



NHCP-LTCF GUIDELINES (2020-2021)

Large Grants

INTRODUCTION TO THE NHCP-LTCF PROGRAM.....	3
IMPORTANT BACKGROUND INFORMATION – CANADA TARGET 1.....	4
HOW TO APPLY	4
CAPACITY BUILDING SERVICES:	4
FUNDING.....	5
SECTION A – NHCP-LTCF PROGRAM ELIGIBILITY AND REQUIREMENTS.....	5
A-1: PROGRAM YEAR 2 DEADLINES	5
A-2: LAND TRUST ELIGIBILITY	6
A-3: PROJECT ELIGIBILITY.....	6
a) <i>Project Eligibility Overview</i>	6
b) <i>Project Eligibility Defined</i>	6
c) <i>Project Eligibility Involving Multiple Landowners</i>	7
d) <i>Minimum Amount of NHCP-LTCF Funds Available per Project</i> :.....	7
e) <i>Maximum Amount of NHCP-LTCF Funds Available per Project</i> :.....	7
f) <i>Acquisition Project Type</i> :	7
g) <i>Transaction Type (including Ecogifts)</i> :.....	7
h) <i>Mortgages and Other Encumbrances</i> :.....	7
i) <i>Conservation Plan</i> :.....	7
j) <i>Joint Title Holders</i> :	8
k) <i>Transfer of Land After Closing</i> :	8
l) <i>Closing Solely in the Name of a Different Organization</i> :	8
m) <i>American Friends of Canadian Land Trusts (AFCLT) or American Friends of Canadian Nature (AFCN)</i> :.....	8
n) <i>Required Matching Funds for Each Project</i> :	9
o) <i>Stewardship Endowment Accounting</i> :.....	9
p) <i>Calculation of NHCP-LTCF Required Stewardship Endowment Contribution</i>	9
q) <i>Environment and Climate Change Canada (ECCC) Recognition and Communications Protocol</i> :	10
A-4: EXPENSE ELIGIBILITY.....	11
<i>Chart 1 – Expense Eligibility under the NHCP-LTCF - Large Grants</i>	12
A-5: ADDITIONAL REQUIREMENTS AND EXPECTATIONS UNDER THE NHCP-LTCF LARGE GRANT PROGRAM.....	15
a) <i>NHCP-LTCF Funding Agreement</i> :	15
b) <i>Baseline Documentation Reports (BDRs) for Conservation Agreement</i> :	15
c) <i>Project Audit</i> :.....	15
d) <i>Appraisals</i> :	16
B-1: APPLICATION FORM REQUIREMENTS.....	16
a) <i>How many Application Forms can I submit?</i>	16
b) <i>How many projects can be submitted in a single Application Form?</i>	16
c) <i>How do I submit the Application Form?</i>	16
d) <i>What documentation will be required as part of a complete Application Form?</i>	17
e) <i>How do I know if my Application Form was successfully submitted online to WHC?</i>	17
B-2: EVALUATION OF THE APPLICATION FORM	17
a) <i>When will my Application Form be evaluated?</i>	17
b) <i>Who will evaluate my Application Form?</i>	17
c) <i>How will my Application Form be evaluated?</i>	17
B-3: AWARD/REJECTION LETTERS	17
a) <i>When can I expect to receive an award/rejection letter?</i>	17
b) <i>How can I expect to receive an award/rejection letter?</i>	17
B-4: FIRST AND FINAL INSTALLMENTS.....	17
a) <i>How are the amounts of both installments determined?</i>	17

b) *What documents are required before NCC will release first and/or final installment?*..... 18
c) *When will NCC release first and final installment?*..... 18
d) *How will NCC release the first and final installment in year 2?*..... 18
Chart 2 - Checklist of Required Documentation for Application and Installments – Large Grants..... 19

GLOSSARY 22

INTRODUCTION TO THE NHCP-LTCF PROGRAM

The Government of Canada is investing \$100 million over four years in the Natural Heritage Conservation Program (from April 1, 2019, to March 31, 2023) as part of Budget 2018's Nature Legacy initiative.

As an outcome of this investment, the Nature Conservancy of Canada (NCC) in partnership with Wildlife Habitat Canada launched the Natural Heritage Conservation Program – Land Trusts Conservation Fund (NHCP-LTCF). Eligible recipients are invited to apply to this federally-funded program which aims to assist and support the securement of key conservation areas across Canada, protect habitat for species at risk, enhance connections and corridors and stem the loss of biodiversity. Up to \$4.5 million per year, over the next four years will be made available to support eligible projects under the NHCP-LTCF program. The program is currently scheduled to conclude on March 31, 2023.

The NHCP – LTCF is sorted into two categories of securement funding, one for Large Grant asks (\$30,001 - \$1 million) and the other for Small Grant asks (\$2,000 up to \$30,000). This **Guidelines Large Grants – 2020-2021** document speaks to the Large Grant category of NHCP-LTCF only. For further information on the Small Grant category of the NHCP-LTCF 2020-2021, please see *Guidelines Small Grants – 2020-2021* (coming Spring 2020).

It is anticipated that approximately \$3.8M will be available to be disbursed to eligible land trusts with approved projects under the Large Grant category in the 2020-2021 program year.

Please note that the **Guidelines Large Grants – 2020-2021**, defines program guidelines for year 2 only and are subject to change for subsequent years.

Anticipated Program Funding Years:

Program year 1 (2019 / 2020)

COMPLETE.

Year 1 accomplishments:

- 22 organizations received funding under LTCF
- Projects completed in 6 provinces
- 3,381 hectares of important habitat for species at risk secured
- LTCF-supported projects benefited 92 unique species at risk (SARA/COSEWIC)

Program year 2 (2020 / 2021)

Program year 3 (2021 / 2022)

Program year 4 (2022 / 2023)

WHC CONTACT INFORMATION

Name: Jessica Burns
Title: Grant Administrator, Wildlife Habitat Canada
Email: jburns@whc.org

Name: Julia Thompson
Title: Program Manager, Wildlife Habitat Canada
Email: jthompson@whc.org

IMPORTANT BACKGROUND INFORMATION – CANADA TARGET 1

In 2015, in order to meet its international commitments to the conservation of biodiversity, federal, provincial and territorial governments developed 19 biodiversity targets for Canada. The first target, Target 1 states that “By 2020, at least 17% of terrestrial areas and inland water, and 10% of marine areas, are conserved through networks of Protected Areas and other effective area-based conservation measures.”

The NHCP-LTCF program is designed to directly support Canada Target 1 and as such, land funded under the NHCP-LTCF program must count towards Target 1 objectives for permanent or long-term protection of land, either as a “Protected Area” (PA) or an “Other Effective area-based Conservation Measure” (OECM), as defined by Appendix 1 of [One with Nature 2019](#):

Protected Area (PA): A Protected Area is “a clearly defined geographical space, recognized, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values.” (*One with Nature definition, 2019*).

