

# NHCP-LTCF - Quick Grants Reimbursement Program - Year 5 - 2023/2024

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*Wildlife Habitat Canada / Habitat Faunique Canada*

## *Introductory Information*

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Natural Heritage Conservation Program - Land Trusts Conservation Fund

Quick Grants Reimbursement Application

The NHCP-LTCF Quick Grants Reimbursement Program is meant to function as a means of reimbursement for eligible **THIRD PARTY ASSOCIATED COSTS** for eligible **CLOSED** projects. This program has been designed, to the best of our ability, with simplicity in mind.

Projects must have a **closing date between April 1, 2023 and date of application submission**

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Capacity Building Support

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The Alliance of Canadian Land Trusts, the Ontario Land Trust Alliance, the Land Trust Alliance of British Columbia, the Réseau de milieux naturels protégés are working collectively to provide capacity building services to support land trusts in successfully engaging with the Land Trusts Conservation Fund (LTCF).

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

- Jessica Obodoechi, Education and Training Manager– Ontario Land Trust Alliance (supporting land trusts in Ontario and Atlantic Canada - English speaking)
- Brice Caillié, Director General, – 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)
- Renata Woodward, Executive Director – The Alliance of Canadian Land Trusts (supporting land trusts nationally)



Only organizations that meet all of the criteria (see **Quick Grants Reimbursement Program Guidelines**) are eligible to apply to the NHCP-LTCF.

Only one project may be proposed on each Application Form. Each submitted application is considered as a stand-alone application.

Applications will be considered in the order in which they are submitted, 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.

Once all funds are used, additional projects received beyond will automatically be placed on a waiting list. Eligible waiting list projects will only be considered after the **December 1, 2023** at 8:00pm (ET) application deadline, or until all funds are allocated.

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

Questions? Please contact Sonia Blanchard ([sblanchard@whc.org](mailto:sblanchard@whc.org)).

**CAUTION:** It is the full responsibility of the applicant to complete the Application Form with all correct, requested information and documentation. Any incomplete and/or poorly completed Application Forms may not be considered.

**NOTE:** To meet document size restrictions on uploaded files, please upload **REDUCED** file size PDFs as needed.

**Quick Grants Reimbursement Criteria:**

- The program funds **CLOSED PROJECTS ONLY** (projects must have a **closing date between April 1, 2023 and date of application submission**)

- **ONLY THIRD PARTY ASSOCIATED COSTS ARE ELIGIBLE FOR REIMBURSEMENT** (e.g. legal, survey, appraisal costs, contracted baseline survey). \*\* Purchase price, salaries/wages, travel and stewardship funds are not eligible for reimbursement under this program.
- Project size: **Minimum 5 hectares**
- Matching funds requirement: **Minimum 1.5:1 match**
- Grant amount available: **\$5,000 - \$10,000**

## Organization Eligibility

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Is your organization a registered Canadian charity?\*

### Choices

Yes  
No

Please provide your Canadian Charitable registration number:\*

*Character Limit: 50*

Is your organization 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).*

### Choices

Yes  
No

Canadian Land Trust Standards and Practices (2019)\*

Is your organization in compliance or working towards substantial compliance with the [Canadian Land Trust Standards and Practices \(2019\)](#) or the *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels*?

### Choices

yes  
no

## *Section 1 - Acknowledgement of Program Requirements*

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Acknowledgement of Requirements:

*If you are unable to answer the questions below, please contact Sonia Blanchard to discuss your eligibility prior to continuing with your application.*

### **Review of Program Guidelines:\***

On behalf of my organization ("Applicant"), I confirm that I have read the **NHCP-LTCF Quick Grants Guidelines 2023-2024** and agree to the program requirements.

#### Choices

Yes

### **Recipient of Program Funds:\***

If the project is approved for funding, the Applicant confirms that it will be the receiving entity of program funds and will be in whole or in part on title at the time of closing, or be a signatory to the conservation agreement.

#### Choices

Yes

### **Funding Agreement with the Wildlife Habitat Canada (WHC):\***

The Applicant is prepared to sign and adhere to a Funding Agreement with the Wildlife Habitat Canada (WHC) if approved for program funds under the NHCP-LTCF Quick Grants Reimbursement Program.

