

# NHCP-LTCF - Large Grants Year 6 - (2024-2025)

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*Wildlife Habitat Canada / Habitat Faunique Canada*

## *Introductory Information*

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**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.

## *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

**Standards Compliance & Stewardship Endowment Fund Policy -  
Compliance/Substantial Compliance:\***

Please upload a copy of a Board resolution or attestation from a senior officer confirming:

The organization's status with regard to **compliance/working towards substantial compliance** with CLTSP 2019 or *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels*, AND,

That the organization has an **established stewardship endowment fund policy** (that meets the requirements set out in section A-3g of the Large Grants Guidelines).

*File Size Limit: 2 MB*

### Eligibility of Joint Title Owners\*

Applicants are permitted to close projects in joint title ownership with other organizations, provided that all title holders meet the eligibility criteria listed:

are a registered Canadian charity that is in compliance or substantially in compliance with the *Canadian Land Trust Standards and Practices 2019 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.

Note: the receiving entity of LTCF funds to complete the securement must be the land trust. Agreements must be made out between the **Applicant land trust and the landowner**.

Will the land trust be acquiring the land in joint title ownership with other eligible organizations?

#### Choices

Yes

No

### What is the name Joint Title organization

If you have indicated that the land will be acquired in joint title ownership. Please provide the name of the other eligible organization(s).

*Character Limit: 50*

## *Section 1 - Acknowledgement of Program Requirements*

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### Program Guidelines\*

I have read the **NHCP-LTCF Large Grant Guidelines 2024-2025** and agree to the requirements of the program.

#### Choices

Yes

### Funding Agreement - Acceptance\*

I have read the Wildlife Habitat Canada **DRAFT Funding Agreement** for the NHCP-LTCF and confirm that the organization is willing to adhere to and sign this agreement if awarded funds.

#### Choices

Yes

## Confirmation of CLTSP 2019\*

The applicant organization has adopted, is in compliance with or working towards substantial compliance with the Canadian Land Trust Standards and Practices 2019:

Please upload a copy of a Board resolution or attestation from a senior officer confirming that the organization is in compliance or is working towards substantial compliance with the Canadian Land Trust Standards and Practices 2019.

*File Size Limit: 2 MB*

## Eligibility of Joint Title Owners\*

Applicants are permitted to close projects in joint title ownership with other organizations, provided that all title holders meet the eligibility criteria listed:

- are a registered Canadian charity that is in compliance or substantially in compliance with the *Canadian Land Trust Standards and Practices 2019 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.

Note: the receiving entity of LTCF funds to complete the securement must be the land trust. Agreements must be made out between the **Applicant land trust and the landowner**. Transfer of agreement rights from one organization to the Applicant land trust **may be considered on a case-by-case basis. If this is the case, please contact WHC in advance of application submission.**

Will the land trust be acquiring the land in joint title ownership with other eligible organizations?

### Choices

Yes

No

## Eligibility of Joint Title Owners

If you have indicated that the land will be acquired in joint title ownership, please provide the name of the other eligible organization(s).

*Character Limit: 50*

## Eligibility of Third Party Transfers of Land:

Land trusts must receive approval from ECCC, through WHC, 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:

- be a registered Canadian charity that is in compliance or substantially in compliance with the *Canadian Land Trust Standards and Practices 2019 or Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels*; or,
- be a 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,
- be an Indigenous entity capable of holding title to land, including a corporation controlled by an Indigenous entity, carrying out similar work in Canada.

### Eligibility of Third Party Transfer of Land (Cont'd)\*

If applicable, the Awardee shall make the transfer of land or interest in land conditional upon the receiving entity providing a commitment to the Awardee to conserve the land in perpetuity in adherence to the *NHCP-LTCF Funding Agreement*.

#### Choices

Yes

### Entity Receiving Program Funds - Applicant\*

The applicant **MUST** be the entity receiving funds from the program and is or will be in whole or in part on title at the time of the closing or signing of the conservation agreement.

In the case of a cross-border project in partnership with the American Friends of Canadian Land Trusts or Friends of Canadian Nature, the applicant is the entity receiving the program funds and the title will be held or the conservation easement signed by the applicable U.S. donor.

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

If awarded, the applicant will be the entity that will receive program funds?

