



NHCP-LTCF GUIDELINES (2020-2021)

Small Grants

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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 funding, one for Large Grant asks (\$30,001 - \$1 million) and the other for Small Grant asks (\$5,000 - \$30,000 for associated project costs, not including securement). This **Guidelines Small Grants – 2020-2021** document speaks to the Small Grant category of NHCP-LTCF only. For further information on the Large Grant category of the NHCP-LTCF, please visit the [WHC website](#).

It is anticipated that up to approximately \$500,000 will be available to be disbursed to eligible Land Trusts with approved projects under the Small Grant category in the 2020-2021 program year.

Note: the NHCP-LTCF Small Grant program is primarily designed to cover associated costs for land securement projects (e.g., staff time, appraisal, legal fees, etc.), not including funds directly for land acquisition. If you are seeking funds for direct land securement, please consider submitting an application for Year 3 of the Large Grant program.

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

Anticipated LTCF Program Funding Years:

Program year 1 (2019 / 2020)

COMPLETE.

Year 1 accomplishments:

- 22 organizations received funding under the LTCF
- Projects completed in 6 provinces
- More than 3,300 hectares of important habitat for species at risk secured
- LTCF-supported projects benefited more than 60 unique species at risk (SARA/COSEWIC)

Program year 2 (2020 / 2021)

Program year 3 (2021 / 2022)

Program year 4 (2022 / 2023)

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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*).

**If your project involves a unique mechanism for conservation or an OECM, please contact WHC to discuss the details of your project. Note: successful applications with projects involving an OECM will require approval by ECCC before a Funding Agreement between NCC and the applicant can be signed. (WHC and NCC will facilitate the ECCC request for approval).*

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 **July 9, 2020 at 12:00pm (EDT)** and **September 15, 2020 at 8:00pm (EDT)**. Application forms will be reviewed on a first-come, first served basis until all funds are awarded; applications must meet eligibility requirements in order to be considered.

Only one project may be proposed on each Application Form. A land trust may submit a maximum of two project proposals with funding asks between \$5,000 and \$30,000 each for immediate consideration. Additional project proposals beyond the maximum of two may be submitted, but will be placed on a waiting list. Please see sections [A-3](#) (Project Eligibility) and [B-1](#) (Application Form Requirements) for complete details.

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

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

It is the responsibility of the applicant to ensure that they have read, acknowledge and understand the requirements of the NHCP-LTCF Small Grant program.

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 and Small Grant 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.

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

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 projects included on the waiting list will be notified if funds become available for their project.

Note: the NHCP-LTCF Small Grant program is primarily designed to cover associated costs for land securement projects (e.g., staff time, appraisal, legal fees, etc.), **not including funds directly for land acquisition.**

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 Canadian federal funds cannot be used as matching funds for NHCP-LTCF funds; and,
- **hectares secured cannot be counted towards the expected results of multiple Canadian federal funding programs.**

Although funds under the NHCP-LTCF Small Grant program cannot be used for direct securement of land, the provision of funds for associated project costs is conditional upon the hectares of the land secured through the project being counted under the NHCP-LTCF program. **It is the full responsibility of the applicant to ensure that the hectares committed in the project application will ONLY be counted under the NHCP-LTCF Small Grant program and not towards another Canadian federal funding program.** The NHCP-LTCF program is designed to directly support Canada Target 1 and as such, land associated with funding under the NHCP-LTCF program must count towards Target 1 objectives, including increasing the amount of new, protected land.

SECTION A – NHCP-LTCF SMALL GRANT ELIGIBILITY & REQUIREMENTS

A-1: Program Year 2 Deadlines

- a) **Application Form Deadline:** Application Forms will be accepted between **July 9, 2020 at 12:00pm (EDT)** and **September 15, 2020 at 8:00 pm (EDT)** for projects with a closing date between April 1, 2020 and December 15, 2020. Eligible expenses will be those that have been incurred in the same fiscal year (April 1 to March 31) as the associated NHCP-LTCF program round.

Please note that applications will be considered in the order in which they are submitted, on a first come, first served basis; however, applicants are encouraged to take their time and submit accurate, completed applications. 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.

WHC will be regularly updating its [website](#) during the application window to indicate the amount of funds that are still available.