Other Effective area-based Conservation Measure (OECM): An OECM is broadly defined as “a geographically defined area other than a Protected Area, which is governed and managed in ways that achieve positive and sustained long-term outcomes for the in-situ conservation of biodiversity, with associated ecosystem functions and services and where applicable, cultural, spiritual, socio-economic, and other locally relevant values.” (*One with Nature definition, 2019*).

A Decision Support Tool exists to provide support in assessing whether or not an area contributes to Canada Target 1. Applicants are encouraged to review the [Decision Support Tool](#) and assess their project land using the [Decision Support Tool Screening Template for Protected Areas and OECMs](#) to determine whether the area can be counted towards Canada Target 1.

For further information, an overview of the [Accounting for Protected and Other Conserved Areas](#) can be found on the Pathway to Canada Target 1 website.

HOW TO APPLY

Application Forms must be completed and submitted online. In order to be considered, completed Application Forms and required documentation are to be submitted between **March 18, 2020** and **April 20, 2020 8:00pm (EDT)**. Please see section [B-2](#) for further details on the application process.

To apply for funding under the NHCP-LTCF Large Grants program, [please follow the link](#).

Only one project may be proposed on each Application Form. A land trust may submit up to 3 project proposals, which would require the submission of 3 separate Application Forms, each of which must be uploaded with the required set of documents. Please see section [A-3](#) Project Eligibility for complete details.

If the project’s closing date changes at any time, applicants must notify WHC immediately.

Details on how Application Forms will be reviewed can be found under section [B-2](#).

Capacity Building Services:

In an effort to provide support to land trusts in successfully engaging with the Land Trusts Conservation Fund, the Ontario Land Trust Alliance, the Land Trust Alliance of British Columbia and the Réseau de milieux naturels protégés will work collectively to provide capacity building services to land trusts, including:

- Educational programs (e.g., conservation planning);
- Adherence to *Canadian Land Trust Standards and Practices 2019*;
- Technical support and feedback in the development of project plans (Target 1 eligible) and funding applications.

Please note that WHC is the primary contact for all general program inquiries regarding program eligibility and guidelines.

If capacity building service/support is of interest to you and you have not already done so, we encourage you to contact your regional representative directly:

- Phyllis Lee, Member Services Coordinator – Ontario Land Trust Alliance (supporting land trusts in Ontario and Atlantic Canada - English speaking)
- Véronique Vermette, Interim Executive Director – Réseau de milieux naturels protégés (supporting land trusts in Québec and Atlantic Canada - French speaking)
- Paul McNair, Executive Director – the Land Trust Alliance of British Columbia (supporting land trusts in British Columbia, Alberta, Manitoba and Saskatchewan)

FUNDING

As noted above under INTRODUCTION, NCC has partnered with WHC in the provision of the NHCP-LTCF Large Grants and Small Grants programs. While WHC is providing grant administration services for the Land Trusts Conservation Fund, NCC is the sign off authority on all funds and funding agreements for successful projects under the NHCP-LTCF.

In the event that NHCP-LTCF funds are returned to the Program, the Funding Agreement will be nullified and WHC will begin the process of re-allocating the returned funds to other eligible projects before the end of the program year. Applicants with eligible projects that are not initially approved for funds will therefore be placed on a “waiting list”. Those included on the “waiting list” will be notified.

WHC and NCC reserve the right to award partial funding to eligible land trusts.

Please also note that:

- NHCP-LTCF funds may be combined with other federal funds on the same project, as long as funds go towards unique expenditures;
- other federal funds cannot be used as matching funds for NHCP-LTCF funds; and,
- hectares secured cannot be counted towards the expected results of multiple federal funding programs.

SECTION A – NHCP-LTCF PROGRAM ELIGIBILITY AND REQUIREMENTS

A-1: Program Year 2 Deadlines

- a) **Application Form Deadline:** Application Forms will be accepted between **March 18, 2020** and **April 20, 2020 8:00 pm (EDT)** for projects with a closing date between **April 1, 2020** and **December 15, 2020**.

Important Note: If NHCP-LTCF funds are required to close your project, your closing date must be **August 14, 2020 or later**, in order to allow for adequate administrative processing time, collection of required documentation and release of funds from NCC.

- b) **Project Finalization Deadline:** The deadline for finalizing WHC project deliverables and submitting all final documentation to receive the final installment is **February 3, 2021 at 8:00 pm (EST)**. **Receipt of final deliverables/documents by WHC after this deadline may result in applicants forfeiting the final installment and the ability to apply for funding in future program years.**

A-2: Land Trust Eligibility

To be eligible to apply to the NHCP-LTCF Large Grant Program, applicants must meet all the criteria below:

- i) Applicants must be a Canadian land trust*
** A Canadian Land Trust is defined as a not-for-profit conservation organization that, as all or part of its mission, actively works to conserve land by acquiring land or Conservation Agreements (or assisting with their acquisition) and/or stewarding/managing land or Conservation Agreements. (CLT Standards & Practices 2019).*
- ii) Applicants must be a [registered Canadian charity](#); and
- iii) Applicants must have adopted (by Board resolution) and be in compliance or working towards substantial compliance with the [Canadian Land Trust Standards and Practices \(2019\)](#)** or *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels*. This includes, in particular, compliance or substantial compliance with Standards 8-12 which address the securement and stewarding of conservation lands.
***The Canadian Land Trust Standards & Practices were revised in January 2019 and land trusts will be in a transition phase while adopting new practices. Land trusts are expected to be making significant progress towards the adoption of a Board resolution by the end of Year 2 of this program to be eligible for funding. Resolutions are expected to be filed with the appropriate Alliance, if applicable, and on-file with the land trust for review by WHC, upon request.*

A-3: Project Eligibility

a) Project Eligibility Overview

Applicants are permitted to submit one project per Application Form between \$30,001 and \$1,000,000. **Applicants may choose to submit up to 3 large project Application Forms (projects) for a total ask of \$1,000,000** (this would require three separate Application Forms be submitted, one per proposed project), **or a single project for \$1,000,000, per program year.**

b) Project Eligibility Defined

A project is defined as a parcel or grouping of parcels that may or may not share the same landowner (see multiple ownership below):

- sharing the same conservation objectives (see below);
- clearly contributing to [Canada Target 1](#) (i.e., can be counted as [Protected Areas](#) or [Other Effective Area-based Conservation Measures](#)); and,
- that may consist of either conservation agreements or fee simple acquisition or a combination thereof.

Shared and mutually beneficial conservation objectives may include:

- Where parcels occur in a cluster, connectivity / continuity of protected lands, providing increased ecosystem integrity and risk mitigation for climate change or as key wildlife corridors;
- Where parcels are more geographically dispersed, intact habitat for a particular species-at-risk or protection of rare ecosystem types, priority habitats or protection of key stopover points on migratory pathways.