#### Choices

Yes

## Section 2 - Applicant Information

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Welcome to the NHCP-LTCF Application Form process (Large Grants) for Year 6 funding consideration!

This Application Form process is for **Large Grant projects** under the NHCP-LTCF program and is to be completed only for projects with a monetary ask of **between \$50,001.00 and \$1M**. If your

project ask does not fall within this range, please consider applying to the Small Grants program. Applicants may choose to submit up to 3 Large Grant project Application Forms with a combined total ask of up to \$1,250,000.00/per organization.

Please ensure that your organization and project meet all of the criteria noted for the **NHCP-LTCF Large Grant Guidelines 2024-2025** before proceeding.

Only one project should be submitted per Application Form. Applications should be concise. The onus is on the applicant to ensure that the most relevant and significant value to conservation offered by the proposed project is clearly, accurately and truthfully stated within the allotted word allowances.

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 (e.g., The Board resolution or attestation confirming adoption or compliance with *Canadian Land Trust Standards and Practices 2019* and/or *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels* must be uploaded for each application).

Note: In cases where multiple eligible organizations are working 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.

### Program Project Number

This information will be input by WHC staff, following application submission.

*Character Limit: 40*

### Land Trust Name:\*

*Character Limit: 100*

### Contact name/position:\*

*Character Limit: 150*

### 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*

**Contact phone number:\***

*Character Limit: 14*

**Project - Secondary Collaborator/Back-Up Contact**

If there is a second contact on this project please enter their name, phone number and email address below:

*Character Limit: 250*

**Anticipated Closing Date\***

What is the anticipated closing date of the project?

**Note:** To be eligible for Year 6 funding under the NHCP-LTCF, projects **must close between April 1, 2024 and February 17, 2025**. If NHCP-LTCF funds are required to close your project, your closing date must be **August 13, 2024**, or later, in order to allow for adequate administrative processing time, collection of required documentation and release of funds from WHC.

If an awarded project fails to close successfully by **January 15, 2025**, the awardee will be required to attest to a 95% confidence that close will complete by February 17, 2025.

*Character Limit: 10*

## *Section 3 - Project Details*

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**Project Name:\***

Please provide the name of your project.

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

*Character Limit: 40*

**Project Summary / Overview\*****Highlight your project!**

Give an overview of the proposed project. The project overview should be written in a manner and with sufficient detail such that reviewers who are unfamiliar with the targeted geographic area, habitat or activity can gain a full understanding of the project using only the information contained in this proposal.

Explain the context of the project property (threats to the land, important local area consideration for conservation, connectivity, etc.)

If this project contains multiple parcels that are separated, be sure to explain exactly why/how they are considered to be one project. (See Program Guidelines - Project Eligibility)

**REMEMBER:** This is a competitive process and your application will be evaluated by the External

Review Panel, of which, some members may not be overly familiar with your location. **Your application will be evaluated on the information provided within.**

*Character Limit: 3000*

### Securement Type(s):\*

#### Choices

Fee Simple

Conservation Agreement

Combination of Fee Simple and Conservation Agreement

### LTCF Request Amount\*

LTCF request amount: (note: minimum award is \$50,001 and maximum award is \$1 million)

*Character Limit: 20*

### Anticipated Matching Funds\*

**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.

Please indicate the anticipated total matching funds for the project.

- Associated project expenses that occurred between April 1, 2022 and March 31, 2025 can be applied to the project as matching funds.
- Matching funds may include both cash and in-kind contributions.
- A minimum matching funds ratio of 1.5:1 is required.
- All match must be raised by the second mid-project **MILESTONE 2: November 1, 2024**
- Awardees 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 at either the **November 1, 2024** mid-project milestone OR no later than 30 days prior to close of the project, **whichever comes first**. Awardees planning to include in-kind matching funds under the NHCP-LTCF **must also submit evidence of the value of all donated goods/services** at this time.

The number included here must be identical to the match total included in your Project Budget.

*Note: funds from other Canadian federal funding programs cannot be included as match.*

*Character Limit: 20*

### Match Amount Not Yet Raised\*

How much of the total anticipated matching funds for the project does your organization still need to raise for the project?

*Character Limit: 20*

## Hectares\*

Hectares to be secured by the project under the LTCF program:

**NOTE:** If your project is receiving funding from other federal government sources that report hectares, hectares may be shared between programs. HOWEVER, hectares must be prorated based on percentage of Government of Canada funding received. **Double counting of hectares must not occur.**

If the other federal fund does **not** require hectares then all hectares acquired are to be reported under the LTCF.