- 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 Small Grant Program, applicants must meet all of 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 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*, as demonstrated through a Board resolution or confirmed through an attestation by a senior officer of the organization. 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 in future program years. 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

Only one project may be proposed on each Application Form. A land trust may submit a maximum of two* project proposals with funding asks between \$5,000 and \$30,000 each, for immediate consideration.

Application forms will be reviewed on a first-come, first served basis until all funds are awarded; applications must be complete and meet eligibility requirements in order to be considered.

The same project cannot receive funding under both the Large and Small Grant programs. Wait listed Large Grant projects may elect to submit a revised project to the Small Grant program; however, if funds are

awarded under the Small Grant program, the project will be removed from consideration under the Large Grant program.

** Applicants may submit additional Application Forms (projects); however, Application Forms over and above the maximum of two for immediate consideration will be added to the “waiting list.” Eligible waiting list projects will only be considered after the September 15, 2020 application deadline, if program funds have not been fully allocated at that time.*

b) Project Definition

A project is defined as a parcel or grouping of parcels that:

- i. are in the same vicinity (adjacent or in a continuous protected land unit);
- ii. are connected through ownership relationships (such as multiple members of the same family or business partners);
- iii. the applicant is seeking NHCP-LTCF funds for associated costs of land securement (e.g., staff time, appraisal, legal fees, etc.);
- iv. clearly contributes to Canada Target 1 (i.e., can be counted as Protected Areas or Other Effective Area-based Conservation Measures); and,
- v. the associated protected hectares will ONLY be counted under the NHCP-LTCF Small Grant program and not towards another Canadian federal funding program.

Important Notes:

- Eligible projects must have a closing date between April 1, 2020 and December 15, 2020.
- Projects involving groupings of parcels must all be Fee Simple or all Conservation Easements, but not a combination of both (except in the instance of right-of-ways).
- A project is not multiple parcels that share only marginally the same conservation values, like being the same habitat type but not connected in a biologically relevant single unit of habitat.
- Land trusts are expected to commit to protecting the number of hectares presented in the application.

c) Multiple ownership:

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.

A project 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.

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

Applicants may request a minimum of \$5,000 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 \$30,000 in NHCP-LTCF funds per project, therefore, per Application.

f) Acquisition Project Type

Eligible project types under the NHCP-LTCF include the acquisition of fee simple lands or Conservation Agreements.

g) Conservation Plan:

Only priority projects determined through documented conservation planning process are eligible under the NHCP-LTCF as Key Conservation Areas.

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); or,
- 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 (conservation rationale), which defends how the project property meets the Canada Target 1 criteria, so that it may be reviewed by WHC. Applicants are encouraged to use the [Conservation Planning Framework](#) guidance tool to develop an appropriate case for conservation/Conservation Plan.

h) 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: Associated project expenses that occurred between April 1, 2019 and March 31, 2021 (2 fiscal year period) can be applied to the project as **matching funds** (provided that the expenses were not paid for with other sources of Canadian federal funds).

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.

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.

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 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.

IMPORTANT: For Final Reporting, successful applicants will be required to submit an attestation signed by a senior officer confirming the total match value of the project, that all matching funds are in place and that no other sources of Canadian federal government funds have been used as Cash match or In-Kind matching funds.

Please review section [A-5](#) Project Audit carefully. If requested, successful applicants will be required to provide backups to support the Cash and/or In-Kind match claimed in Final Reporting.

i) 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 project 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 project 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.

IMPORTANT: For Final Reporting, successful applicants will be required to submit an attestation signed by a senior officer confirming both 1) the existence of sufficient, new and additional stewardship funds; and 2) that these funds have been transferred into a distinct fund for the support of the project.

j) 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). The cost to design, manufacture and install property-based signage for partner recognition is an eligible expense under the program.

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 Small Grant funds can only be used to fund in-year expenditures for costs associated with the securement of fee simple land or Conservation Agreements (e.g., staff time, appraisal, legal fees, etc.), **not including funds directly for land acquisition.** [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.

In the case of reimbursement of external product or service costs, only invoices addressed or made out to the successful applicant will be eligible for reimbursement. Expenses that have been (or will be) submitted for reimbursement under other active grants or programs (e.g. OLTAP) are not permitted to also be submitted for reimbursement under the Small Grant program.

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, managing and completing the project.

Important Notes:

- As per normal business practice, successful land trusts are expected to keep appropriate records, invoices and supporting documentation of all expenditures and project activities.
- If selected for a project audit, the successful land trust will be required to provide records, invoices and supporting documentation associated with the project to WHC.

