



# CCAP GUIDELINES

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## INTRODUCTION TO THE COMMUNITY CONSERVATION ACTION PROGRAM (CCAP)

With the demand for conservation dollars becoming more and more competitive, WHC has been looking for a way to help smaller organizations access the funding that they need to make a difference in conservation within their local or regional community.

The WHC Board of Directors has committed up to \$50K annually to continue to support small(er) organizations in making conservation achievements in their communities.

The objectives of CCAP are to:

- Connect Canadians with nature
- Engage youth in conservation
- Provide educational conservation programming

### WILDLIFE HABITAT CANADA CONTACT INFORMATION

**Name:** Kylie Graham  
**Title:** Project Manager  
**Email:** [kgraham@whc.org](mailto:kgraham@whc.org)

## IMPORTANT BACKGROUND INFORMATION

Wildlife Habitat Canada is a national, not for-profit, non-governmental, charitable conservation organization that was established in 1984. The Community Conservation Action Program was introduced in 2021 as a way to support local, grassroots conservation efforts initiated by small(er) organizations nationwide.

### **Where does this money for conservation come from?**

CCAP funds are provided directly by WHC.

**We support** conservation initiatives for wildlife and their habitats, big or small.

**Our mandate** is to provide financial assistance to small(er) organizations. To maximize the time spent delivering projects and making contribution achievements, this program has been designed to minimize the administrative burden. This supports more time available to get out there and make a difference.

As members of various international and national conservation committees and councils, our aim is to impact the decisions that directly affect biodiversity in wildlife and habitats as part of the solutions to climate change.

Every year, we receive grant requests totalling more than 4x the amount available through the CCAP.

## HOW TO APPLY

It is the responsibility of the Applicant to ensure that they have read, acknowledge and understand the requirements of the CCAP.

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** and **October** prior to the start of the applicable program year. Please see section [B-2](#) for further details on the application process and how Application Forms will be reviewed.

To apply for funding under CCAP, [please follow the link](#).

### Note:

- If there is a fundamental change to the project at any time, Applicants must notify WHC immediately.
- 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. Applications and associated materials are to be submitted **only** on the WHC Grant Portal.

### BEFORE PREPARING AN APPLICATION:

- 1) Read, understand and acknowledge the program guidelines.
- 2) Review and understand the reporting requirements of the program.
- 3) Review the Letter of Agreement (LOA) – all awardees under the WHC CCAP must be willing to sign and adhere to the terms and conditions of the LOA.
- 4) Ensure your organization and project are eligible, according to the parameters set out in this document.

# FUNDING

WHC reserves the right to award partial funding to eligible applicant organizations.

Select eligible projects that are not initially approved for funds will be placed on a “waiting list,” and the Applicant will be notified if/when additional funds become available

In the event that CCAP funds are returned to the Program, the Letter of Agreement will be nullified and WHC will begin the process of re-allocating 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.

## Ineligible Expenses:

- as a contribution to an endowment fund; or,
- for expenditures directly related to the acquisition of land or an interest in land, including a lease, conservation easement or conservation covenant.
- Requests for small amounts to fund a larger-scale project
  - Examples: salaries, tuition or course fees, indirect/overhead fees

**NOTE:** All reporting requirements must be submitted to WHC via the online platform. Funding will only be released once WHC successfully receives, reviews and approves all reporting and delivery requirements.

It is the full responsibility of the Applicant to understand and adhere to the rules and requirements involved under CCAP.

## SECTION A – CCAP ELIGIBILITY AND REQUIREMENTS

### ***A-1: Program Deadlines***

- a) ***Application Form Deadline:*** Application Forms will be accepted between July and October of each grant year for projects with eligible expenditures incurred between the upcoming fiscal.
- Example: Projects to be delivered in FY 2023-2024 need to submit an application during the application period through July-October 2022.

**Important Note:** The application form, submission process and program reporting must be completed via the online platform. Any submissions/required documents sent via email WILL NOT BE accepted.

- b) **Project Finalization Deadline:** The deadline for finalizing WHC project deliverables and submitting all final documentation to receive the final installment in March of the program year. **Receipt of final deliverables/documents by WHC after this deadline may result in Applicants forfeiting the final installment or possibly the entire awarded amount.**

## ***A-2: Applicant Eligibility***

To be eligible to apply to CCAP, Applicants must meet the criteria below:

- Canadian Residents;
- Small(er) Canadian Organizations\*;
- Not-for-profit Organizations;
- Indigenous organizations, associations, and community management boards;
- Research, academic, and educational institutions;
- Local organizations such as community associations and groups, seniors' and youth groups, and service clubs;

*\*Small(er) Organizations to this program means local level, independent groups that are looking for funding opportunities to support new or innovative small-scale or pilot project programs.*

Ineligible Recipients of the Grant Program include but are not limited to:

- International organizations or individuals;
- For-profit organizations;
- Provincial, territorial, municipal and local governments and their agencies;
- Federal level organizations or individuals: Government employees, departments, agencies, and crown corporations.

