

DRAFT VERSION NHCP-LTCF - Small Grants Program - Year 6 - 2024/2025

Wildlife Habitat Canada / Habitat Faunique Canada

Introductory Information

Natural Heritage Conservation Program - Land Trusts Conservation Fund

Small Grants Application

This application process is for the **Small Grants Program** under the NHCP-LTCF.

This application form is to be completed only for projects with a monetary ask of **between \$5,000.00 and \$50,000.00** to cover securement (purchase price) costs and/or cover eligible associated costs for land securement projects (e.g., staff time, appraisal, legal fees, etc.). Eligible projects must have a closing date between **April 1st, 2024 and February 17th, 2025**.

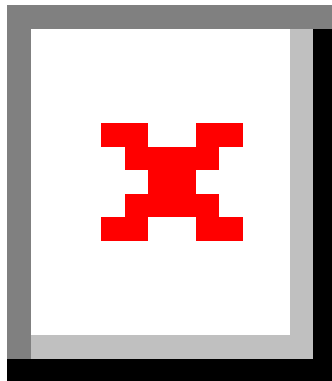
Capacity Building Support

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 **Small Grants Program Guidelines**) are eligible to apply to the NHCP-LTCF.

Only one project may be proposed on each Application Form. A land trust may submit a maximum of two project proposals (Application Forms) for immediate consideration. Each submitted application is considered as a stand-alone application. Additional projects beyond this maximum will automatically be placed on a waiting list. Eligible waiting list projects will only be considered after the **September 4, 2024** application deadline, if program funds are still available.

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.

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).

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

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 - 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 Canadian Land Trust Standards and Practices 2019 or *Guide des bonnes pratiques en intendance privée: aspects juridiques et organisationnels*.

File Size Limit: 2 MB

Stewardship Endowment Fund Policy*

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

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

Note: If applying to the program for the first time, WHC will request for a Board resolution, confirming the Board has a policy in place.

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

Name of other eligible organization(s)

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

Character Limit: 50

Section 1 - Acknowledgement of Program Requirements

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 Small Grants Guidelines 2024-2025** and agree to the program requirements.

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 Small Grants program.

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

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

Section 2 - Primary Contact Information

COLLABORATOR OPTION: If you would like to add a collaborator to assist you during the application stage, please see the "**Application Collaborator Option**" information sheet, posted on the WHC website.

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

Secondary Contact Name & Title:*

Character Limit: 250

Secondary Contact Email:*

Character Limit: 254

Secondary Contact Telephone Number:*

Character Limit: 25

Section 3 - Project Details

Project Eligibility:

Anticipated Closing Date?*

Eligible projects must have a closing date between **April 1st, 2024 and February 17th, 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

Project Name:*

Please provide the name of your project.

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

Character Limit: 150

Project Overview*

Please provide a brief overview of the project, including why this land was identified by the Applicant as important to secure.

If the project involves multiple parcels, please include how the land meets the following requirements:

- parcels are in the same vicinity (adjacent or in a continuous protected land unit);
- parcels are connected through ownership relationships (such as multiple members of the same family or business partners).

If the project involves multiple parcels please refer to the Project Definition in the **Guidelines** and describe how the project meets the requirements.

Character Limit: 4000

Securement Type(s)*

Select the type of securement associated with your project:

Choices

Fee Simple

Conservation Easement/Agreement

Combination of Fee Simple and Conservation Easement/Agreement

LTCF Request Amount*

The minimum request is \$5,000.00 and the maximum request is \$50,000.00 under the LTCF Year 6 Small Grants program.

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

Character Limit: 20

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

Anticipated Match 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.
- 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 submit evidence of the value of all donated goods/services** at either the **November 1, 2024** mid-project milestone OR no later than 30 days prior to close of the project, **whichever comes first**.

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*

Please indicate the number of hectares that will be secured by the project (NOTE: this number should match the total number of hectares indicated in the submitted (**Parcel Grid**))

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

Protected Area or Other Effective area-based Conservation Measure.

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

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 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. Applicants are encouraged to review the **Decision Support Tool** and assess their project land using the [Decision Support Tool Screening Template for Protected Areas and OECMs](#) to determine whether the area can be counted towards Canada Target.