Chart 1 – Expense Eligibility under the NHCP-LTCF - Small 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 between April 1, 2020 and March 31, 2021.
- NHCP-LTCF funds cannot be used to cover rebatable/refundable taxes.
- Associated project expenses that occurred between April 1, 2019 and March 31, 2021 (2 fiscal year period) may be applied to the project as **matching funds** (provided that the expenses were not paid for with other sources of Canadian federal funds).

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 (In-Kind)?
Purchase Price / Cost of Land or Conservation Agreement	X	✓	X
Donated value of Land or Conservation Agreement	N/A	N/A	✓
Stewardship Endowment Fund	X	✓	X
Fundraising Costs	X	✓	✓
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 . <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. 	✓	✓	✓
Salaries and wages - including all existing benefits for employees and contract staff, and mandatory employment-related expenditures. <ul style="list-style-type: none"> • Includes all Staff time necessary for planning, negotiating, managing, coordinating and completing the project. 	✓	✓	✓
Contractors - costs associated with contractors engaged to undertake the project activities, such as general labourers, or researchers.	✓	✓	✓
Materials and supplies expenditures <ul style="list-style-type: none"> • Includes utilities, phone, internet, etc. 	✓	✓	✓
Equipment rentals	✓	✓	✓

Vehicle rental, lease and operation expenditures	✓	✓	✓
Lease of office space – the portion of the cost to lease office space that may be requested in LTCF funds is calculated as 5% of the organization’s occupancy cost, as reported on line 4850 of the most recent T4033 - CRA Registered Charity Information Return, to a maximum of \$3,000.	✓	✓	✓
Communication and printing, production, and distribution expenditures <ul style="list-style-type: none"> • <i>Design and installation of property-based program recognition sign(s).</i> • <i>Property-based communication costs or alternative project-specific funding recognition and communication or event expenses.</i> <p>Note: a maximum of \$5,000 may be requested in LTCF funds under this category (including printing, production, distribution expenditures).</p>	✓	✓	✓
Management and professional service expenditures - costs associated with management and professional services required to support a project, such as: <ul style="list-style-type: none"> • <i>Accounting charges</i> • <i>Monitoring and translation (internal) charges</i> • <i>Official languages translation charges</i> • <i>Legal fees/charges, title search fees, registration fees, and severance/subdivision fees required to secure the project.</i> • <i>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.</i> 	✓	✓	✓
Cost associated with eligible land planning, land securement, stewardship initiatives and Projects such as appraisals, surveys, baseline documentation, land transfer tax. Includes: <ul style="list-style-type: none"> • <i>Appraisal Costs</i> • <i>Survey Costs (if applicable)</i> • <i>Real Estate Broker Fees</i> • <i>Environmental Assessments (if applicable)</i> • <i>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.</i> <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>	✓	✓	✓
Land Transfer Tax (LTT) and Sales Tax (excluding rebatable portion)	✓	✓	X
Property Tax (only when paid as part of closing)	✓	✓	X

A-5: Additional Requirements under the NHCP-LTCF Small Grant Program

If successful applicants choose to accept NHCP-LTCF funds, the following describes the expectations and requirements under the NHCP-LTCF Small 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) Project Financial Check:

As per normal business practice, successful applicants are expected to keep appropriate records, invoices and supporting documentation of all matching funds and project expenditures. Please review section [A-5](#) Project Audit carefully.

For Final Reporting, successful applicants must provide WHC with a completed Financial Reporting Template and copies of individual invoices or receipts for NHCP-LTCF expenses that are over the amount of \$1,000.

NOTE: WHC may elect to perform a random audit of NHCP-LTCF project expense invoices and/or receipts of \$1,000 or less.

The Financial Reporting Template must demonstrate the following:

- a minimum 2:1 match ratio;
- a list of all eligible expenditures by expense category;
- a breakdown of expenses applied to the NHCP-LTCF funds vs. those covered by matching funds (cash vs. in-kind);
- a breakdown of cash and in-kind match by contributor type;
- include attachments of any individual invoices and/or receipts over the amount of \$1,000; and,
- that no rebatable taxes have been included in NHCP-LTCF funds.

All required financial documentation must be received by WHC no later than **February 3, 2021 at 8:00pm (EST)**. All reporting and supporting documentation must be submitted via the [online platform](#). Further instruction on how and when submissions are to be completed will be provided to awardees.