*Character Limit: 20*

Optional: add any explanatory notes, if required.

*Character Limit: 1000*

## **Protected Area or Other Effective area-based Conservation Measure.**

To be eligible for program funds, project land must qualify as either a **Protected Area** or **Other Effective area-based Conservation Measure**.

**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 before submitting an application. *Note: successful applications with projects involving a unique mechanism for conservation or an OECM will require approval by ECCC before a Funding Agreement between WHC and the Applicant can be signed (WHC and 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 NHCP-LTCF



## PA or OECM\*

Please indicate which type your project meets the requirements for:

### Choices

PA  
OECM

## Additional information - PA or OECM\*

Please provide a few sentences explaining how you came to identify your project land as a PA or OECM.

*Character Limit: 1000*

## Ecological Gift\*

Is the project an Ecological Gift?

### Choices

Yes  
No

## Multiple Landowners\*

Does the project involve **more than** 2 landowners agreeing to a fee simple transaction or signing a conservation agreement with the applicant organization?

*If yes, please upload rationale explaining why multiple landowners are essential to completing the project. 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.*

### Choices

Yes  
No

## Multiple Landowner Rationale

If there are more than 2 landowners, upload rationale explaining the landowner situation, total number of landowners and project transaction dynamic.

*File Size Limit: 2 MB*

## Cross-Border Partnership\*

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.

Does this project involve AFCC or AFCN?

## Choices

Yes

No

## *Securement Type - Fee Simple*

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### **Agreement of Purchase and Sale (APS)/Agreement/ Intent\***

For **FEE SIMPLE ONLY**: This question is **REQUIRED** for FEE SIMPLE projects. **If this question is not answered, this application will not be considered.**

Upload a Purchase and Sale Agreement / Option to Purchase / Signed Donation Agreement or Intent to Donate

If a signed Purchase and Sale Agreement (APS) is not available at time of application submission, a **dated** and **signed** non-binding letter of intent identifying the landowner's interest in proceeding with the project is required.

**CAUTION:** A copy of the signed and dated \* APS / Option to Purchase / Signed Donation Agreement or Intent to Donate (if applicable) must be submitted to WHC no later than **November 1, 2024**, or sooner as completed, and must be submitted **no later than 30 days prior to close** (whichever date comes first).

*\*This document is required to begin processing of the First Installment (see Chart 2 in guidelines). (WHC requires at least 4 weeks to process and release payment installments.*

*File Size Limit: 3 MB*

## *Securement Type - Conservation Agreement*

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For **CONSERVATION AGREEMENT/EASEMENT ONLY**: This question is **REQUIRED** for CONSERVATION AGREEMENT/EASEMENT projects. **If this question is not answered, this application will not be considered.**

Upload the signed Conservation Agreement/Easement, if available.

If a signed Conservation Agreement/Easement is not available at time of application submission, a dated and **signed (by the landowner) non-binding letter of intent** identifying the landowner's interest in proceeding with the project is required.

### **Conservation Agreement/Easement / Letter of Intent - Upload\***

**NOTE:** *If the application is successful, at minimum a **signed** copy of the Conservation Agreement/Easement, alongside a letter signed by the landowner that*  
a) records the value of the Conservation Agreement/Easement as identified by the appraisal,

and

b) confirms the landowner's commitment to proceeding with the Conservation Agreement/Easement based on that value, must be provided to WHC no later than **November 1, 2024**, or sooner as completed, and must be submitted **no later than 30 days prior to close** (whichever date comes first).

*File Size Limit: 5 MB*

## *Securement Type - Combination Fee Simple and CA/E*

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### **Agreement of Purchase and Sale (APS)/Agreement/ Intent\***

**If this question is not answered, this application will not be considered.**

Upload a Purchase and Sale Agreement / Option to Purchase / Signed Donation Agreement or Intent to Donate.

If a signed Purchase and Sale Agreement (APS) is not available at time of application submission, a **dated** and **signed** non-binding letter of intent identifying the landowner's interest in proceeding with the project is required.

