<Insert Date>

Sonia Blanchard

Project Manager, Land Trusts Conservation Fund

Wildlife Habitat Canada

247 – 2039 Robertson Road

Ottawa, ON K2H 8R2

**NHCP-LTCF (2024-2025) – Small Grant: <Project Name>**

Dear Sonia,

Please accept this letter as an attestation confirming that:

* a distinct, stewardship endowment fund in the amount of $<Insert amount> has been established for the property with new and additional stewardship funds;
* all matching funds are in place for the project, and only associated project expenses that occurred between April 1, 2022 and March 31, 2025 have been applied as matching funds;
* that the total amount of other federal funds being used toward the LTCF project (this amount cannot change following notification submission): $<Insert amount of other federal funds>
* that other federal funds will be used for unique (separate) expenditures and appropriate proof will be provided (audit report details and receipts, if requested);
* that claimed LTCF hectares have been identified by the Applicant on a prorated basis; (the awardee must claim full project hectares under the LTCF, if the other federal program does not require hectares); and,
* no double counting of hectares has occurred across federal programs; and,
* the information provided in the Financial Report for the project is accurate, and no rebatable/refundable taxes have been included in NHCP-LTCF funds; and,
* all documentation, receipts and financial back ups associated with the project are in place and available upon request.

Sincerely,

<Insert signature>

<Senior officer name>, <Title/Position>

<Organization>

<Address>

<Phone Number>

<Email Address>