For further information, an overview of the **Accounting for Protected and Other Conserved Areas** can be found on the Pathway to Canada Target website.

Is the project either a PA or an OECM?*

Please indicate which type your project meets the requirements for:

Choices

PA

OECM

Description of PA or OECM classification:*

Please provide a brief description explaining why you have identified your project as a PA or an OECM:

Character Limit: 2500

Is the project an Ecological Gift?***Choices**

Yes

No

Does the project involve multiple landowners?*

A project may share up to 2 individual landowners. Any proposed project with more than 2 individual landowners will be considered on a case by case basis, and must provide a clear rationale as to why multiple ownership is essential to the successful completion of the project.

Choices

Yes

No

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

Project Information:

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):

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

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:***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.

Shapefiles (full suite needed: dbf., shp., prj., sbn., sbx., shx., cpg) .

NOTE: Google Earth files are not acceptable.

File Size Limit: 5 MB

Indicate Project Ecoregion and/or Natural Subregion:*

Character Limit: 150

Species at Risk:

Please list the species at risk anticipated or confirmed to be on the project property and identify whether the species are included on the SARA and/or COSEWIC list.

Character Limit: 2000

Conservation Plan - 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.

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 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

Section 3a - Additional Questions (Multiple Landowners)

Multiple Landowners:

The following questions are as a result of selecting "Yes" to the question: "Does the project involve multiple landowners?" in Section 2 - Project Details.

Rationale for Multiple Landowners:*

Consideration of multiple ownership under the NHCP-LTCF program exists to support land trusts in cases where securing lands with multiple ownership is required for the viability of the project.

A project may share up to 2 individual landowners. Any proposed project with more than 2 individual landowners will be considered on a case by case basis, and must provide a clear rationale as to why multiple ownership is essential to the successful completion of the project.

Please explain why multiple ownership is required to complete the project (max 200 words):

Character Limit: 2000

Section 3b - Securement Information

Securement Information:

The following questions pertain to the type of securement and resulting requirements of the selected securement type.

Appraisal:*

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:

- 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.**

NOTE: *If the application is successful, a full, recent (no more than 1 year old) appraisal 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 (whichever date comes first).*

File Size Limit: 5 MB

Appraisal Date Justification:

If you are claiming support of the FMV of the project land(s) via submission of an appraisal that is **more than 1 year old from the time of Application submission**, please provide **confirmation/sufficient explanation demonstrating that the market has not changed** (ex. letter from an accredited appraiser or rationale with market comparables authored by the applicant land trust):

Character Limit: 3000

Fair Market Value of Donated Portion of Land(s):

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

Character Limit: 20

If applicable, please upload supporting document:

File Size Limit: 2 MB

Buildings/Structures(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

Financial Encumbrances at Closing:*

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

Choices

Yes
No

Explanation of Financial Encumbrances:

Please identify/explain any existing financial encumbrance, in the context of the project, on the project land(s) that will need to be cleared prior to transfer of title:

Character Limit: 2000

Has your project already closed?*

Choices

Yes
No

First Installment Required Close?*

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

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

yes
no

Additional Questions (Fee Simple)

Fee Simple :

The following questions are the result of selecting "Fee Simple Acquisition" in the question of type of acquisition in section 3 - Project Details.

Please upload the fully signed and dated agreement***For FEE SIMPLE ONLY:**

Signed Purchase and Sale Agreement / Option to Purchase / 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: APS/Agreement must be between the applicant organization and the landowner – no transfer of rights to the agreement will be accepted.

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: 3 MB

Additional Questions (Conservation Agreement/Easement)

Conservation Agreement/Easement:

The following acknowledgement is required as a result of selecting the securement type "Conservation Agreement/Easement" in Section 3 - Project Details.

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*

NOTE: If the application is successful, a signed copy of the Conservation/Easement Agreement must be provided to WHC no later than **November 1st, 2024 OR 30 days prior to close**, including a letter signed by the landowner that:

- a) records the value of the conservation/easement agreement as identified by the appraisal, and
- b) confirms the landowner's commitment to proceed with the conservation/easement agreement based on that value.

