



# NHCP-LTCF GUIDELINES (2023-2024)

## Quick Grants Reimbursement Program (Pilot)

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## INTRODUCTION TO THE NHCP-LTCF PROGRAM

The Government of Canada is investing a further \$90 million to their initial \$100 million investment (2019-2023), over the next 3 years in the Natural Heritage Conservation Program (from April 1, 2023, to March 31, 2026) as a continuation of the Budget 2018's Nature Legacy initiative. This funding will be shared by conservation partners including the Nature Conservancy of Canada, Ducks Unlimited Canada, and Canada's community and regional land trusts.

As an outcome of this investment, Wildlife Habitat Canada (WHC) in consultation with the Alliance of Canadian Land Trusts (ACLT) has launched the Natural Heritage Conservation Program – Land Trusts Conservation Fund (NHCP-LTCF 2023-2026). 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 \$5.08 million per year, over the next three years will be made available to support eligible projects under the NHCP-LTCF program. The program is currently scheduled to conclude on March 31, 2026.

The NHCP – LTCF 2023-2026 is sorted into different streams of funding, Large Grants, Small Grants and Quick Grants Reimbursement Program (pilot). For further information on the Small or Large Grants funding streams, please visit the [WHC website and refer to the appropriate guidelines](#).

*Please note that the **Guidelines (2023-2024) – Quick Grants Reimbursement Program**, defines program guidelines for Year 5 only and are subject to change for subsequent years.*

## WHAT IS THE QUICK GRANTS REIMBURSEMENT PROGRAM?

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.

### **Important notes for Quick Grants (pilot):**

- It is anticipated that **up to \$200,000.00** will be available to be disbursed under the Quick Grants Reimbursement Program
- This is a first come first served program
- 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**

### CONTACT INFORMATION

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### IMPORTANT BACKGROUND INFORMATION

The NHCP-LTCF program is designed to directly support Canada's land conservation targets and as such, **land funded under the NHCP-LTCF program must count towards 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](#):

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

A Decision Support Tool exists to provide support in assessing whether or not an area contributes to Canada's Target. 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's Target. For further information, see the overview of the Accounting for Protected and Other Conserved Areas.

## HOW TO APPLY

It is the responsibility of the Applicant to ensure that they have read, acknowledge and understand the requirements of the NHCP-LTCF Quick Grants Program.

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 14, 2023 at 1:00pm (ET)** and **December 1, 2023 at 8:00pm (ET)**, or until all funds are allocated. Application forms will be reviewed on a first-come, first served basis until all funds are allocated; applications must meet all eligibility requirements in order to be considered. Please see section [A-3](#) Project Eligibility for complete details.

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

### Note:

- Projects with higher hectares may be considered more favorably.
- Projects with higher match ratios may be considered more favorably.
- If an Applicant fails to upload the correct, requested documentation in the acceptable format with their application form submission, the application may be deemed incomplete and disqualified from funding consideration.
- Each submitted application is considered as a stand-alone application. Applicants submitting more than one application must ensure that each individual application form includes all of the required documentation requested. WHC will not consider any documents shared via another application form.
- In cases where multiple eligible organizations have worked in partnership to complete a project, **WHC will only communicate with the Applicant land trust on project and application related matters.** Should the partner organization wish to be contacted or included on project and application correspondence, an appropriate contact must be named in the application itself, as a secondary contact. **Please review section [A-3](#): Closing Solely in the Name of a Different Organization carefully.**

## Capacity Building Services

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

- assisting land trusts in adherence to the [Canadian Land Trust Standards and Practices 2019](#) and/or [Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels](#); and,
- providing technical support to land trusts with regards to LTCF priorities such as Conservation Planning, Record Keeping, and Land Management.

***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:

- [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)

## FUNDING

WHC is the sign off authority on all funds and funding agreements for successful projects under the NHCP-LTCF. WHC reserve the right to award partial funding to eligible land trusts.

Please also note that:

- NHCP-LTCF funds are allowed to be combined with other Canadian federal funds on the same project, as long as funds went towards **unique (separate) expenditures and other funding did not trigger counting of hectares** (see program requirement details).
  - Proof that federal funds spent on Unique (separate) expenditures is required.
- Other Canadian federal funds cannot be used as matching funds for NHCP-LTCF funds; and,

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 reallocating the returned funds to eligible projects on the “waiting list” before the end of the program year. Applicants with projects included on the “waiting list” will be contacted if funds become available for their project.