Land trusts will be expected to commit to the protection of an agreed upon acreage regardless of the number of landowners or parcels.

c) Project Eligibility Involving Multiple Landowners

Multiple ownership: A parcel or a group of parcels may share up to 2 individual landowners.

Any proposed project with more than 2 individual landowners will be considered on a case by case basis, and must provide a clear rationale as to why multiple ownership is essential to the successful completion of the project. Only projects that have demonstrated sufficient rationale will be eligible, and will be subject to an additional risk assessment by WHC. The additional assessment will include consideration of the likelihood of securing all parcels, if applicable, within the proposed timeline with available resources.

Please Note: Projects with more than 2 landowners that are approved for funding under the NHCP-LTCF may be required to provide additional interim reporting and status updates upon request from WHC.

It is important to note that consideration of multiple ownership under the NHCP-LTCF program exists to support land trusts in cases where securing lands with multiple ownership is required for the viability of the project.

d) Minimum Amount of NHCP-LTCF Funds Available per Project:

Applicants may request a minimum of \$30,001 in NHCP-LTCF funds per project, therefore, per Application.

e) Maximum Amount of NHCP-LTCF Funds Available per Project:

Applicants may request up to a maximum of \$1,000,000 in NHCP-LTCF funds per program year. Applicants may submit:

- up to 3 Application Forms (projects) for a total ask of \$1,000,000; or,
- a single Application Form (project) for \$1,000,000.

f) Acquisition Project Type:

The acquisition of fee simple lands or [Conservation Agreements](#) are eligible project types under the NHCP-LTCF.

g) Transaction Type (including Ecogifts):

Purchases, donations and [split receipts](#) are all eligible transaction types under the NHCP-LTCF.

h) Mortgages and Other Encumbrances:

Fee Simple Land: Land secured by the land trust in fee simple may not be mortgaged, charged, or otherwise financially encumbered (take-back mortgages are also not permitted under the NHCP-LTCF Program). All remaining financial encumbrances (mortgages, liens, etc.) must be discharged prior to, or at the time of title transfer. Other existing non-financial encumbrances (e.g., utility rights of way, hypothèque agreements with a public or para-public foundation) may be permitted with the consent of WHC.

Conservation Agreements: Any financial encumbrances registered on the land for which the Conservation Agreement (CA) will be registered against must be discharged or postponed in favour of the CA. Other remaining non-financial encumbrances (e.g., utility rights of way) may be permitted with the consent of WHC.

Note: Financial encumbrances are not acceptable, as remedies for the encumbrance holder normally include taking control of the property ownership, sale of the land to satisfy the debt and potential loss of the land trust interest in the land.

i) Conservation Plan:

Only priority projects determined through documented conservation planning process are eligible under the NHCP-LTCF. If the project falls within a [Key Conservation Area \(KCA\)](#) and therefore falls under an existing Conservation Plan, the applicant will need to provide the specific address and boundaries of the property, for WHC's verification (map check).

Key Conservation Areas include areas identified under:

- a. An **NCC Natural Area Conservation Plan (NACP)**. Applicants who wish to adopt an NCC NACP should contact NCC to ensure their project falls within the boundaries of an NCC NACP.
- b. DUC's target landscapes as articulated by the habitat joint ventures of the [North American Waterfowl Management Plan](#).
- c. Priority Places and other Federal, Provincial or Territorial government plans (copy to be provided to WHC with application submission).
- d. **Other science-based plans developed by land trusts** (copy to be provided to WHC with application submission).

In situations where a proposed project property does not fall within a KCA, the applicant must provide WHC with a case for conservation, which defends how the project property meets the Canada Target 1 criteria, so that it may be reviewed by WHC and the NHCP-LTCF External Review Panel.

Applicants are encouraged to use the [Conservation Planning Framework](#) guidance tool to develop an appropriate case for conservation/Conservation Plan.

j) Joint Title Holders:

Applicants are permitted to close projects in joint title ownership with other organizations, provided that all title holders meet the eligibility criteria listed above under [A-2](#), or government departments or government agencies carrying out similar work in Canada. **All title holders must be willing to sign the required [NHCP-LTCF Funding Agreement](#).**

k) Transfer of Land After Closing:

Land trusts must receive approval from ECCC, through NCC, for any transfer, sale, disposition or encumbrance of land, or any portion thereof, under the program. All dispositions must comply with the terms of the *NHCP-LTCF Funding Agreement* and also be to a receiving entity that meets the following criteria:

- are a registered Canadian charity that is in compliance or substantially in compliance with the Canadian Land Trust Standards and Practices or *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels*; or,
- are government departments or government agencies, including a municipality or public body performing a function of the government of Canada, carrying out similar work in Canada; or,
- are an indigenous entity capable of holding title to land, including a corporation controlled by an indigenous entity, carrying out similar work in Canada.

The applicant shall make the transfer of land or interest in land conditional upon the recipient granting the applicant a commitment to conserve the land in perpetuity in adherence to the *NHCP-LTCF Funding Agreement*.

l) Closing Solely in the Name of a Different Organization:

Applicants are not permitted to close the property solely in the name of a third party. Applicants must be the final recipient of NHCP-LTCF funds and must be at least partially on title at the time of closing, except in the case of a project in partnership with American Friends of Canadian Conservation or American Friends of Canadian Nature as outlined below.

m) American Friends of Canadian Conservation (AFCC) or American Friends of Canadian Nature (AFCN):

The use of American Friends of Canadian Conservation (AFCC) or American Friends of Canadian Nature (AFCN) are an allowable mechanism to help land trusts acquire lands from American donors.

Application Forms must be submitted by the land trust, not AFCC or AFCN.

It is the full responsibility of the applicant to understand and adhere to the rules and requirements involved in land acquisition with American donors.

n) Required Matching Funds for Each Project:

The NHCP-LTCF is a matching funds program, with a required match ratio of a **minimum 2:1**. This means that for every \$1 of Program funds awarded, a minimum of \$2 in matching funds from sources other than Canadian Federal Government investments must also be contributed. Matching funds may include both cash and in-kind contributions.

Note: Applications with a matching funds ratio that is higher than 2:1 may be considered more favourably.

In-kind funding refers to the cash-equivalent funding in the form of a donation (donated land or donated services) for which no cash is exchanged but is essential to the project and that would have to be purchased on the open market, or through negotiation with the provider, if it were not provided.

Applicants planning to include in-kind matching funds under the NHCP-LTCF **must submit evidence of the value of the donated goods/services** to be eligible for the First Installment (e.g. a legal invoice should clearly outline the exact amount credited to the invoice for the purposes of donating the legal service).

If using the donated value of land as in-kind match, the amount of in-kind match should be the difference between the appraised value and the purchase price. For example: if a property is appraised at \$100,000, but the landowner has agreed to a lower purchase price of \$90,000, the difference between \$100,000 and \$90,000 (= \$10,000) is the amount that should be included in the project budget as in-kind match. If a project is a 100% donation, the entire appraised value would count as in-kind match.