**NOTE:** *If the application is successful, a copy of the signed and dated \* APS / Option to Purchase / Signed Donation Agreement or Intent to Donate (if applicable) must be submitted to WHC no later than **November 1, 2024**, or sooner as completed, and must be submitted **no later than 30 days prior to close** (whichever date comes first). (WHC requires at least 4 weeks to process and release payment installments)*

*File Size Limit: 5 MB*

### **Conservation Agreement/Easement\***

**If this question is not answered, this application will not be considered.**

Upload the **signed** Conservation Agreement/Easement, if available.

If a **signed** Conservation Agreement/Easement is not available at time of application submission, a **dated** and **signed (by the landowner)** non-binding letter of intent identifying the landowner's interest in proceeding with the project is required.

**NOTE:** *If the application is successful, a copy of the **signed and dated** \* APS / Option to Purchase / Signed Donation Agreement or Intent to Donate (if applicable) must be submitted to WHC no later than **November 1, 2024** or sooner as completed, and must be submitted **no later than 30 days prior to close** (whichever date comes first).*

*File Size Limit: 5 MB*

## Section 4 - Project Location

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### Property name:

Please identify the property name(s) associated with the project, if different from the project name:

*Character Limit: 100*

### Project Property address\*

Full property address (including province and postal code):

*Character Limit: 200*

### Parcels\*

Number of property parcels in project:

*Character Limit: 2*

### Parcel Grid\*

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

**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 in the previous section. **\*No rounding please**

*File Size Limit: 3 MB*

### Parcel Map\*

Upload a map of the project property that clearly identifies the associated parcel(s) boundaries:

*File Size Limit: 3 MB*

### Spatial Area Information\*

UTM Coordinates and UTM Zones:\*

Please upload a file containing the spatial information.

**CAUTION:** Information **MUST** be provided in one of the acceptable formats listed below. If information is not provided in an acceptable format, the application may be deemed incomplete and not considered for funding.

GIS spatial data that contains the boundaries and names for each parcel included in the property. Acceptable formats are **ESRI file geodatabases, ESRI layer packages or shapefiles** (full suite needed: dbf., shp., prj., sbn., sbx., shx., cpg).

**NOTE:** Google Earth files are not acceptable.

*File Size Limit: 5 MB*

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

*Character Limit: 150*

## Aerial Photo/Satellite Image

If available, include an aerial photograph or satellite imagery clearly showing the property/project area.

*File Size Limit: 3 MB*

## Support Map 1

(Strongly encouraged) The applicant is permitted to provide up to two supporting maps that help demonstrate the conservation significance, the habitat adjacency or connectivity value, and/or the planning context for the project.

Map 1:

*File Size Limit: 3 MB*

## Support Map 2

Map 2: (Strongly encouraged)

*File Size Limit: 3 MB*

## Key Conservation Area\*

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

Eligible projects must:

- be in a **Key Conservation Area (KCA)**, which means that the project falls under an existing Conservation Plan.
- the project land must be **identified as a priority** under the applicable Conservation Plan.

**In the case that your project falls under multiple Conservation Plans, please pick the first option available in the list below and provide a list of the additional Conservation Plans in the textbox below.**

Please identify the conservation plan that the project land falls under:

### Choices

NACP - Natural Area Conservation Plan

NAWMP - North American Waterfowl Management Plan

Priority Places and other Federal, Provincial or Territorial government plans

Other science-based plan developed by the applicant land trust

N/A - Conservation rationale/case for the conservation required

### KCA Context\*

In a few sentences, please identify how the project land is identified as a priority under the conservation plan. If applicable, please include page reference(s). If the project land falls under multiple Conservation Plans, please list them here.

*Character Limit: 1000*

### Key Conservation Area - NACP

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**CAUTION:** It is mandatory that the **name** of the Conservation Plan be provided. If mandatory information is not provided this application will be deemed incomplete.

#### Conservation Plan - Name\*

What is the **name** of the applicable NACP Conservation Plan?

*Character Limit: 250*

#### Conservation Plan - Upload

If applicable, please upload a **full copy** of the above named NACP Conservation Plan:

*File Size Limit: 3 MB*

#### Conservation Plan - Link

If applicable, enter the **link** to the online document below:

*Character Limit: 250*

### Key Conservation Area - NAWMP

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**CAUTION:** It is mandatory that the **name** of the Conservation Plan along with either a **full copy** of the Conservation Plan be uploaded below OR a **link** to the Conservation Plan be provided. If mandatory information is not provided this application will be deemed incomplete.