File Size Limit: 3 MB

Baseline Documentation Report Requirement Acknowledgement:*

The Applicant acknowledges and agrees to meet the following NHCP-LTCF requirement, if the project is approved for funding:

- all Conservation Agreements require a **Baseline Documentation Report (BDR)** be developed and signed by the landowner. Where possible, BDRs should be prepared prior to closing and signed by the landowner and land trust at, or prior to, closing. The BDR must also be registered on title, in accordance with Provincial mechanisms.

Choices

Yes

No

Additional Questions (Combination of Fee Simple and Conservation Agreement/Easement)

Combination Fee Simple and Conservation Agreement/Easement

The following acknowledgement is required as a result of selecting the securement type "Combination Fee Simple and Conservation Easement/Agreement" in Section 3 - Project Details.

Please upload the fully signed and dated agreement*

FEE SIMPLE:

Signed and dated Purchase and Sale Agreement / Option to Purchase / 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: APS/Agreement must be between the applicant organization and the landowner – no transfer of rights to the agreement will be accepted.

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

Conservation Agreement - Required Document Upload*

CONSERVATION AGREEMENT:

Signed Conservation Agreement or Easement / Agreement of Purchase and Sale.

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 signed copy of the Conservation/Easement Agreement must be provided to WHC by **November 1, 2024** or no later than 30 days prior to closing, along with a signed letter from the landowner that:*

- a) records the value of the conservation/easement agreement as identified by the appraisal, and*
- b) confirms the landowner's commitment to proceed with the conservation/easement agreement based on that value.*

File Size Limit: 5 MB

Baseline Documentation Report Requirement Acknowledgement:*

The Applicant acknowledges and agrees to meet the following NHCP-LTCF requirement, if the project is approved for funding:

- all Conservation Agreements require a **Baseline Documentation Report (BDR)** be developed and signed by the landowner. Where possible, BDRs should be prepared prior to closing and signed by the landowner and land trust at, or prior to, closing. The BDR must also be registered on title, in accordance with Provincial mechanisms.

Choices

Yes

No

Additional Questions (Closed Project)

Closed Project:

The following questions are as a result of answering "Yes" to the question of if the project is closed in Section 3 - Securement Information.

Signed and dated closing documentation:*

Options accepted at application include:

- Signed and dated Conservation Agreement/Easement
- Signed and dated Agreement of Purchase and Sale (APS) / Donation Agreement

If your document is not one of the above listed, please contact Sonia Blanchard to discuss the document you have available **PRIOR** to submitting an application.

Note: Agreements must be made out between the Applicant land trust and the landowner. Transfer of agreement rights is not permitted.

File Size Limit: 5 MB

Post closing title report (transfer deed):*

This is a document received on or shortly after closing that clearly shows the land trust as the new, registered owner.

Please upload the post closing title report, below:

File Size Limit: 5 MB

Baseline Documentation Report (BDR)

Only for Conservation Agreement/Easements.

Please upload the BDR for the project land:

File Size Limit: 2 MB

Additional Questions (NACP or NAWMP Conservation Plan)

NACP and/or NAWMP Conservation Plan:

The following questions are a result of the selection of the following answer under Section 2 - Project Information related to the project conservation plan:

- NACP - Natural Area Conservation Plan
- NAWMP - North American Waterfowl Management Plan

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:*

Please provide the name of the NACP or NAWMP conservation plan, and the specific address and boundaries of the property.

Character Limit: 250

Optional - An active link to the current document:

Character Limit: 250

Optional - Conservation Plan Upload:

Upload a copy of the NACP or NAWMP conservation plan.

File Size Limit: 5 MB

Additional Questions (Other Conservation Plans)

Other Conservation Plan:

The following questions are a result of the selection of the following answer under Section 2 - Project Information related to the project conservation plan:

- Priority Places and other Federal, Provincial or Territorial government plan.
- Other Science-based plan developed by the land trust

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.

Other Conservation Plan Name:*

Please provide the name of the conservation plan.