Note: Associated project expenses that occurred between April 1, 2019 and March 31, 2021 can be applied to the project as **matching funds** (provided that the expenses were not paid for with other sources of Canadian federal funds).

Full-time or part-time staff **cannot donate** their time to a project as in-kind match; however, staff time can be applied as cash match in cases where this cost is covered by other non NHCP-LTCF funds.

As part of the NHCP-LTCF reporting requirements, all **volunteer involvement** is to be reported to WHC. A Volunteer Reporting Section will be provided as part of the Final Reporting process for awarded projects.

The definition of a volunteer is as a person who works for an organization without being paid, a person who voluntarily offers themselves for a service or undertaking, or a person who performs a service willingly and without pay.

o) Stewardship Endowment Accounting:

Projects funded under the NHCP-LTCF require a cash contribution to a stewardship endowment fund for the long-term stewardship of the lands. The stewardship endowment contribution must be accounted for separately (meaning the stewardship funds **cannot be pooled with general operations funding** and the earnings must be used to fund long-term stewardship of the property); however, stewardship endowment funds are allowed to be pooled in an internally restricted general endowment fund.

Funds from Canadian federal government sources cannot be used for stewardship endowment under the NHCP-LTCF. Projects must raise funds for the stewardship endowment from other sources, and funds for the stewardship endowment must be made in addition to existing revenue and/or existing endowment funds; pre-existing funds in an endowment cannot be re-assigned/extended to cover the NHCP-LTCF stewardship endowment fund requirement.

p) Calculation of NHCP-LTCF Required Stewardship Endowment Contribution

Given that a complete financial project audit is required under the Large Grants program, the auditor will be required to verify and sign off on the fact that the correct amount of Stewardship Endowment Funds were

transferred into the land trust’s endowment account and sourced appropriately; therefore, **the provision of the completed audit with Final Reporting, is required as proof of fulfilling the Stewardship Endowment Fund requirements under this program.**

The amount of stewardship endowment required under the NHCP-LTCF is determined by using the table below:

Value of Land or CA	Stewardship Endowment Contribution Required
<i>Less than \$50,000</i>	<i>Minimum of \$5,000</i>
<i>>\$50,000</i>	<p><i>Note that a minimum of \$5,000 is required, regardless of which option is used to determine stewardship endowment contribution.</i></p> <p><i>There are 2 approaches to choose from:</i></p> <ol style="list-style-type: none"> <i>1) use the Stewardship Calculator based on the land trust’s estimate of the actual stewardship costs associated with a particular property.</i> <i>2) apply a flat rate of 10% of the fee simple land value or Conservation Agreement value up to a maximum cap of \$400,000.</i>

q) Environment and Climate Change Canada (ECCC) Recognition and Communications Protocol:

Successful applicants will, from time to time, undertake communications activities and outreach that will highlight and promote achievements under the Program. These communication activities must be conducted in compliance with the following Public Acknowledgement and Official Languages requirements:

- If the communication is for wide distribution or for a wide scale activity (i.e., national or provincial), then it must be made available in both official languages. This includes press releases, project materials (handouts, newsletters, reports, etc.), advertisements and event invitations.
- If the communication is for local distribution only, then unilingual English or French is acceptable, except where inclusion of official language minority communities is appropriate (successful applicants should refer to requirements in their signed Funding Agreement). If the inclusion of official language minority communities is appropriate, reasonable effort in both official languages is required for all communications.

Communications Activities and Requirements:

- **Digital Promotion / Social Media:** ECCC may repost social media messages concerning NHCP-LTCF projects that were originally posted on the successful applicant’s social media platforms. The successful applicant will reciprocate, as appropriate, for ECCC social media messages regarding the NHCP-LTCF.
- **Event Planning:** The successful applicant will provide WHC with three-months advanced notice of anticipated Project announcement/event dates. Please note that event dates should not be set prior to receiving ECCC approval. As required, WHC will work with the successful applicant and NCC will work with ECCC to confirm any government representation at events and acquire needed ECCC approval. A detailed event plan is required. Please use the event plan template provided by WHC.
- **Media Relations / News / Press Release:** The successful applicant will provide any draft news releases to WHC at least six weeks before the proposed announcement date for review by WHC, NCC and ECCC Communications. As required, WHC will work with the successful applicant and NCC will work with ECCC to acquire needed ECCC approval. Please use the news release template provided by WHC. News releases pertaining to the Program will include NHCP boilerplate text and a Ministerial quote (if provided by ECCC) in order to promote the Government of Canada’s funding. The successful applicant will ensure that news releases intended for general audiences are distributed in both official languages.
- **Signage:** The successful applicant is required to design, manufacture and install property-based signage for partner recognition on NHCP-LTCF projects acquired through fee-simple purchase.
Note: The signage requirement does not apply to Projects conserved through Conservation Agreements

(*easements, servitudes or covenants*). A template sign is available and is recommended for use. The sign template will be provided to successful applicants upon award notification.

- Before signage is manufactured, the design will need to be approved by WHC, NCC and ECCC. Please allow at least one week (from time of final draft submission to ECCC) for approval.
 - Property-based Program recognition signage will include the Government of Canada logo.
- From time to time, project lands may be exempt from signage due to local concerns or inaccessibility (e.g. identification of species at risk habitat). Exemptions must be requested by the applicant and approved by WHC and NCC.

- **Property Photos:** The successful applicant will be required to provide at least one high quality image of the Project property(ies), for possible use in ECCC social media and other promotional materials. The successful applicant will be required to provide authorization to WHC/NCC/ECCC for the use of the image(s). *In cases of an anticipated confidentiality/privacy conflict with this requirement, please contact WHC.*

A-4: Expense Eligibility

NHCP-LTCF funds can only be used to fund in-year expenditures associated with the securement of fee simple land or Conservation Agreements. [Chart 1 - Eligibility of Expenses under the NHCP-LTCF Program](#) outlines eligible expenses and eligible matching funds.

Eligible project expenses will be those that have been **incurred in the 2020-2021 fiscal year (April 1, 2020 to March 31, 2021)**.

NHCP-LTCF funds cannot be used to cover rebatable/refundable taxes.

Charging Staff Time: Staff time AND/OR consultant time that is directly related to the project are eligible expenses, including all Staff time necessary for planning, negotiating, coordinating and completing the project. Please note that up to 15% of the total value of the project (total project budget), to a maximum of \$50,000, can be requested in NHCP-LTCF funds for Salaries and Wages.

Chart 1 – Expense Eligibility under the NHCP-LTCF - Large Grants

Please note that this chart includes all high-level categories of eligible expenses. Some examples have been provided to help land trusts identify eligible expenses under listed categories. Please note that bulleted examples are not an exhaustive list.