#### Conservation Plan - Name\*

What is the **name** of the applicable NAWMP Conservation Plan?

*Character Limit: 250*

#### Conservation Plan - Upload

Please upload a **full copy** of the above named NAWMP Conservation Plan:

*File Size Limit: 3 MB*

#### Conservation Plan - Link

If a copy of the full Conservation Plan was not uploaded above, enter the **link** to the online document below:

*Character Limit: 250*

### *Key Conservation Area - Other Government Conservation Plan*

**CAUTION:** It is mandatory that the **name** of the Conservation Plan along with either a **full copy** of the Conservation Plan be uploaded below OR a **link** to the Conservation Plan be provided. If mandatory information is not provided this application will be deemed incomplete.

#### **Conservation Plan - Name\***

What is the **name** of the applicable Conservation Plan?

*Character Limit: 250*

#### **Conservation Plan - Upload**

Please upload a **full copy** of the above named Conservation Plan:

*File Size Limit: 3 MB*

#### **Conservation Plan - Link**

If a copy of the full Conservation Plan was not uploaded above, enter the **link** to the online document below:

*Character Limit: 250*

### *Key Conservation Area - Other Science Based Conservation Plan*

**CAUTION:** It is mandatory that the **name** of the Conservation Plan along with either a **full copy** of the Conservation Plan be uploaded below OR a **link** to the Conservation Plan be provided. If mandatory information is not provided this application will be deemed incomplete.

#### **Conservation Plan - Name\***

What is the **name** of the applicable Conservation Plan?

*Character Limit: 250*

#### **Conservation Plan - Upload**

Please upload a **full copy** of the above named Conservation Plan:

*File Size Limit: 3 MB*

#### **Conservation Plan - Link**

If a copy of the full Conservation Plan was not uploaded above, enter the **link** to the online document below:

*Character Limit: 250*

## *Key Conservation Area - N/A Conservation Rationale/Case for Conservation*

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Given that the project property is not captured under a Conservation Plan, please upload the **Conservation Rationale or Case for Conservation** below: (the **Conservation Planning Framework** is a guidance tool provided to aid in this capacity)

**CAUTION:** A Conservation Rationale must demonstrate and explain how the project property:

- meets Canada objectives criteria as a **priority** for conservation.
- links to conservation initiatives.
- identifies the presence of critical habitat for species at risk, etc.
- demonstrates the prioritization of the property/project land from a conservation planning standpoint and the significance of the project.

If you have any questions, please contact Sonia Blanchard at WHC for support.

### **Conservation Plan - Upload\***

Upload the **Conservation Rationale/Case for Conservation** below:

*File Size Limit: 3 MB*

## *Section 5 - Conservation Significance*

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### **Conservation Merit of the Project Property\***

What is the conservation merit of this property?

*Character Limit: 10000*

### **Special Conservation Considerations**

Conservation Significance: please note any key elements, special conservation value or additional considerations for the project, such as but not limited to:

- being located in an IBA, RAMSAR or Biosphere Reserve;
- provides high biodiversity;
- contributes to the conservation of an ecosystem that is currently underrepresented in federal/provincial targets, etc.

*Character Limit: 5000*

Both COSEWIC (Committee on the Status of Endangered Wildlife in Canada) and SARA-listed (Species at Risk Act) Species are counted, in relation to the below questions.

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 helps lay out the processes and connection of the two listings (for reference):

<https://www.canada.ca/en/environment-climate-change/services/species-risk-act-accord-funding/listing-process/act.html>

### Species At Risk\*

Does the project protect habitat for federally or provincially identified species at risk? (COSEWIC and/or SARA listed)

#### Choices

Yes

No

### SAR - SARA/COSEWIC

If yes, please provide a list of the species at risk known or anticipated to be on the project property/land(s), and describe the area of habitat and significance of habitat:

*Character Limit: 2000*

### Conservation Land or Connectivity Expansion\*

Does the project contribute to the expansion of conservation lands in the immediate area or contribute to functional connectivity between blocks of important habitat, or both?

#### Choices

Yes

No

Describe in more detail (max 150 words):

*Character Limit: 2000*

### Long Term Protection of Biodiversity\*

Will the project support the protection of biodiversity over the long-term given the conservation tool being used, management regime, and the adjacent land uses?