*Please ensure that you have reviewed the Funding Agreement Template prior to the submission of your application.*

#### Choices

Yes

### **CLT S&P 2019 and SEF\***

The organization attests at the time of the application to the NHCP-LTCF that:

#### Choices

it is in compliance or working towards substantial compliance with the CLT S&P 2019 or;  
the Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels  
it has an established SEF policy in place  
the amount and existence of sufficient, new and additional stewardship funds  
that these funds have been transferred into a distinct fund for the support of the project.

## *Section 2 - Primary Contact Information*

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**NOTE:** The applicant organization is the only organization that should correspond with WHC directly regarding the application. Unless a 'partnering' organization is named in the application, no correspondence whatsoever from them to WHC regarding the application will be acknowledged.

### **Land Trust Name:\***

*Character Limit: 100*

### **Primary Contact Name & Title:\***

*Character Limit: 250*

### **Primary Contact Email:\***

Please ensure the correct email address is provided.

**CAUTION:** If a general information email is provided, be sure to monitor it daily for program correspondence. WHC will not be held responsible for missed notices.

*Character Limit: 254*

### **Primary Contact Telephone Number:\***

*Character Limit: 20*

### **Secondary Contact\***

Is there a secondary contact for this project?

#### **Choices**

Yes

No

## *Section 2a - Secondary Contact Information*

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### **Secondary Contact Name & Title:\***

*Character Limit: 250*

### **Secondary Contact Email:\***

*Character Limit: 254*

### **Secondary Contact Telephone Number:\***

*Character Limit: 25*

## Section 3 - Project Details

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### Project Information:

#### Project closing date:\*

- Eligible **CLOSED PROJECTS ONLY: (projects must have a closing date between April 1, 2023 and date of application submission)**

When did the project close?

*Character Limit: 10*

#### Project Name:\*

Please provide the name of your project.

Please keep the project name simple and concise - one to three words.

*Character Limit: 150*

#### Securement Type(s)\*

Select the type of securement associated with your project:

##### Choices

Fee Simple

Conservation Agreement/Easement

#### LTCF Request Amount\*

The **minimum request is \$5,000.00 and the maximum request is \$10,000.00** under the LTCF Year 5 Quick Grants Reimbursement Program for eligible **third party associated cost ONLY**.

Please indicate the amount of your funding request (which should match your Project Budget).

*Character Limit: 20*

#### Is the project a CLOSED Ecological Gift?\*

##### Choices

Yes

No

#### Property name (if different from Project Name):

Legal Name of Property:

*Character Limit: 250*

**Project property address:\***

Please provide full property municipal address (including postal code):

*Character Limit: 100*

**Province or Territory where land is located:\***

Please select from the drop down list below in which province the land is located:

**Choices**

Alberta  
British Columbia  
Manitoba  
New Brunswick  
Newfoundland and Labrador  
Nova Scotia  
Ontario  
Prince Edward Island  
Quebec  
Saskatchewan  
Northwest Territories  
Nunavut  
Yukon

**Number of property parcels in project:\***

*Character Limit: 12*

**Parcel Grid:\***

Upload a parcel grid of the property (use the **Parcel Grid** (template):

A minimum of 5 hectares is required for the FPOC Quick Grants.

**CAUTION:** Property Identification Number(s) (PINS) or Roll Number(s) **MUST** be included in the Parcel Grid.

**CAUTION:** The total number of hectares indicated on the Parcel Grid should be an **exact match** to the number of total hectares for the project, claimed on the application form. **\*No rounding please**

*File Size Limit: 3 MB*

**Map of project land:\***

Please upload a map of the project land(s), which clearly illustrates the boundaries of the property(ies).

*File Size Limit: 5 MB*

**Spatial Data:\*****GIS Coordinates and UTM Zones:**

**Required:** Please upload the new **GIS Coordinate template (attributes table)**. Please fill out completely and accurately.

**Optional:**

In addition, shapefile can be provided. A full suite is needed: dbf., shp., prj., sbn., sbx., shx., cpg) or KMLs:

**NOTE:** Coordinates must point to boundaries of the project land, NOT to areas within the project land.

*File Size Limit: 5 MB*

**Indicate Project Ecoregion and/or Natural Subregion:\***

*Character Limit: 150*

**Protected Area Acknowledgement\***

**Note:** OECM projects are NOT ELIGIBLE under this stream of LTCF program funding.

To be eligible for program funds, project land **must** qualify as a **Protected Area (PA)**.