The final installment will be issued by NCC, following WHC's and NCC's receipt and approval of the project's Financial Reporting and backup verification.

c) Project Audit:

Projects may be selected for a program or financial audit by internal WHC staff or an external Chartered Professional Accountant (CPA) to ensure compliance with the terms and conditions of the Small Grants program and the Funding Agreement.

Successful applicants are required to maintain detailed records and supporting documentation associated with the project. If selected for an audit, or upon WHC's request, the successful applicant, as demonstrated proof of fulfilling program requirements, will be required to provide any project-related documentation included under NHCP-LTCF Small Grant program guidelines, such as (but not limited to):

- Confirmation of BDR registration and/or copy of completed BDR (*Conservation Agreements only*);

- Bank statement or other document confirming the amount of the existence of new/additional stewardship endowment contribution;
- Documents demonstrating compliance with the CLTSP 2019 (e.g., applicable policies, board resolution, etc.);
- Development and implementation of management plan (*Fee Simple only*);
- Proof of stewardship activities undertaken with NHCP-LTCF funds;
- Copy of most recent financial statements submitted to CRA;
- Records, receipts, and/or invoices to support matching funds or NHCP-LTCF expenses;
- Statement of adjustments (if applicable).

If the successful applicant does not provide requested documentation or it is determined that the audited documentation does not support the information claimed in Final Reporting, this may result in the forfeit of the final installment and jeopardize future funding consideration under the NHCP-LTCF, at WHC's sole discretion.

d) Baseline Documentation Reports (BDRs) for Conservation Agreement:

It is the full responsibility of the applicant land trust to understand and adhere to the rules and requirements published in the Canadian Land Trust Standards and Practices (2019).

Important Note: As it is an eligibility requirement under the NHCP-LTCF for land trusts to be in compliance, or working towards substantial compliance with the Canadian Land Trust Standards and Practices (2019), or with the *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels*, 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.

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**.

While BDRs are a standard practice, their registration on title may not currently be a common practice for some land trusts across Canada. Also, it is recognized that in some provinces, land trusts have a long-standing practice of completing management plans for properties instead of BDRs and in some cases registering these plans with land titles. Accordingly, for Year 2 of this grant program, land trusts are required to complete a BDR as per their current provincial practice and have it signed prior to closing as well as have it registered on title.

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.

The successful applicant is expected to adhere to these requirements, even if NHCP-LTCF Small Grant funds are not requested for expenses associated with the development of the BDR.

Caution: WHC reserves the right to audit any project to ensure that BDR requirements have been met. If the land trust does not deliver on the BDR requirements for Year 2 by June 30, 2021, the land trust may not be eligible to apply to either the Small or Large Grant programs under the NHCP-LTCF for funding in subsequent program years, at WHC's sole discretion.

e) 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, or a rationale and demonstration of market value prepared by the applicant.
- 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:

- **To be an eligible expense**, the cost for an appraisal must have been incurred after April 1, 2020.
- The fair market value of the land indicated on the appraisal should be reflected in column “F” of the purchase price line 21 of the project budget.
 - Closed projects: the purchase price should be included in column “F” of the purchase price line 21; if the purchase price is lower than the appraised value, the difference should be included in column “G” as in-kind match.

A-6: Additional Considerations

While the NHCP-LTCF Small Grant program is primarily designed to cover associated costs for land securement projects (e.g., staff time, appraisal, legal fees, etc.) and does not include funds directly for land acquisition, these costs fall in the category of “Securement” under the NHCP; therefore the additional considerations outlined below will apply to the project.

If successful applicants choose to accept NHCP-LTCF funds, **it is the full responsibility of the land trust to have reviewed, acknowledged and be in compliance with the following project elements:**

a) Transaction Type (including Ecogifts):

Purchases, donations and split receipts are all acceptable transaction types.

b) 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.

c) Joint Title Holders:

Applicants are permitted to close projects in joint title ownership with other land trusts, provided that all title holders meet the eligibility criteria listed above under [A-2](#), or are government departments or government agencies carrying out similar work in Canada.

d) 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*.

e) 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.

f) 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.

SECTION B – APPLICATION AND AWARD PROCEDURES

B-1: Application Form Requirements

a) How many Application Forms can I submit?