## SECTION A – NHCP-LTCF QUICK GRANTS ELIGIBILITY & REQUIREMENTS

### A-1: Program Timing

**Application Window:** Application forms will be accepted between, **July 14, 2023 at 1:00pm (ET)** and, **December 1, 2023 at 8:00 pm (ET)**. Please note, the application window may close earlier or later than December 1, 2023 in order to ensure all funds are allocated. Projects must have a closing date between April 1, 2023 and date of application submission.

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

**Important Note:** *In order to trigger release of payment*, signed Award Letter and Funding Agreement must be submitted to WHC for review and approval, **no later than 30 calendar days following notification of award**.

### A-2: Land Trust Eligibility

To be eligible to apply to the NHCP-LTCF Quick Grants Program, Applicants must meet the below criteria:

- 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. 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.*

**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. It is expected that Canadian land trusts will be making significant progress in working towards, or achieving, compliance.

## ***A-3: Project Eligibility***

### **a) Project Eligibility Overview**

- The **property qualifies for Canada’s Target** as an **Protected Area** (i.e. the Decision Support Tool was used to ensure that the project land is eligible or the project is an approved Ecogift)
- The project must be CLOSED by the time of application (**a closing date between April 1, 2023 and date of application submission**)
- Minimum project size: **5 hectares**
- Minimum matching funds ratio of **1.5:1**

### **b) Project Definition**

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

- i. sharing the same conservation objectives (see below);
- ii. clearly contributing to Canada’s Target (i.e., can be counted as [Protected Areas](#)); and,
- iii. consisting of either conservation agreements or fee simple acquisition.

**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.

### **c) Amount of NHCP-LTCF Funds Available per Project**

Applicants may request \$5,000 to \$10,000 in NHCP-LTCF funds per project, therefore, per application.

### **d) Acquisition Project Type**

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

**Note:** For conservation agreements/easements **in Quebec**, only the “Real and Perpetual” conservation agreement/easement type is acceptable under the program.

### **e) Transaction Types**

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

### **f) 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). No financial encumbrances (mortgages, liens, etc.) are to be present on the post close title report. 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) has been registered against must show as discharged or postponed in favour of the CA on the post close title report. 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.

**g) Key Conservation Area – Priority Land for Conservation**

Projects must be in a Key Conservation Area (KCA) or equivalent (eligible land under Canada’s Target), which means that the project falls under an existing Conservation Plan that identifies the land/project area as a priority for conservation. The Applicant will be required to:

- provide the **specific address and boundaries** of the property, for WHC’s verification (map check);
- **type** (see below list) of conservation plan; and,
- the **name** of the Conservation Plan under which the project land falls.

Key Conservation Areas include areas identified under (types):

- 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.
- d. **Other science-based plans developed by land trusts.**

**Land Securement Details:**

“Land Securement” means an acquisition by the Final Recipients of a legal interest or a real right in a property, with the objective to conserve and protect Canada’s habitat and biodiversity. The legal interest or the real right may be acquired by a fee simple purchase, a lease, a conservation easement, a covenant, a servitude, an acquisition of development rights, such as mineral, timber and exploration rights. See applicable Program Guidelines and/or contact WHC staff, for other types of agreements that may be allowable.

The Final Recipient (Awardee) that acquires land(s) with contribution funds provided under the NHCP-LTCF, to do land securement initiatives and projects, **must comply with the following conditions:**

- i. Eligible land securement initiatives and projects will be those that contribute directly to enhanced coverage, ecological integrity and connectivity of Canada’s network of protected and conserved areas, protection and recovery of terrestrial species at risk, and prevention of healthy species, including migratory birds, from becoming at risk.
- ii. WHC shall be required to seek prior written approval from ECCC before a Final Recipient (Awardee) transfers, sells, disposes, or encumbers lands, or any portion thereof, secured with funds from ECCC. Canada’s approval will be contingent, among other things, on whether the transfer, sale, disposal and encumbrance meets the objective set out in the concept above.
- iii. In the event the land, or any portion thereof, secured with funds from ECCC is sold, the Final Recipient shall provide an attestation that the price obtained is at, or above fair market value.
- iv. In the event the land, or any portion thereof, secured with funds from ECCC is transferred, sold, disposed or encumbered in a manner inconsistent with the terms and conditions of the NHCP-LTCF program, the Final Recipient (Awardee) shall repay to ECCC the greater of:
  - the percentage of the proceeds of the disposition (sale), proportional to the initial funding for the securement project; or,
  - the percentage of the fair market value of the portion of the property (at the time of disposition), proportional to the initial funding for the securement project.