- Eligible expenses are those directly related to the project that have been incurred in the same fiscal year (April 1 to March 31) as the associated NHCP-LTCF program year. *Eligible expenses for **Year 2** projects are those that have been incurred between April 1, 2020 and March 31, 2021.*
- The eligible expenditures below include any GST/HST that is **not** reimbursable by the Canada Revenue Agency and any PST **not** reimbursable by the Provinces.
 - NHCP-LTCF funds cannot be used to cover rebatable/refundable taxes.
- Associated project expenses that occurred between April 1, 2019 and March 31, 2021 may be applied to the project as **matching funds** (provided that the expenses were not paid for with other sources of Canadian federal funds).
- As per normal business practice, successful applicants are expected to keep appropriate records, invoices and supporting documentation of all expenditures under the NHCP-LTCF program in anticipation of the financial project audit. Successful applicants are also expected to keep records and supporting documentation pertaining to staff time expensed under the NHCP-LTCF program.

Expenditures	Is the expense eligible to receive NHCP-LTCF program funds?	Is the expense eligible to include as Matching Funds (Cash)?	Is the expense eligible to include as Matching Funds (<u>In-Kind</u>)?
<p>Travel – travel expenditures that are necessary to the successful completion of the project. To be eligible, travel must take place by the least expensive means, and rates may not exceed the maximum allowances permitted by the National Joint Council Directive:</p> <ul style="list-style-type: none"> • Kilometric rates (only applicable to personal-vehicle travel away from the office, not for daily commuting) • Accommodation and meal allowances • Air travel for trips fewer than nine consecutive hours are reimbursed at the economy rate. • The standard accommodation is a basic room, in a safe environment and conveniently located. The applicant should always seek the most reasonable rate. 	✓	✓	✓
<p>Salaries and wages - including all existing benefits for employees and contract staff, and mandatory employment-related expenditures.</p> <ul style="list-style-type: none"> • Includes all Staff time necessary for planning, negotiating, managing, coordinating and completing the project. <p>Note: up to 15% of the total value of the project (total project budget), to a maximum of \$50,000, can be requested in NHCP-LTCF funds for Salaries and Wages.</p>	✓	✓	✓
<p>Contractors - costs associated with contractors engaged to undertake the project activities, such as general labourers, or researchers.</p>	✓	✓	✓
<p>Materials and supplies expenditures</p>	✓	✓	✓
<p>Equipment rentals</p>	✓	✓	✓
<p>Vehicle rental, lease and operation expenditures</p>	✓	✓	✓

<p>Lease of office space – the proportionate share of the cost to lease office space, based on the total in-office Staff time directly related to the project.</p> <p>The portion of the cost to lease office space that may be requested under the NHCP-LTCF must be calculated using the following approved formula:</p> <p>STEP ONE:</p> <p><i>TOTAL in-office Staff time directly related to the project (in dollars). This includes all Staff time being charged to the project.</i></p> <p>=</p> <p><i>Proportionate share of the cost to lease office space, based on in-office Staff time directly related to the project.</i></p> <p>STEP TWO:</p> <p><i>Proportionate share of the cost to lease office space, based on in-office Staff time directly related to the project.</i> x <i>TOTAL cost to lease office space between April 1 and March 31 of the associated program year</i> = <i>Maximum amount that can be requested under the NHCP-LTCF for "Lease of office space."</i></p> <p>Note: For Final Reporting, successful applicants will be required to submit a signed attestation from a senior officer confirming that the numbers used in the above formula support the portion expended to the NHCP-LTCF.</p>	✓	✓	✓
<p>Communication and printing, production, and distribution expenditures:</p> <ul style="list-style-type: none"> • Design and installation of property-based program recognition sign(s). • Property-based communication costs or alternative project-specific funding recognition and communication or event expenses. <p>Note: a maximum of \$5,000 may be requested in LTCF funds under this category (including printing, production, distribution expenditures).</p>	✓	✓	✓
<p>Management and professional service expenditures - costs associated with management and professional services required to support a project, such as:</p> <ul style="list-style-type: none"> • Accounting charges • Monitoring and translation (internal) charges • Official languages translation charges 	✓	✓	✓

<ul style="list-style-type: none"> • Legal fees/charges, title search fees, registration fees, and severance fees • Securement-related consultant costs necessary to negotiate the project, or in the case of Conservation Agreements, drafting or Baseline Documentation Report (BDR) and the Conservation Agreement. 			
<p>Costs associated with eligible land planning, Land Securement and stewardship initiatives and Projects such as, land costs, appraisals, surveys, baseline documentation, land transfer tax.</p> <ul style="list-style-type: none"> • Appraisal Costs • Survey Costs (if applicable) • Real Estate Broker Fees • Environmental Assessments (if applicable) • Stewardship Implementation Actions, which includes: i) conducting biological inventories to inform the development of the property management plans; ii) property management plan writing and review; iii) implementing property management actions on fee simple lands; iv) conservation agreement compliance monitoring on easements, servitudes and covenants; under the condition that the expense is incurred between April 1 and March 31 of the associated NHCP-LTCF program round. <p>Note: a maximum of \$10,000 can be requested in NHCP-LTCF funds for the development of management plans that are associated / required as part of permanent protection.</p>	✓	✓	✓
Purchase Price / Cost of Land or Conservation Agreement	✓	✓	X
Donated value of Land or Conservation Agreement	N/A	N/A	✓
Land Transfer Tax (LTT) and Sales Tax (excluding rebatable portion)	✓	✓	X
Property Tax (only when paid as part of closing)	✓	✓	X
Stewardship Endowment Fund	X	✓	X
Fundraising Costs	X	✓	✓
<p>Cost of Independent Financial Project Audit – <u>should NOT be included in project budget</u></p> <p>Note: the audit cost will be paid for outside of awarded NHCP-LTCF funds, and therefore the audit cost should not be included in your NHCP-LTCF funding request. Please see the section on Project Audit for full details.</p>	X	X	X

A-5: Additional Requirements and Expectations under the NHCP-LTCF Large Grant Program

If successful applicants choose to accept NHCP-LTCF funds, the following describes the expectations and requirements under the NHCP-LTCF Large Grant program:

a) NHCP-LTCF Funding Agreement:

Applicants must be prepared to sign a legal agreement (the [“NHCP-LTCF Funding Agreement”](#)) with the Nature Conservancy of Canada (NCC).

Important Note:

Applicants must review the [NHCP-LTCF Funding Agreement](#) template **before submitting an Application Form**, as the terms of the agreement as presented in the template are not open for negotiation, with the only exception being minor modification.

b) Baseline Documentation Reports (BDRs) for Conservation Agreement Only:

All Conservation Agreements require a [Baseline Documentation Report \(BDR\)](#) be developed and signed by the landowner. Where possible, BDRs should be prepared prior to closing and signed by the landowner and land trust at, or prior to, closing. The BDR must also be registered on title, **in accordance with Provincial mechanisms**. Confirmation that the BDR has been completed, and registered on title (in accordance with Provincial mechanisms), is required with Final Reporting.