Applicants are only permitted to submit one project per Application Form, and a **maximum of two Application Forms (projects) with grant asks between \$5,000 and \$30,000 each** for immediate consideration.

Applicants may submit additional Application Forms (projects); however, Application Forms over and above the maximum of two for immediate consideration will be added to the “waiting list.” Eligible waiting list projects will only be considered after the September 15, 2020 application deadline, if program funds have not been fully allocated at that time.

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– Small 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: Review of the Application Form

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

Application forms are reviewed as they are submitted.

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

Each Application Form is reviewed by WHC. WHC then presents recommended applications for funding to NCC for final funding decision.

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

Applications are reviewed and considered by WHC in the order in which they are received, on a first come, first served basis. Each Application Form will be reviewed for eligibility. If the Application Form does not meet eligibility requirements or is incomplete, WHC reserves the right to reject the project and the applicant will receive a rejection letter. The applicant cannot re-apply under the NHCP-LTCF in the same program year, with the same project.

B-3: Award/Rejection Letters

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

Award/rejection letters will be distributed approximately 3 weeks after the Application Form has been received and processed.

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 \$20,000 of NHCP-LTCF Program funds:

First installment= \$16,000 (\$20,000 less a 20% holdback of \$4,000)

Final installment = \$4,000 (20% of \$20,000)

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 – Small 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.

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).

The **first installment** will be transferred no earlier than 90 days prior to the closing date.

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

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).

The **final installment** will be transferred directly to the land trust following receipt and approval of Final Reporting documentation by WHC/NCC.

d) **How will NCC release the first and final installment?**

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

Chart 2 - Checklist of Required Documentation for Application and Installments – Small 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 installment will not be released and eligibility to apply to the NHCP-LTCF program in subsequent program years may be jeopardized.

First installment requirements must be met and submitted at minimum 30 days prior to the closing date to qualify for payment; however, if the awardee is able to meet the First installment requirements earlier, payment can be requested for receipt up to 90 days prior to the closing date. Note that NCC requires 3 weeks to process and release payment.

Documentation to be submitted with the application, and for first and final installment.	Required with Application Form	Required at Mid-Project Milestone	Required for First Installment (at minimum 30 days prior to close)	Required with Final Reporting and Final Installment
1) Parcel Grid with legal land descriptions (to include either Property Identification Numbers or Roll Numbers), and a map of the project land(s) clearly illustrating the boundaries of the property(ies);	✓			
2) Spatial Data – provided in one of the two following options: <ul style="list-style-type: none"> • <u>Option 1</u>): GIS spatial data containing the boundaries and names for each parcel included in the property. Acceptable formats: ESRI file geodatabases, shapefiles, or KMLs; OR • <u>Option 2</u>): A table or spreadsheet with the UTM Northing and Easting coordinates and corresponding name for all parcel vertices of the property, UTM zone and datum. Acceptable formats: excel spreadsheets or cvs files. 	✓			
3) Conservation Plan - If the project falls within: <ul style="list-style-type: none"> • a NACP or NAWMP target landscape: the name of the plan and 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: a copy of, or a link to, the plan must be provided. <u>In situations where a proposed project property does not fall within an identified plan:</u> a case for conservation (conservation rationale) must be provided.	✓			

