR-FAEP/**. Request login information from your AFSAR Regional Coordinator ([Appendix 1](#)). Please contact your AFSAR 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.

Please note that extensions to the application deadline will not be granted due to personal considerations, minor technical malfunctions or other reasons. Applicants are encouraged to submit their applications early, as online systems can become slower as the deadline nears, due to a high volume of proponents accessing the system.

Due to Government of Canada policy, communication with applicants regarding application 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:

- [Aboriginal Fund for Species at Risk](#)
- [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 ec.faep-afsar.ec@canada.ca or contact your Regional Coordinator (Appendix 1). Please note that Regional Coordinators are only available to answer questions during regular business hours, local time.

Appendix 1: AFSAR Regional Coordinators

Terrestrial Projects

AFSAR Regional Coordinators for general administration of projects and technical support on terrestrial species

<i>New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador</i> Paul MacDonald Environment and Climate Change Canada Canadian Wildlife Service P.O. Box 1116 Station C Happy Valley-Goose Bay, NL A0P 1C0 (709) 896-6166 Paul.Macdonald2@canada.ca	<i>Quebec</i> Jordan Drapeau Environment and Climate Change Canada Canadian Wildlife Service 801-1550 d'Estimauville Avenue Québec, QC G1J 0C3 (418) 648-7025 Jordan.Drapeau@canada.ca	<i>Ontario</i> Paul Watton Environment and Climate Change Canada Canadian Wildlife Service 4905 Dufferin Street Downsview, ON M3H 5T4 (416) 739-4100 Paul.Watton@canada.ca
<i>Alberta, Manitoba and Saskatchewan</i> Carmen Callihoo-Payne Environment and Climate Change Canada Canadian Wildlife Service Eastgate Offices 9250 – 49 Street Edmonton, AB T6B 1K5 (780) 951-8672 Carmen.Callihoo-Payne@canada.ca	<i>Northwest Territories and Nunavut</i> Amy Ganton Environment and Climate Change Canada Canadian Wildlife Service 5019-52nd Street P.O. Box 2310 Yellowknife, NT X1A 2P7 (867) 669-4710 Amy.Ganton@canada.ca	<i>British Columbia</i> Kate Shapiro Environment and Climate Change Canada Canadian Wildlife Service 5421 Robertson Rd, RR1 Delta, BC V4K 3N2 (604) 664-9044 Kate.Shapiro@canada.ca
<i>Yukon</i> Saleem Dar Environnement et Changement climatique Canada Service canadien de la faune 91782 Alaska Highway Whitehorse, YK Y1A 5B7 (867) 393-7976 Saleem.Dar@canada.ca		

Aquatic Projects

Regional Coordinators for general administration and technical support on aquatic species

Pacific Vivian Chow Fisheries and Oceans Canada 200-401 Burrard St. Vancouver, BC V6C 3S4 (604) 666-4565 Vivian.Chow@dfo-mpo.gc.ca	Central & Arctic Melanie VanGerwen-Toyne Fisheries and Oceans Canada 501 University Crescent Winnipeg, MB R3T 2N6 (204) 983-5137 Melanie.Toyne@dfo-mpo.gc.ca	Ontario Stephen Haayen Fisheries and Oceans Canada 867 Lakeshore Road Burlington, ON L7S 1A1 (905) 336-4907 Stephen.Haayen@dfo-mpo.gc.ca
Quebec Ricky G. Richard Fisheries and Oceans Canada 104 Dalhousie Street Québec, QC G1K 7Y7 (418) 648-4566 Ricky.Richard@dfo-mpo.gc.ca	Gulf Josiane Massiera Fisheries and Oceans Canada 343 University Avenue PO Box 5030 Moncton, NB E1C 9B6 (506) 851-7290 Josiane.Massiera@dfo-mpo.gc.ca	Maritimes Andrew Newbould Fisheries and Oceans Canada 1 Challenger Drive PO Box 1006 Dartmouth, NS B2Y 4A2 Canada (902) 426-6036 Andrew.Newbould@dfo-mpo.gc.ca
Newfoundland and Labrador Dave Ball Fisheries and Oceans Canada Northwest Atlantic Fisheries Centre 80 East White Hills PO Box 5667 St John's, NL A1C 5X1 (709) 772-3732 Dave.Ball@dfo-mpo.gc.ca		

Appendix 2 – 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 (see [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:

Appendix 2 – 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):							

Additional information can be obtained at:

Environment and Climate Change Canada

Public Inquiries Centre

7th Floor, Fontaine Building

200 Sacré-Coeur Boulevard

Gatineau QC K1A 0H3

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