**h) Closing Solely in the Name of a Different Organization**

Applicants **are not permitted to have closed the property solely in the name of a third party**. Applicants must be the Final Recipient of NHCP-LTCF funds.

**i) Required Matching Funds for Each Project**

The NHCP-LTCF is a matching funds program, with a required match ratio of a **minimum 1.5:1**. This means that for every \$1 of Program funds awarded, a minimum of \$1.50 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 1.5:1 may be considered more favourably.
- Associated project expenses that occurred between April 1, 2022 and closing date, 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 land or CA/E value is used as match** then proof of land value and/or cost is required.

**Note:** Awardees planning to include 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). This documentation must be submitted with application.

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:** 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.

**j) Multiple Sources of Federal Funding**

If your project received funding from another federal government source that required hectare counting, **IT IS NOT ELIGIBLE UNDER THIS PROGRAM** (e.g. if your project received Challenge or Priority Place funds and hectares are counted towards that project the project is not eligible under the Quick Grants program).

However, if your project received funding from another federal government source that DID NOT REQUIRE HECTARES TO BE COUNTED (such as a federal employment grant) the project **IS ELIGIBLE** for the Quick Grants program. This funding must be indicated at application.

**k) Stewardship Endowment Fund & Policy**

Organizations are required to have an established stewardship endowment fund policy at the time of application to the NHCP-LTCF. The policy must outline how the Applicant land trust manages endowment funds for the stewardship of project lands, into perpetuity. This policy must align with program requirements. WHC reserves the right to request a full copy of the established SEF policy.

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 operating 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.

For payment release, the Awardee will be required to attest (see Funding Agreement) that both 1) the amount and existence of sufficient, new and additional stewardship funds for this specific project; and, 2) that these funds have been transferred into a distinct fund for the support of the project.

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

Awardees 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 (Awardees 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 Awardee's social media platforms. The Awardee will reciprocate, as appropriate, for ECCC social media messages regarding the NHCP-LTCF.
- **Event Planning:** The Awardee will provide WHC with two-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 Awardee and 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 Awardee will provide any draft news releases (using approved template provided in the Communications Toolkit) to WHC at least six weeks before the proposed announcement date for review by WHC and ECCC Communications. As required, WHC will work with the Awardee and ECCC to acquire needed ECCC approval and Ministerial quote. 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 Awardee will ensure that news releases intended for general audiences are distributed in both official languages.
- **Property Photos:** The Awardee 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 Awardee will be required to provide authorization to WHC and 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**

This is a reimbursement program, for **THIRD PARTY ASSOCIATED COSTS ONLY**. Eligible expenses are limited to third party professional services associated with land securement, and are supported by fully paid invoice. These NHCP-



LTCF funds **CANNOT be used** to reimburse purchase price/cost of fee simple or conservation agreement/easement(s) OR salaries/wages/travel/etc.

**Eligible project expenses** must have been incurred in the **2023-2024 fiscal year** (April 1, 2023 to date of application submission).

[Chart 1 - Eligibility of Expenses under the NHCP-LTCF Program](#) outlines eligible expenses and eligible matching funds.

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

Only **invoices addressed or made out to the Awardee will be eligible for reimbursement**. Expenses that have been (or will be) submitted for reimbursement under other active grants or programs are not permitted to also be submitted for reimbursement under the Quick Grants Reimbursement Program.

- As per normal business practice, Awardees are expected to keep appropriate records, invoices and supporting documentation of all expenditures and project activities, including staff time expensed under the NHCP-LTCF program.
- If selected for a project audit, the Awardee will be required to provide records, invoices and supporting documentation associated with the project to WHC.

### **Chart 1 – Expense Eligibility under the NHCP-LTCF – Quick Grants Reimbursement Program**

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 THIRD PARTY ASSOCIATED COSTS ONLY, directly related to the project that have been incurred between **April 1, 2023 and application submission date**.
- NHCP-LTCF funds cannot be used to cover rebatable/refundable taxes.
- Eligible project expenses incurred between **April 1, 2022 and application submission date** 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	✓	N/A
Donated value of Land or Conservation Agreement	N/A	N/A	✓
Stewardship Endowment Fund	X	✓	X
Fundraising Costs	X	✓	✓
<p><b>Travel</b> – 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 <a href="#">National Joint Council Directive</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">Kilometric rates</a> (only applicable to personal-vehicle travel away from the office, not for daily commuting)</li> <li>• <a href="#">Accommodation and meal allowances</a></li> <li>• Air travel for trips fewer than nine consecutive hours are reimbursed at the economy rate.</li> <li>• The standard accommodation is a basic room, in a safe environment and conveniently located. The Applicant should always seek the most reasonable rate.</li> </ul>	X	✓	✓
<p><b>Salaries and wages</b> - including all existing benefits for employees and contract staff, and mandatory employment-related expenditures.</p> <ul style="list-style-type: none"> <li>• Includes all Staff time necessary for planning, negotiating, managing, coordinating and completing the project.</li> </ul>	X	✓	X
<p><b>Materials and supplies expenditures</b></p> <ul style="list-style-type: none"> <li>• Includes utilities, phone, internet, etc.</li> </ul>	X	✓	✓
Equipment rentals	X	✓	✓
Vehicle rental, lease and operation expenditures	X	✓	✓