<p>4) Project Budget – NHCP-LTCF template must be used; <i>A template has been developed for First/Final Installment that incorporates an invoice component (2 in 1 template); however, awardees will be permitted to generate and submit their own invoice for First/Final installments.</i></p>	<p style="text-align: center;">✓ Project Budget</p>		<p style="text-align: center;">✓ Project Budget and Invoice (template) <i>(Payment transferred up to 90 days prior to closing date)</i></p>	<p style="text-align: center;">✓ Financial Report and Invoice (template)</p>
<p>5) A Board resolution and/or attestation from a senior officer confirming:</p> <ul style="list-style-type: none"> • The organization’s status with regard to compliance/working towards substantial compliance with CLTSP; and, • that the organization has an established stewardship endowment fund policy/process. 	<p style="text-align: center;">✓</p>			
<p>6) A copy of the appraisal:</p> <ul style="list-style-type: none"> • If a full or draft appraisal is not available at time of application submission, then one of the following must be submitted: short form appraisal, a letter from your appraiser outlining how the value was determined, or a rationale and demonstration of market value prepared by the applicant. • 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> 	<p style="text-align: center;">✓ Assessed Value with rationale; draft appraisal OR full appraisal, if complete</p>	<p style="text-align: center;">✓ Full Appraisal <i>(no later than August 31, 2020)</i></p>	<p style="text-align: center;">✓</p>	
<p>7) Fully signed NCC Funding Agreement; <i>Note: First Installment will not be released until the NCC Funding Agreement is fully signed;</i></p>		<p style="text-align: center;">✓ <i>(ASAP once received)</i></p>	<p style="text-align: center;">✓</p>	
<p>8) Fee simple only:</p>				
<p><u>CLOSED</u> projects must provide:</p> <ul style="list-style-type: none"> • a signed Purchase and Sale Agreement / Donation Agreement; and, • a post-closing title report (transfer deed) or land title demonstrating ownership. <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 style="text-align: center;">✓ Signed Agreement and Transfer deed/land title</p>			
<p><u>UNCLOSED</u> projects must provide:</p> <ul style="list-style-type: none"> • Purchase and Sale Agreement / Option to Purchase / Donation Agreement or Intent to Donate. <ul style="list-style-type: none"> - 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 signed APS / Option to Purchase / Signed Donation Agreement 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. 	<p style="text-align: center;">✓ Signed APS / Option to Purchase / Signed Donation Agreement / Intent to Donate OR Signed non-binding letter of intent</p>	<p style="text-align: center;">✓ Signed APS / Option to Purchase / Signed Donation Agreement <i>(no later than October 2, 2020)</i></p>	<p style="text-align: center;">✓ Copy of a preliminary title report/title search <u>AND</u> Signed APS / Option to Purchase / Donation Agreement</p>	<p style="text-align: center;">✓ Transfer deed/land title</p>

<ul style="list-style-type: none"> • A copy of a preliminary title report/title search from legal counsel which acknowledges the Fee Simple land is free and clear of financial encumbrances; • A copy of the post-closing title report (transfer deed) or land title demonstrating ownership. 			(must be submitted at minimum of 30 days prior to close)	
<p>All Fee Simple properties: a copy (pdf, jpg, etc.) of the design of the property-based recognition sign. See Environment and Climate Change Canada (ECCC) Recognition and Communications Protocol for required approval process.</p>				✓
9) Conservation Agreement only:				
<p><u>CLOSED</u> projects must provide:</p> <ul style="list-style-type: none"> • A signed Conservation Agreement/Easement; and, • A post-closing title report (transfer deed) or registration. <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>✓ Signed CA/easement and proof of registration</p>			
<p><u>UNCLOSED</u> projects must provide:</p> <ul style="list-style-type: none"> • Signed Conservation Agreement or Easement / Agreement of Purchase and Sale. <ul style="list-style-type: none"> - 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 must be provided to WHC no later than 30 days prior to close. <ul style="list-style-type: none"> - <i>In the case of an APS, a signed copy 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 copy of a preliminary title report/title search from legal counsel which acknowledges the 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; • A signed copy of the Conservation Agreement/easement and a copy of the post-closing title report (transfer deed) or registration that clearly shows the land trust as the new, registered owner. 	<p>✓ Signed non-binding letter of intent <u>OR</u> Signed Conservation Agreement/Easement <u>OR</u> Signed APS</p>	<p>✓ If applicable - Signed APS (no later than October 2, 2020)</p>	<p>✓ Copy of a preliminary title report/title search) <u>AND</u> -Unsigned or signed Conservation Agreement/Easement <u>OR</u> - Signed APS (must be submitted at minimum of 30 days prior to close)</p>	<p>✓ Signed CA/Easement and proof of registration</p>
<p>All Conservation Agreements, 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>10) Completed Financial Report (NHCP-LTCF template must be used), with copies of individual receipts over \$1,000, and a letter of attestation (NHCP-LTCF template must be used) signed by a senior officer of the organization confirming:</p> <ul style="list-style-type: none"> • The establishment of distinct, sufficient stewardship endowment fund for the property(ies) with new and additional stewardship funds; • That all matching funds are in place and no other sources of Canadian federal government funds have been used as match; and, • that the submitted Financial Reporting is accurate, rebatable taxes have not been included in LTCF funds, and all receipts and financial backups are in place. 				✓
<p>11) 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). *In cases of a confidentiality/privacy conflict with this requirement, please contact WHC.</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.

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 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](#).

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

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

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

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.

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.*