#### Choices

Yes

No

Describe in more detail (max 150 words):

*Character Limit: 2000*

### Non-biodiversity Co-benefits\*

Does the project have non-biodiversity co-benefits that are well identified and of meaningful scale/impact?

#### Choices

Yes

No

Describe in more detail (max 150 words):

*Character Limit: 2000*

### Optional - Property Photos

You may include up to 3 photos of the project property/land(s) to illustrate special habitat and species features, that support the conservation value of your project.

Please include a one sentence description for each photo provided.

*Character Limit: 500 | File Size Limit: 3 MB*

### Optional Photo 2

*File Size Limit: 3 MB*

### Optional Photo 3

*File Size Limit: 3 MB*

## *Section 6 - Required Documents and Additional Information*

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### Proof of SEF Policy/Process\*

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 demonstrate alignment with program requirements.

As proof that your organization has an Stewardship Endowment Fund (SEF) process in place, please upload one of the following:

- an SEF policy, or;
- SEF board resolution, or;
- a letter from a senior officer of the applicant organization, stating the existence and operation of an SEF process.

NOTE: Land Trusts applying to the LTCF program for the first time **MUST** provided an SEF policy.

*File Size Limit: 3 MB*

### Stewardship Endowment Funds\*

The applicant must raise stewardship endowment funds based on the following requirements:

- For projects with Fair Market Value (FMV) less than \$50K: Minimum stewardship endowment is \$5K
- For projects with FMV above \$50K:
  - 10% of FMV (with a maximum cap \$400,000);
  - **\*\*\*Stewardship calculator must be used when 10% value surpasses maximum cap of \$400,000.00**

Proposed stewardship endowment amount (must meet or exceed above requirements):

*Character Limit: 20*

### Stewardship Calculator

If the **Stewardship Calculator** Tool was used to calculate the amount of SEF, please upload below:

*File Size Limit: 3 MB*

### Land Free of Financial Encumbrances\*

The property will be/was free of financial encumbrances (except for existing normal course encumbrances) at time of title transfer.

#### Choices

Yes

No

Please identify/explain any financial encumbrance currently on the proposed project land, to be removed prior to title transfer:

*Character Limit: 2000*

### What is the Fair Market Value\*

Fair Market Value must be as the appraised value of the property, as determined by the appraisal.

Note: Applications in which the land trust intends to pay 1%-5% above the appraised value will require WHC and ECCC approval. **Paying above fair market value is strongly discouraged.**

*Character Limit: 20*

### FMV of Donated Portion of Land(s)

If this is a split receipt project, what is the Fair Market Value of the **donated portion** of the split receipt gift or conservation agreement:

*Character Limit: 20*

### Proof of FMV Document - Appraisal or Other (as indicated)

**NOTE:** If a full or draft appraisal (**no more than 1 year old**) is not available at time of application submission, then an assessment of the value of the project land(s) with clear rationale

explaining how the value was determined will be required. **Acceptable documents include:** a recent short form appraisal, a letter from an appraiser outlining how the value was determined, or a rationale and demonstration of market value prepared by the applicant.

***If submitting a rationale, it must be dated, signed and include a strong rationale, demonstration of market research and valuation.***

**NOTE:** A full appraisal (**no more than 1 year old**) must be provided to WHC no later than **September 4, 2024**, or sooner as completed, and must be submitted no later than 30 days prior to close.

### Appraisal:

Note:

- ***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. Applications in which the land trust intends to pay 1%-5% above the appraised value will require WHC and ECCC approval. Paying above fair market value is strongly discouraged**

NHCP-LTCF funds can only be used to fund a purchase price that is identical to the FMV listed in the approved appraisal, or a purchase price that is less than the FMV listed in the approved appraisal.

### Proof of FMV Document\*

Please upload the appraisal/assessment/appraiser letter/rationale/short form appraisal (as described in the Program Guidelines) :

*File Size Limit: 7 MB*

If applicable, please upload supporting document:

*File Size Limit: 2 MB*

### Building(s)/Structure(s)/Structural Element(s)

Please list any **building, structure or structural element** that exists on the project property, including but not limited to: cottage, home/residence, bunky, shack, driveway, access road, walking trails, dock, etc.

Please explain the regulations associated with any named building, structure or structural element existing on the property i.e., planned severance(s), permitted use, regulations, etc.