**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). Is your project a protected area?*

*Please acknowledge this project falls under Protected Area (PA)*

**Choices**

Acknowledged

**Conservation Plan - Key Conservation Area\***

Only priority projects determined through a documented conservation planning process are eligible under the NHCP-LTCF.

In which Key Conservation Area or Plan Area does your project site fall? If unsure which type of KCA to select, please contact WHC.

**Choices**

NACP

NAWAP

Priority Places and other federal, provincial territorial government plans

Other science based plan developed by the land trust

**Conservation Plan: WebLink Address - Optional**

Please provide an active link to the current conservation plan:

*Character Limit: 250*



## Baseline Documentation Report Requirement Acknowledgement:

**CA/E PROJECTS ONLY:** If project is awarded, it is the full responsibility of the Awardee to understand and adhere to the rules and requirements of the Baseline Documentation Report (BDR). It is expected that Awardees follow the *Canadian Land Trust Standards and Practices 2019* and/or *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels*, CLSTSP.

**BDRs** MUST be signed by the landowner and land trust. The BDR must also be registered on title, in accordance with Provincial mechanisms.

**Note:** Although a copy of the completed BDR is not required at application, if required, WHC reserves the right to request a complete and signed copy.

Please acknowledge to the above requirements:

### Choices

Acknowledged

## Post-Closing Title Report/ Proof of registration\*

Upload a copy of the post-closing title report (transfer deed) or land title demonstrating ownership and non existence of financial encumbrances.

*Note: This is a document received day of closing that clearly shows the land trust as the new, registered owner.*

*File Size Limit: 2 MB*

## Species at Risk

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**NOTE:** Some additional information on habitat may be requested towards the end of the Program year.

### References:

- This registry has both COSEWIC and SARA status: [https://wildlife-species.canada.ca/species-risk-registry/sar/index/default\\_e.cfm](https://wildlife-species.canada.ca/species-risk-registry/sar/index/default_e.cfm)
- This document lays out the processes and connection of the two listings: <https://www.canada.ca/en/environment-climate-change/services/species-risk-act-accord-funding/listing-process/act.html>

## SAR - Observed on Project Property\*

Please use the **Species at Risk Table** to list any Species at Risk that have been observed on the project property(ies), according to the requirements identified in the document.

*(If no SAR have been observed on the project property, please upload a template indicating "None observed")*

*File Size Limit: 3 MB*

Please indicate if any of the following species have been observed on the project property in accordance with the following requirements:

- *has been identified with a high-level of confidence on the project property and/or there is strong evidence that suggests that the species at risk exists on the project property;*
- *has been observed by someone trained or experienced in species at risk identification with a high degree of confidence.*

**Select "Not Applicable" if none of the listed species have been observed on the project property.\***

### Choices

Four-leaved (Whorled) Milkweed (*Asclepias quadrifolia*)  
 Lark Bunting (*Calamospiza melanocorys*)  
 Loggerhead Sea Turtle (*Caretta caretta*)  
 Northern Riffleshell (*Epioblasma torulosa rangiana*)  
 Snuffbox (*Epioblasma triquetra*)  
 Vananda Creek Benthic Threespine Stickleback (*Gasterosteus* sp. 16, 17)  
 Small Whorled Pogonia (*Isotria medeoloides*)  
 Rayless (Smooth) Goldfields (*Lasthenia glaberrima*)  
 Northern Madtom (*Noturus stigmosus*)  
 Round Hickorynut (*Obovaria subrotunda*)  
 Rainbow Smelt - Lake Utopia Large-bodied Population (*Osmerus mordax* pop. 2)  
 Aweme Borer Moth (*Papaipema aweme*)  
 Furbish's Lousewort (*Pedicularis furbishiae*)  
 Heart-leaved (Heartleaf) Plantain (*Plantago cordata*)  
 Lemmon's Holly (Shasta) Fern (*Polystichum lemmonii*)  
 Hoary Mountain-mint (*Pycnanthemum incanum*)  
 Virginia Mallow (*Sida hermaphrodita*)  
 Spalding's Campion (*Silene spaldingii*)  
 Salamander Mussel (*Simpsonaias ambigua*)  
 Pale Showy Goldenrod (*Solidago speciosa* var. *pallida*)  
 Wood-poppy (Celandine Poppy) (*Stylophorum diphyllum*)  
 Bashful Bulrush (*Trichophorum planifolium*)  
 Drooping (Nodding) Trillium (*Trillium flexipes*)  
 Rayed Bean (*Villosa fabalis*)  
 Sheathed Slug (*Zacoleus idahoensis*)  
 N/A

## Communication

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### Communication Activities:\*

Which of the of the communication activities is/are anticipated?