Exception: In the event that seasonal conditions prevent the completion of a full BDR report by closing, the landowner and the land trust must sign a schedule for finalizing the full report and an acknowledgement of interim data at closing (CLTSP [Standard 11.B.](#)). In this case, a completed BDR, registered on title (in accordance with Provincial mechanisms), is required no later than 6 months post-closing, and confirmation must be provided to WHC.

Important Note: As it is an eligibility requirement under the NHCP-LTCF for land trusts to have adopted (by Board resolution) and be in compliance or working towards substantial compliance with the *Canadian Land Trust Standards and Practices (2019)*, it is strongly encouraged that land trusts work diligently and expediently to become compliant with the BDR requirements therein. By the end of NHCP-LTCF program Year 2, it is expected that Canadian land trusts will be making significant progress in working towards or achieving compliance.

c) Project Audit:

Applicants must have a financial audit completed on the project by an external Chartered Professional Accountant (CPA). The financial audit statements must demonstrate the following (please see the [audit example](#) provided on the WHC website):

- a minimum 2:1 match ratio;
- a list of all eligible expenditures by expense category; and,
- a breakdown of expenses applied to the NHCP-LTCF funds vs. those covered by matching funds (cash vs. in-kind).

Audit cost and payment:

Note that the cost of the audit will be covered **outside of awarded NHCP-LTCF funds**, and therefore the audit cost should not be included in your NHCP-LTCF funding ask.

Successful applicants must provide a realistic project audit estimate to WHC within one-month of funding approval. Common audit pricing on land acquisition projects is normally in the range of \$500 to \$6,000; however, only the amount noted on the third-party audit invoice will be paid. For audit costs above \$6,000.00, WHC and NCC may, at their discretion, cap the amount provided.

WHC will pay for the cost of the audit, in accordance with the following:

- The auditor must bill WHC directly for the costs associated with the financial project audit;
- A copy of the audit must be received by WHC no later than **February 3, 2021 8:00pm (EST)**;
- Payment of the audit invoice will be made by WHC, following WHC’s receipt and approval of the project’s financial audit.

Final installment will be issued by NCC, following WHC's and NCC's receipt and approval of all final reporting documentation.

d) Appraisals:

The submission of an appraisal that has been completed by a designated appraiser (i.e. AACI) within the last year is a requirement of the NHCP-LTCF. If the land trust has an appraisal that was completed more than a year ago, the land trust must provide confirmation and/or sufficient explanation to demonstrate that the market has not changed since the appraisal was completed. Applicants are encouraged to review the [Canadian Land Trust Standards and Practices \(2019\)](#) section on appraisals.

- **For application**, if a full appraisal has yet to be completed, then an assessment of the value of the project land(s) with clear rationale explaining how the value was determined will be required. Acceptable documents include a short form appraisal, or a letter from your appraiser outlining how the value was determined.
- A full appraisal will be **required at the mid-project milestone deadline, August 31, 2020**, or sooner as completed, and must be submitted no later than 30 days prior to close.

Note: The fair market value of the land indicated on the appraisal should be reflected in column "H" of the purchase price line 22 of the project budget. If the purchase price of the land is lower than the appraised value, the difference should be included in column "G" as in-kind match. If the purchase price is higher than the appraised value, a clear explanation should be included in the submitted project budget.

Note: A full appraisal needs to be submitted prior to the release of any awarded funds.

To be an eligible expense, the cost for an appraisal must have been incurred after April 1, 2020.

NHCP-LTCF funds can only be used to fund a purchase price no greater than 5% above the appraised value of the property, as determined by the appraisal. For example, for a property appraised at \$100,000, a maximum of \$105,000 of NHCP-LTCF funds can be used towards the purchase price. **Applications in which the land trust intends to pay more than the appraised value will be closely evaluated to ensure that there is a strong value-for-money proposition.**

B-1: Application Form Requirements

a) How many Application Forms can I submit?

Applicants are only permitted to submit one project per Application Form, **but may submit up to three Large Grant project Application Forms (projects) for a total ask of \$1,000,000 OR a single project for \$1,000,000** in year 2. Therefore, up to 3 Large Grant Application Forms may be submitted by a land trust in year 2.

b) How many projects can be submitted in a single Application Form?

Each Application Form represents one project.

c) How do I submit the Application Form?

Application Forms must be completed and submitted [online](#). Applicants will be prompted first to create a username and login password, and the Application Form itself can be saved at any point in time during the completion of the form.

Note: Any Application Forms submitted to WHC staff by email or mail will not be considered.

All reporting documentation can be uploaded to the application account throughout the duration of the project. If an applicant has applied to previous program years of the NHCP-LTCF Program (or NCC's OQO program), the same username and password can be used to complete the Application Form.

d) **What documentation will be required as part of a complete Application Form?**

The list of documentation required in the Application Form is listed under [Chart 2: Checklist of Required Documentation for Application and Installments – Large Grants](#).

e) **How do I know if my Application Form was successfully submitted online to WHC?**

Applicants will receive an automated email when the Application Form has been submitted successfully.

B-2: Evaluation of the Application Form

a) **When will my Application Form be evaluated?**

Application Forms will be screened by WHC within 1-2 weeks following the deadline, with subsequent review by the External Review Panel.

b) **Who will evaluate my Application Form?**

Each Application Form is first reviewed by WHC against eligibility criteria. Eligible applications are then evaluated by an External Review Panel. The External Review Panel evaluates Application Forms and prepares a list of suggested applications to be funded for WHC's consideration. WHC then presents recommended applications for funding to NCC for final funding decision.

c) **How will my Application Form be evaluated?**

Applications that meet the eligibility requirements will be evaluated on the relative strengths of the conservation criteria. If the Application Form does not convey competitive conservation value, WHC reserves the right to reject the project. For complete evaluation and breakdown, please refer to the [NHCP-LTCF Evaluation Table 2020-2021](#).

Note: WHC and the External Review Panel (ERP) will consider the likelihood of securing all parcels with the proposed timeline, with available resources, particularly where a project has more than 2 landowners.

B-3: Award/Rejection Letters

a) **When can I expect to receive an award/rejection letter?**

Award/rejection letters will be distributed approximately 6 – 8 weeks after the application window closes.

Important Note: If NHCP-LTCF funds are required to **close** your project, your closing date must be **August 14, 2020 or later**, in order to allow for adequate administrative processing time, collection of required documentation and release of funds.

b) **How can I expect to receive an award/rejection letter?**

Award/rejection letters will be distributed via email.

B-4: First and Final Installments

a) **How are the amounts of both installments determined?**

Payments are made to awarded recipients in two separate installments. The First installment amount is calculated using a holdback amount for the second/Final installment amount.