**CAUTION:** Any existing mortgage, lease or other financial encumbrance existing on title must be **fully discharged before or upon closing.**

*Character Limit: 2000*

## *Section 7 - Project Budget*

### **Multiple Sources of Federal Funding\***

Has the project received funding from another Federal Government source?

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

#### **Choices**

Yes

No

### **Project Budget\***

Please review the **NHCP-LTCF Large Grant Guidelines 2024-2025 Chart 1 – Eligibility of Expenses**, to see which expenditures are eligible for reimbursement and which are eligible to count as match.

**NOTE:** If awarded funds, a complete financial project audit must be submitted by February 17, 2025.

Please upload a completed **Project Budget Template** for your project, noting:

- that your total LTCF grant ask is listed in "Column A"
- that your listed purchase price matches your supporting documentation (Appraisal, Agreement of Purchase and Sale (APS), Letter of Agreement, etc.)
- that any difference between the FMV and the purchase price **MUST be captured under match funding**
- ensure that the financial project audit costs are not included in the project budget, as this expense will be paid by WHC outside of awarded funding amount.

*File Size Limit: 3 MB*

### **Eligible Expenditures\***

Approved NHCP-LTCF funds must only be used for eligible expenses incurred in the 2024-2025 fiscal year (April 1, 2024 to March 31, 2025). That is, to be eligible, a project expense must have been incurred between April 1, 2024 and March 31, 2025 in order to qualify for reimbursement under the LTCF program.

I confirm that the NHCP-LTCF funds requested will only be applied to eligible expenditures associated with the project as incurred between **April 1, 2024 and March 31, 2025**.

### Choices

Yes

No

### First Installment Required For Close?\*

If the application is successful, will the First Installment payment under the LTCF be required to close the project?

Note: Closed projects at application will be considered favorably.

### Choices

Yes

No

## *First Installment Required For Close - Yes*

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### Date when the funds will be needed

If your project is a Conservation Agreement/Easement, please provide a date when the funds will be needed.

Fee Simple projects are assumed to need the funds by the closing date.

*Character Limit: 10*

### First Installment Required For Close\*

You have indicated that the First Installment payment is, or will likely be, needed to facilitate the close of this project on the projected closing date.

**Important Note: If NHCP-LTCF funds are required to close your project, your closing date must be **August 13, 2024 or later**, in order to allow for adequate administrative processing time, collection of correct, required documentation and release of funds from WHC.**

### Choices

Acknowledged

## *Multiple Sources of Federal Funding - Yes*

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### Multiple Sources of Federal Funding

- WHC is to be notified of the use of other federal funds on an awarded project and provide all below requirements **at application**.

## Signed Confirmation\*

- Signed attestation that:
  - of the total amount of other federal funds being used toward the LTCF project (this amount cannot change following notification submission)
  - that federal funds will be used for unique (separate) expenditures and appropriate proof will be provided (audit report details and receipts, if requested)
  - that the project audit report submitted at final reporting will sufficiently and clearly show distinct expense and match details concerning other federal funds, from LTCF funds
  - that claimed LTCF hectares have been identified by the Applicant on a prorated basis aligning with the example provided in the guidelines; (the awardee must claim full project hectares under the LTCF, if the other federal program does not require hectares)
  - that no double counting of hectares has occurred across federal programs; and,
  - that a separate audit report of the other sources of federal funds will be provided at final report, in addition to the LTCF financial project audit.

*File Size Limit: 2 MB*

## Multiple Federal Funds Budget\*

You have indicated you will be receiving multiple sources federal funding. 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: 2 MB*

## Section 8 - Signing Authorization

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### Binding Organization Signature - Confirmation\*

Binding of the Organization (signature)\*\*

I hereby confirm that the applicant Organization agrees to comply with all of the program requirements and conditions as outlined in the **NHCP-LTCF Large Grants (2024-2025)** and in the **WHC DRAFT Funding Agreement**, and that I have the authority to bind the Organization.

All known risks, liabilities and/or conflicts of interest have been disclosed and this Application Form accurately represents the nature of the project.

### Choices

I hereby confirm that the above statement is true and I have the authority to bind the Organization.

**Binding Organization Signature - Signature\***

Signature\*\*

Please type name below:

*Character Limit: 100*