Character Limit: 250

Active Link to Conservation Plan:

An active link to the current document (if no link is available, a copy of the plan must be uploaded below):

Character Limit: 250

Other Conservation Plan Upload:

Only if an active link has not been provided above.

Upload a copy of the Other Conservation Plan.

File Size Limit: 5 MB

Additional Questions (Conservation Rationale)

Conservation Rationale:

The following questions are as a result of the selection of the following answer in Section 3 - Project Information related to the project conservation plan:

- N/A - a Conservation Rationale must be provided

Given that the project property is not captured under a Conservation Plan, please upload the **Conservation Rationale or Case for Conservation** below:

A sufficient case for conservation (*a **Conservation Planning Framework** guidance tool is available for use*), which defends how the project property:

1. meets the Canada Target criteria;
2. links to conservation initiatives;
3. identifies the presence of critical habitat for species at risk, etc.; and,

4. a sufficient rationale that demonstrates the prioritization of the property/project land from a conservation planning standpoint and the significance of the project.

CAUTION: A Conservation Rationale must demonstrate and explain how the project property meets Canada Target criteria as a **priority** for conservation.

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

Conservation Rationale - Upload*

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

File Size Limit: 3 MB

Section 4 - Project Budget

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

Use of LTCF Funds*

Will LTCF funds be used in part or in full, directly towards the purchase priced of the project land(s), OR will program funds be used strictly for associated costs of the project?

Choices

Funds will be used in full or in part directly towards the purchase price of the land.

Funds will be used strictly for associated costs of the project.

Project Budget*

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 completed **Project Budget Template** for your project, noting:

- that the LTCF grant ask is listed in "Column A" (no rounding).
- that **Eligible NHCP-LTCF project expenses** are those incurred in the 2024-2025 fiscal year (April 1, 2024 to March 31, 2025).
- that your listed purchase price matches your supporting documentation (Appraisal, Agreement of Purchase and Sale (APS), Letter of Agreement, etc.) (**no rounding**).
- that the difference between FMV and the purchase price **MUST be captured under match funding**.
- that associated project expenses that occurred between April 1, 2022 and March 31, 2025 may be applied to the project as **matching funds** (provided that the expenses were not paid for with other sources of Canadian federal funds).

File Size Limit: 5 MB

Acknowledgement of all Expenses*

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

Section 4a - Stewardship Endowment Fund - Direct Land Securement

For projects requesting NHCP-LTCF funds for Purchase Price / Cost of Land or Conservation Agreement: The amount of stewardship endowment required under the NHCP-LTCF is determined by using one of the options below.

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); OR
 - The amount calculated as required using the program's approved **Stewardship Calculator** tool.

******Stewardship calculator must be used when 10% value surpasses maximum cap of \$400,000.00.***

Note: a minimum of \$5,000 is required, regardless of which option is used to determine stewardship endowment contribution.

Character Limit: 20

Stewardship Calculator:

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

File Size Limit: 2 MB

Proof of SEF Policy:*

Please upload a copy of your organization's established SEF policy:

File Size Limit: 2 MB

Section 4a - Stewardship Endowment Fund - Associated Costs Only

For projects requesting NHCP-LTCF funds for **associated costs only** (no NHCP LTCF funds for acquisition/securement):

Sufficient Stewardship Endowment Fund*

If successful, the Awardee will be required, at Final Reporting, to submit an attestation signed by a senior officer confirming both:

- 1) the amount and existence of sufficient, new and additional stewardship funds; and,
- 2) that these funds have been transferred into a distinct fund for the support of the project.

Please acknowledge the above requirement of Awardees under the LTCF.

Choices

Acknowledged

First Installment Required For Close - Yes

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

Section 4b - Multiple Sources of Federal Funding

Multiple Sources of Federal Funding

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

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

Signed Confirmation*

- Signed confirmation:
 - 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 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); and
 - that no double counting of hectares has occurred across federal program

File Size Limit: 2 MB

Section 5 - Signing Authorization

Electronic Signature

Binding of Organization (signature)*

I hereby:

- agree to all conditions and requirements as recorded in the https://whc.org/wp-content/uploads/2022/04/NHCP-LTCF-Small-Grants_Guidelines_2022-2023_FNL.pdf **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