<p><b>Lease of office space</b> – 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, <b>to a maximum of \$3,000.</b></p>	X	✓	✓
<p><b>Communication and printing, production, and distribution expenditures</b></p> <ul style="list-style-type: none"> <li>• <i>Design and installation of property-based program recognition sign(s).</i></li> <li>• <i>Property-based communication costs or alternative project-specific funding recognition and communication or event expenses.</i></li> </ul>	X	✓	✓
<p><b>Contractors</b> - costs associated with contractors engaged to undertake the project activities, such as general labourers, or researchers.</p>	✓	✓	✓
<p><b>Management and professional service expenditures</b> - costs associated with management and professional services required to support a project, such as:</p> <ul style="list-style-type: none"> <li>• <i>Accounting charges</i></li> <li>• <i>Monitoring and translation (internal) charges</i></li> <li>• <i>Official languages translation charges</i></li> <li>• <i>Legal fees/charges, title search fees, registration fees, and severance/subdivision fees required to secure the project.</i></li> <li>• <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></li> </ul>	✓	✓	✓
<p><b>Cost associated with eligible land planning, stewardship initiatives and Projects such as appraisals, surveys, baseline documentation.</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• <i>Appraisal Costs</i></li> <li>• <i>Survey Costs (if applicable)</i></li> <li>• <i>Real Estate Broker Fees</i></li> <li>• <i>Environmental Assessments (if applicable)</i></li> <li>• <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<sup>st</sup> and application date of the associated NHCP-LTCF program round.</i></li> </ul>	✓	✓	✓

## ***A-5: Additional Requirements and Expectations under the NHCP-LTCF Quick Grants Reimbursement Program***

If successful Applicants choose to accept NHCP-LTCF funds, the following describes the expectations and requirements under the NHCP-LTCF Quick Grants Reimbursement Program:

### **a) Baseline Documentation Reports (BDRs) for Conservation Agreement Only:**

It is the full responsibility of the Awardee to understand and adhere to the rules and requirements concerning BDRs in association with Conservation Agreement/Easement projects. 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, in this regard.

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.

### **b) Project Financial Check:**

As per normal business practice, Awardees are expected to keep appropriate records, invoices and supporting documentation of all matching funds and project expenditures. WHC may elect to perform a random audit of NHCP-LTCF project expense invoices and/or receipts of any amount.

Awardees must provide WHC with:

- A completed budget (template);
- An invoice (made out to WHC);
- A receipt for each invoiced costs listed on the budget, over \$1000;

The Financial Reporting Template must demonstrate the following:

- a minimum 1.5:1 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 and contributor source;
- 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.

### **c) Appraisals:**

It is anticipated that all land trusts acquire a complete appraisal of the project land, in line with Canadian Land Trust Standards and Practices, as part of normal business operations. However, **the submission of an appraisal is not required** under this program, unless a non ecogift project using land value as match.

## **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, **with a grant ask of between \$5,000 and \$10,000 each. Only one application can be submitted per project.** WHC, however, retains the right to reassess the application limit and readjust if required.

Applications submitted over and above the funding available, will be added to the “waiting list.” Eligible waiting list projects will only be considered after the **application window closes**, if program funds have not been fully allocated and/or if funds have been returned to the program for reallocation.

If a project is already receiving in year funding under another LTCF program (Large or Small), it is **not eligible** under the Quick Grants Reimbursement Program.

**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. If an Applicant has applied to previous program years of the NHCP-LTCF Program (or OQO program), the same username and password can be used to complete the application form.

**Note:** Any application forms submitted to WHC staff by email or mail will not be considered.

**d) What documentation will be required as part of a complete application form?**

The list of documentation required in the application form is noted under [Chart 2: Checklist of Required Documentation for Application and Payment– Quick Grants Reimbursement Program](#).