For example, an applicant is awarded \$250,000 of NHCP-LTCF funds:

First installment = \$212,500 (\$250,000 less a 15% holdback of \$37,500)

Final installment = \$37,500 (15% of \$250,000)

b) What documents are required before NCC will release first and/or final installment?

See [Chart 2 - Checklist of Required Documentation for Application and Installments – Large Grants](#). After all required/requested documentation has been completed and approved by WHC and NCC, payment will be processed for disbursement.

Failure to submit all necessary/requested documentation for final reporting by the deadline, may result in the forfeit of the final installment and may jeopardize future funding consideration under the NHCP-LTCF.

Note: NCC requires 3 weeks to process and release payment installments.

Successful applicants will be required to complete an Interim Reporting form at August 31, 2020, to provide WHC with a status update on the project.

c) When will NCC release first and final installment?

IMPORTANT: Invoices must be made out to the Nature Conservancy of Canada (NOT WHC) and submitted to WHC for processing.

First installment: All necessary documentation, listed in [Chart 2 - Checklist of Required Documentation for Application and Installments-Large Grants](#), must be submitted to WHC to receive the first installment (for disbursement by NCC).

Final installment: All necessary documentation, listed in the [Chart 2 - Checklist of Required Documentation for Application and Installments-Large Grants](#), must be submitted to WHC by **February 3, 2021 8:00 PM (EST)** to receive the final installment (for disbursement by NCC).

d) How will NCC release the first and final installment in year 2?

NCC will electronically transfer funds for both the first and final installments.

The **first installment** will be transferred no earlier than 5 business days prior to the closing date, either to the lawyer or authorized legal representative, to be held in trust; OR directly to the land trust, if requested.

The **final installment** will be transferred directly to the land trust.

Chart 2 - Checklist of Required Documentation for Application and Installments – Large Grants

CAUTION:

- If an applicant fails to upload the correct, requested documentation with their Application Form submission, the application may be deemed incomplete and disqualified from funding consideration.
- If an awardee fails to submit all required correct documentation by the Mid-Project Milestone deadlines, the awardee may be required to forfeit funding and return any NHCP-LTCF funds to NCC, immediately.
- If an awardee fails to submit all required documentation by the Final Reporting deadline (February 3, 2021), final installments will not be released and eligibility to apply to the NHCP-LTCF program in subsequent program years may be effected.

Documentation to be submitted with application; for mid-project milestones; and for first and final installment	Required with Application Form	Required at Mid-Project Milestone	Required for First Installment	Required with Final Reporting and Final Installment
1) Parcel Grid with legal land descriptions and Parcel Map;	✓			
2) UTM coordinates/GIS files of the property vertices and UTM zones; or other spatial files (shp, kmz);	✓			
3) Conservation Plan - If the project falls within: -a Key Conservation Area, the specific address and boundaries of the property must be provided; -priority places and other Federal, Provincial or Territorial government plans, a link to or a copy of the plan must be provided; -other science-based plans developed by land trusts, a copy of the plan must be provided.	✓			
4) Project Budget – NHCP-LTCF template must be used;	✓			
5) Evidence of an established stewardship endowment fund policy/process;	✓			
6) A copy of the applicant’s most recent financial statements submitted to the CRA;	✓			
7) A copy of the appraisal: -If a full or draft appraisal is not available at time of application submission, then an assessment of the value of the project land(s) with clear rationale explaining how the value was determined will be required. Acceptable documents include a short form appraisal, or a letter from your appraiser outlining how the value was determined. -A full appraisal* must be provided to WHC no later than August 31, 2020, or sooner as completed, and must be submitted no later than 30 days prior to close. <i>*A full appraisal is required for release of the First Installment</i>	✓ Assessed Value with rationale; draft appraisal OR full appraisal, if complete	✓ Full Appraisal (no later than August 31, 2020)	✓	

<p>8) Fee simple only: Purchase and Sale Agreement / Option to Purchase / Signed Donation Agreement or Intent to Donate</p> <p><u>Acceptable documents at application:</u> -If a signed Purchase and Sale Agreement (APS) is not available at time of application submission, a signed non-binding letter of intent identifying the landowner’s interest in proceeding with the project is required; -A copy of the signed* APS / Option to Purchase / Signed Donation Agreement or Intent to Donate (if applicable) must be provided to WHC no later than October 2, 2020, or sooner as completed, and must be submitted no later than 30 days prior to close. <i>*A signed APS / Option to Purchase / Signed Donation Agreement or Intent to Donate (if applicable) is required for release of the First Installment.</i></p>	<p>✓ Signed non-binding letter of intent</p> <p>OR</p> <p>Signed APS / Option to Purchase / Signed Donation Agreement / Intent to Donate</p>	<p>✓ Signed APS / Option to Purchase / Signed Donation Agreement / Intent to Donate (no later than October 2, 2020)</p>	<p>✓</p>	
<p>9) Conservation Agreement only: Letter of Intent / Conservation Agreement/Easement / Agreement of Purchase and Sale</p> <p><u>Acceptable documents at application:</u> -If a signed Conservation Agreement/Easement is not available at time of application submission, a signed non-binding letter of intent identifying the landowner’s interest in proceeding with the project is required; An unsigned copy of the Conservation Agreement/Easement, or a signed copy of an agreement of purchase and sale, must be provided to WHC no later than 30 days prior to close.</p>	<p>✓ Signed non-binding letter of intent</p> <p>OR</p> <p>Signed Conservation Agreement/Easement</p> <p>OR</p> <p>Signed APS</p>		<p>✓ Unsigned or signed Conservation Agreement/Easement required for first installment</p>	<p>✓ Signed copy of Conservation Agreement/Easement and proof of registration on title required for final installment</p>
<p>10) Completion of Interim Reporting Form, to provide WHC with a status update on the project.</p>		<p>✓ (no later than Aug 31, 2020)</p>		
<p>11) A representation from a senior officer that all matching funds (excluding land value) are in place and no other sources of federal government funds have been used as match;</p>		<p>✓ (no later than October 2, 2020)</p>	<p>✓</p>	
<p>12) A copy of the preliminary title report/title search from legal counsel which acknowledges the Fee Simple land or Conservation Agreement is free and clear of financial encumbrances, or evidence that the lender has agreed to postpone their financial interest in favour of the Conservation Agreement and to have this postponement registered on title with the Conservation Agreement;</p>			<p>✓ (minimum 30 days prior to close)</p>	
<p>13) An undertaking from the lawyer/notary to hold the NHCP-LTCF funds in trust, <u>if applicable</u> as the selected option for receiving funds;</p>			<p>✓ (minimum 30 days prior to close)</p>	
<p>14) Fully signed NCC Funding Agreement; <i>Note: First Installment will not be released until the NCC Funding Agreement is fully signed;</i></p>		<p>✓ (ASAP once received)</p>	<p>✓</p>	
<p>15) Invoice addressed to NCC requesting First Installment amount – invoice submitted to WHC for processing;</p>			<p>✓ (minimum 30 days prior to close)</p>	