Please refer to the communication toolkit provided with your Award Notification.

#### Choices

Newsletter  
News Release  
Formal Event  
Informal Event  
Social Media  
None of the above

### Project Photo\*

Please upload one high quality image of the Project property(ies), for possible use in WHC and ECCC social media and other promotional materials:

*\*In cases of a confidentiality/privacy conflict with this requirement, please contact WHC or explain in section below. Please upload a note stating the conflict of interest in place of the photo.*

*File Size Limit: 3 MB*

### Photo Credit\*

Indicate who the photo should be credited to:

If none please say N/A.

*Character Limit: 250*

### Photo/Image - Permission

Please click below if you authorize Wildlife Habitat Canada (WHC) and Environment and Climate Change Canada (ECCC) to use the provided project photo/image for communications regarding the NHCP-LTCF program:

*\* In cases of a confidentiality/privacy conflict with this requirement, please contact WHC.*

#### Choices

Yes, WHC and ECCC have authorization to use the provided project photo(/image).

## Advancing Partnership and Collaboration

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### Collaboration\*

Did the project involve closing and/or advancing stewardship activities in **collaboration with an Indigenous organization(s)**?

*Collaboration: means a voluntary association of two or more parties to cooperate on issues of common interest, capitalize on each other's strengths, build capacity within each party, and achieve mutually beneficial goals. Collaboration is agreed upon by both parties either orally or through a written agreement.*

*Indigenous organization: means First Nation, Inuit and Métis communities, governance bodies or other associations established through agreements at the regional, provincial/territorial, or national levels to which individual communities may or may not belong.*

### Choices

Yes

No

### Volunteer Involvement\*

Indicate the total number of volunteers that participated in the project:

*Volunteer: A volunteer is defined 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.*

*(If no volunteers were involved, indicate "0")*

*Character Limit: 50*

### Name of Indigenous Organization\*

Please indicate the name(s) of the Indigenous organization(s) that collaborated as part of this project:

*Character Limit: 250*

### Capacity Building Services\*

Did you contact the Alliance of Canadian Land Trusts, Ontario Land Trust Alliance, Réseau de milieux naturels protégés or the Land Trust Alliance of British Columbia for capacity building services/support associated with this project?

### Choices

Yes

No

## Section 4 - Project Budget

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Project Budget:

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### Multiple Sources of Federal Funding\*

Did the project receive funding from another federal government source that DID NOT REQUIRE HECTARE SHARING?

WHC is to be notified of the use of other federal funds on a project and be provided the below required confirmations, **AT APPLICATION**.

#### Choices

Yes

No

Please review **Chart 1 – Eligibility of Expenses**, to see which expenditures are eligible for reimbursement and which are eligible to count as match.

Please upload a copy of your Project Budget, using the **Project Budget Template**.

Must meet matching funds requirement: **Minimum 1.5:1 match**

#### NOTE:

- that the LTCF grant ask is listed in "Column A" (no rounding).
- **eligible expenses** are THIRD PARTY ASSOCIATED COSTS ONLY, directly related to the project that have been incurred between **April 1, 2023 and application submission**.
- THIRD PARTY ASSOCIATED COSTS ONLY that occurred between **April 1, 2022 and application submission** may be applied to the project as **matching funds** (provided that the expenses were not paid for with other sources of Canadian federal funds)
- that hectares are 100% applied to LTCF and not shared with other funds

\*

*File Size Limit: 5 MB*

### Eligible Expense Receipts\*

**ONLY THIRD PARTY ASSOCIATED COSTS ARE ELIGIBLE FOR REIMBURSEMENT** (e.g. legal, survey, appraisal costs, contracted baseline survey). \*\* Internal costs are not eligible for reimbursement under this program.