**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 and approved by WHC.

**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 and completeness. 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 (unsuccessful) project.

## ***B-3: Award/Rejection Letters***

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

Award/rejection (notification letters) letters will be distributed approximately 2-3 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: Payment of Award***

a) **What documents are required before WHC will release payment?**

See *Chart 2 - Checklist of Required Documentation for Application and Payment – Quick Grants Reimbursement Program*. After all, required/requested documentation has been submitted and approved by WHC, payment will be processed for disbursement for awarded projects.

**Important note:** WHC requires 3-4 weeks to process and release payment. **Payment Invoices must be made out to Wildlife Habitat Canada** and submitted to WHC for processing. Failure to submit all necessary/requested documentation may result in the forfeit of the award amount and may jeopardize future funding consideration under the NHCP-LTCF.

b) **How will WHC release payment?**

WHC will electronically transfer funds, directly to the land trust, following receipt and approval of project documentation by WHC.

**Chart 2 - Checklist of Required Documentation for Application and Payment – Quick Grants Reimbursement Program**

Documentation to be submitted with the application; for project Reporting (to trigger release of award).	Required with application form/ for funding consideration
1) <a href="#">Parcel Grid</a> 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: <ul style="list-style-type: none"> <li>• <a href="#">LTCF Excel template</a> to be used; filled out completely and accurately.</li> <li>• Shapefile</li> </ul>	✓
3) Conservation Plan confirmation	✓ (property address, type and name of plan)
4) Financial information/reporting <ul style="list-style-type: none"> <li>• Budget - NHCP-LTCF template (Year 5) must be used. <ul style="list-style-type: none"> <li>○ copies of any individual receipts over \$1,000</li> </ul> </li> <li>• Invoice (<i>addressed to WHC</i>)</li> </ul>	✓ <a href="#">Project Budget and Invoice</a> (template)
5) <b>ONLY IF NON-ECOGIFT using land value as match</b> then a copy of the appraisal: <ul style="list-style-type: none"> <li>• A copy of the full appraisal must be provided to WHC at application</li> </ul>	✓
6) <b>ONLY IF</b> an ecogift project.	✓ Ecogift certificate and ecogift statement of fair market value
<b>7) <u>Fee simple only:</u></b>	
<ul style="list-style-type: none"> <li>• <b>ONLY IF NON-ECOGIFT using land value as match</b>, a fully signed APS or donation agreement;</li> <li>• A copy of the <b>post-close title report</b> (transfer deed) or land title demonstrating ownership and showing the Fee Simple land is free and clear of financial encumbrances.</li> </ul>	✓ Signed APS/ Signed Donation Agreement  ✓ Post Close Title Report/ Transfer deed/land title
<b>8) <u>Conservation Agreement/Easements (CA/E) only:</u></b>	
<ul style="list-style-type: none"> <li>• <b>ONLY IF NON-ECOGIFT using CA/E value as match</b>, a fully signed APS or donation agreement;</li> <li>• A copy of the <b>post-closing title report</b> (transfer deed) or registration that clearly shows the land trust as the owner of the CA and that the CA/E is registered on title</li> </ul>	✓ Signed APS/ Signed Donation Agreement  ✓ Proof of CA/E registration on title
9) At least one <b>high quality image</b> of the Project property(ies),* for possible use in ECCC social media and other promotional materials, with authorization to WHC/ ECCC for the use of the image(s). <i>*In cases of a confidentiality/privacy conflict with this requirement, please contact WHC.</i>	✓
<b>POST AWARD NOTIFICATION</b> (submitted no later than 30 calendar days from notification of award)	
Fully signed Award Letter	✓
Fully signed <a href="#">WHC Funding Agreement</a>	✓

## **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 award amount, as well as the necessary documents required (next steps) in order to receive payment.

**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.<sup>1</sup> See full BDR requirements 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 Agreements.

**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 j\) Conservation Plan](#) for more information.

**Final Recipient:** (also known as Awardee) Means a legal entity to which WHC shall further distribute funds received under this Agreement in the manner provided in [section A-2](#). 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*.

**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.

**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 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.<sup>2</sup>

**Stewardship Endowment:** Is an internally or externally restricted fund invested to provide a permanent source of revenue for land stewardship. See section [A-3p\)](#) and [A-3q\)](#) for stewardship endowment requirements.

**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.

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<sup>1</sup> *Canadian Land Trust Standards and Practices (2019), pg. 20.*

<sup>2</sup> *Canadian Land Trust Standards and Practices (2019), Standard 9.*