<p>16) For Conservation Agreements only, a copy of the full Baseline Documentation Report (BDR).</p> <p><i>Exception: In the event that seasonal conditions prevent the completion of a full BDR report by closing, the landowner and the land trust must sign a schedule for finalizing the full report and an <u>acknowledgement of interim data at closing – to be submitted to WHC</u>. In this case, a completed BDR, registered on title (in accordance with Provincial mechanisms), is required <u>no later than 6 months post-closing, and confirmation must be provided to WHC</u>.</i></p>				✓
<p>17) For Fee Simple properties only: a copy (pdf, jpg, etc.) of the design of the property-based recognition sign.*</p> <p><i>*See Environment and Climate Change Canada (ECCC) Recognition and Communications Protocol for required approval process.</i></p>				✓
<p>18) A copy of the post-closing title report (transfer deed) or land title demonstrating ownership (Fee Simple) or registration of Conservation Agreement;</p> <p><i>Note: This is a document received on or shortly after closing that clearly shows the land trust as the new, registered owner.</i></p>				✓
<p>19) A complete financial project audit package and audit invoice (auditor to invoice WHC directly);</p>				✓
<p>20) A copy of the Statement of Adjustments (if applicable);</p>				✓
<p>21) Confirmation of proportionate share of office lease cost (if applicable): a signed attestation from a senior officer confirming the numbers used in the approved formula to support the portion of the lease expense being applied to NHCP-LTCF funds;</p>				✓
<p>22) Invoice addressed to NCC requesting Final Installment amount – invoice submitted to WHC for processing; and,</p>				✓
<p>23) At least one high quality image of the Project property(ies),* for possible use in ECCC social media and other promotional materials, with authorization to WHC/NCC/ECCC for the use of the image(s).</p> <p><i>*In cases of a confidentiality/privacy conflict with this requirement, please contact WHC.</i></p>				✓

GLOSSARY

Award/Rejection Letter: Refers to the letter sent by WHC to the applicant, advising whether or not the applicant's Application has been approved to receive federal funds under the NHCP-LTCF, or if it has been rejected. If the applicant has been approved, the letter will inform the applicant of the maximum amount of federal funds awarded, as well as the necessary documents required (next steps) in order to receive first installment.

Baseline Documentation Report (BDR): For every Conservation Agreement, the land trust has a Baseline Documentation Report (that includes a baseline map and photographs) prepared prior to, or at, closing, is signed by the landowner and registered on title (in accordance with Provincial mechanisms). Both the landowner and the land trust should hold at least one original copy. The report documents the important conservation values protected by the Conservation Agreement and the relevant conditions of the property as necessary to monitor and enforce the Conservation Agreement. In the event that seasonal conditions prevent the completion of a full baseline document report by closing, the BDR may include an interim BDR and an acknowledgement that it will be replaced by a full report.¹

See full BDR requirements under NHCP-LTCF program year 2 under section [A-5 b\) Baseline Documentation Reports \(BDRs\) for Conservation Agreement](#).

Canadian Land Trust: A Canadian “not-for-profit conservation organization that, as all or part of its mission, actively works to conserve land by acquiring land or Conservation Agreements (or assisting with their acquisition) and/or stewarding/managing land or Conservation Agreements².”

Conservation Agreement: Also referred to as a Conservation Easement, Conservation Servitude, or Conservation Covenant, means a legal document in which a landowner agrees to restrictions on activities that would threaten the environmental value of the land. The Conservation Agreement allows the landowner to remain on the land while ensuring its protection from future development. The owner can keep that land in the family, sell it or donate it whenever he/she chooses, subject to the terms of the Conservation Agreement continuing to remain in full force and effect.

Conservation Planning Framework: Refers to a planning framework that can be used by an applicant to define priority areas for acquisition and long-term stewardship. Please see the Conservation Planning Framework Template and section [A-3 f\) Conservation Plan](#) for more information.

Final Recipient: Means a legal entity to which the NCC shall further distribute funds received under this Agreement in the manner provided in [section A-3](#). Eligible Final Recipients under the NHCP-LTCF are registered Canadian Charity Land Trusts who are in compliance or substantially in compliance with the Canadian Land Trust Standards and Practices 2019 or with the *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels 2019*.

Key Conservation Areas: Key Conservation Areas means ECCC proposed Priority Places as well as other areas identified at the national, regional, provincial or local level through science-based conservation planning, which may be updated periodically.

External Review Panel (ERP): The ERP is comprised of 3 to 6 advisors from across Canada who have strong knowledge or experience in matters of land conservation and/or grant making in conservation. They will be responsible for reviewing the qualitative attributes of each application that WHC has deemed to have met all eligibility requirements. The ERP will evaluate projects using an [objective internal matrix](#). WHC reviews the ERP evaluations and then presents its recommendations to NCC for funding. NCC ultimately makes the final decisions regarding awards.

Other Conserved Area or Other Effective area-based Conservation Measure (OECM): is a geographically defined area other than a Protected Area, which is governed and managed in ways that achieve positive and sustained long-term outcomes for the in situ conservation of biodiversity, with associated ecosystem functions and services and

¹ *Canadian Land Trust Standards and Practices (2019)*, pg. 20.

² *Canadian Land Trust Standards and Practices (2019)*, pg. 26.

where applicable, cultural, spiritual, socio-economic, and other locally relevant values” (*One With Nature definition, 2019*).

Project: For the full project definition under the NHCP-LTCF, see section [A-3: Project Eligibility](#).

Project Eligibility: The group of parcels in a project application may consist of either conservation agreements (CAs) or fee simple acquisition or a combination thereof. For the full project eligibility definition under the NHCP-LTCF, see section [A-3: Project Eligibility](#).

Protected Area: is “a clearly defined geographical space, recognized, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values” (*One With Nature definition, 2019*).

Split Receipts: The structure of a transaction which includes both cash payment for the purchase of land and also donation of land. Organizations and land trusts should be familiar with the CRA’s guidelines for split receipting and how it relates to property transactions, including Ecological Gifts. If necessary, the land trust / organization should obtain outside experience to assist them with any split receipting transactions.³

Stewardship Endowment: Is an internally or externally restricted fund invested to provide a permanent source of revenue for land stewardship.

The amount of [stewardship endowment required](#) per project under the NHCP-LTCF is based on the land value or Conservation Agreement (CA) value, which is defined as the purchase price and/or donation value (as evidenced by a charitable receipt).

Volunteer: A volunteer is as a person who works for an organization without being paid, a person who voluntarily offers themselves for a service or undertaking, or a person who performs a service willingly and without pay.

³ *Canadian Land Trust Standards and Practices (2019), Standard 9.*