Please upload all receipts expensed to NHCP-LTCF program fund.

*File Size Limit: 3 MB*

### Evidence of Value - In-kind matching funds

Projects with in-kind matching funds under the NHCP-LTCF must submit evidence of the value of *all* donated goods/services (e.g., a legal invoice should clearly outline the exact amount credited to the invoice for the purposes of donating the legal service).

If applicable, please upload a document demonstrating evidence of the value of the **all in-kind match noted in your budget**. (if multiple documents please upload as one package):

*File Size Limit: 3 MB*

### Acknowledgement of all Expenses\*

Confirm that the NHCP-LTCF funds requested are for reimbursement of eligible third party expenses directly related to the project, incurred between April 1, 2023 and date of application submission.

#### Choices

Acknowledged

### Post Closing Report/Title Transfer/Deed: Free of Financial Encumbrance\*

For **Fee Simple**: Acknowledgment that is free of financial encumbrances at closing (except for existing normal course encumbrances) at time of title transfer.

For **Conservation Agreement/Easements (CA/E)**: Acknowledgement that any financial encumbrances registered on the land for which the Conservation Agreement (CA) has been registered against must show as discharged or postponed in favour of the CA on the post close title report.

#### Choices

Acknowledged

## *Financial Information and Invoicing*

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### Banking Information Form\*

Please upload your completed **Banking Information form**:

*File Size Limit: 3 MB*

### Banking information cont'd - VOID CHQ\*

Please upload a copy of a void cheque:

*File Size Limit: 3 MB*

**Invoice\***

Upload LTCF invoice totaling the full ask amount:

*File Size Limit: 3 MB*

## *Section 4b - Multiple Sources of Federal Funding*

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**Multiple Federal Funds Budget\***

You have indicated you will be receiving multiple sources federal funding for which no hectares are required. In addition to your budget, please upload a **Multiple Federal Funds Project Budget** showing expenditures breakdowns and match source breakdowns, per federal funding source.

*File Size Limit: 3 MB*

**MultiFedFunds - Hectare Count Confirmation\***

Please confirm that 100% of project hectares are being claimed under LTCF.

**Choices**

Yes

## *Section 5 - Signing Authorization*

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### Electronic Signature

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**Binding of Organization (signature)\***

I hereby:

- agree to all conditions and requirements as recorded in the Guidelines pertaining to the NHCP–LTCF Small Grants Program;
- confirm that I have the authority to bind the Organization;
- confirm that all known risks, liabilities and/or conflicts of interest have been disclosed; and,
- confirm that this Application Form accurately represents the nature of the project.

**Choices**

I hereby agree and confirm to all of the above.

## Electronic Signature\*

Please type name below:

*Character Limit: 100*

## Electronic Date\*

Please record date of signature:

*Character Limit: 10*

## *Ecological Gift - YES*

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### Certificate of Ecological Sensitivity\*

Please upload a copy of the Certificate of Ecologically Sensitive Land:

*File Size Limit: 2 MB*

### Certificate of Fair Market Value

Please upload a copy of the Certification of Fair Market Value for the Ecogift:

*File Size Limit: 2 MB*

## *Ecological Gift - No*

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### NON ECOGIFT using land value using land value as match - Appraisal\*

**ONLY if NON ECOGIFT using land value as match, a full appraisal must be provided.**

**NOTE:** The appraisal MUST be (no more than 1 year old)

- Appraisals must be completed based on vacant land value only, no land “improvement” value of any kind (e.g., home, barn, road, shed, etc.) is to be included in the Fair Market Value (FMV) valuation of the project land.
- For Conservation Agreement/Easement projects, the FMV of the Conservation Agreement/Easement must be identified in the appraisal.
- The **purchase price** of the project land **cannot exceed the FMV stated in the appraisal.**

*File Size Limit: 5 MB*

### Signed Agreement or Donation Agreement\*

**For Fee Simple :** ONLY NON-ECOGIFT **using land value match** must upload a fully signed APS or donation agreement.

**For Conservation Agreement/Easements (CA/E),** using CA/E value as match must upload a fully signed APS or donation agreement, stating the claimed \$ value, must be uploaded.



*File Size Limit: 3 MB*