Successful proponents are **expected to enter into a signed agreement with WHC regarding the exchange of funds**. All applicants are expected to review the draft Letter of Agreement prior to preparing and submitting an application.

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

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

- Applicants are permitted to submit one project per Application Form with a funding ask between \$500 and \$10,000.
- Eligible projects expenditures must have been incurred between **April 1 and March 31 of the applicable fiscal year** .
- Project implementation must comply with all relevant legislation, regulations, licenses, permits, etc.

- Project activities must be carried out between April 1st of the granting year and March 31st of the subsequent year. If approved, WHC grant funds must be spent within the designated fiscal year.
- A minimum 1:1 funding match ratio\* must clearly be demonstrated in the application. WHC contributions cannot exceed 50% of the project costs.

**Cash and in-kind contributions may be confirmed or anticipated.** Signed letters from confirmed supporting partners should accompany the grant application form. Should funding sources be anticipated but not confirmed at the time of application, please indicate clearly in the Financial Summary section of the grant application form.

**These letters must** accompany the submission of the grant application form.

Anticipated funding sources that are not yet confirmed should be **clearly identified in the Financial Summary** section of the grant application form.

The following activities are not eligible for grant funding from WHC under CCAP:

- Expenditures directly related to the acquisition of land or an interest in land, including a lease, conservation easement or conservation covenant;
- A contribution to an endowment fund.

## **b) Project Categories**

CCAP is seeking projects that are innovative, collaborative and engaging that align with the objectives of the program, those being:

- Connecting Canadians to nature
- Engaging youth in conservation
- Providing educational conservation programming

Eligible projects will support one or more of these categories through their project activities and expected results.

### **b.1) Academic Institutions**

If applying for a grant through an academic institution, such as a college or university, the Applicant must:

- Contact WHC before submitting the application if the academic institution requires an overhead expense be charged against the requested WHC grant funds;
  - Note that no more than 15% of approved WHC funds can be allotted to overhead fees.
- Ensure that the appropriate academic institution administrative office has reviewed the draft WHC Letter of Agreement before the application is submitted. If the grant application is successful, the academic institution will be expected to enter into an agreement substantially in accordance with the draft, as a requirement of grant eligibility; and,

- Provide a letter at application submission, from the administrative office confirming that the draft WHC Letter of Agreement has been reviewed, including any comments or changes that may need to be considered if the grant application is successful.

**b.2) Invasive Alien Species (IAS) Projects**

The WHC Board of Directors recognizes that Invasive Alien Species (IAS) are an important habitat issue; however, with the limited funds available through this program, the scope of IAS projects that will be considered has been narrowed.

To be eligible for funding, projects with IAS components must clearly demonstrate activities based on the guidelines provided in the table below. The focus for funding will be on education and awareness and community-based IAS removal/eradication activities. At this time, this program will not accept requests that focus on ongoing maintenance associated with IAS projects.

**b.3) Projects Supporting Diversity Definition and Eligibility:**

Embracing diversity, for both ecosystems and Canadian organizations, is a core value at Wildlife Habitat Canada (WHC). As we recognize the need for increased inclusion and diversity in all aspects of wildlife conservation and management, WHC is committed to supporting projects from groups with diverse and inclusive goals and objectives for the grant program.

Eligibility Requirements for these projects:

- Must be carried out between April 1 – March 31. If approved, WHC grant funds must be spent within the fiscal year.
- Must have clear milestones & deliverables in both years and a minimum of 1:1 match.
- Projects are required to be related to project categories (see page 6) listed within this document and within the scope of the program.
- Within the Application, self-identify and demonstrate clearly how your organization or project will be providing improvements to diversity, equity and inclusion within the community of Canada.

For more information on Diversity and Inclusion, please visit [www.ccdi.ca](http://www.ccdi.ca)

**c) Minimum Amount of CCAP Funds Available per Project:**

Applicants may request a minimum of \$500.00 in CCAP funds per project, therefore, per Application.

**d) Maximum Amount of CCAP Funds Available per Project:**

Applicants may request up to a maximum of \$10,000.00 in CCAP funds per program year.

**e) Required Matching Funds for Each Project:**

CCAP is a matching funds program, with a required match ratio of a **minimum 1:1**. This means that for every \$1 of Program funds awarded, a minimum of \$1 in matching funds from alternative sources must also be contributed. This may include federal funds from the Government of Canada.

Matching funds may include both cash and in-kind contributions.

**In-kind match** refers to the cash-equivalent funding in the form of a donation (donated land, products 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.

As part of CCAP reporting requirements, all volunteer involvement is to be reported to WHC. This should be indicated on the Activity Table that will be provided as part of the Final Reporting process for awarded projects.

The definition of a volunteer is 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.

**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-CCAP funds.

**f) Wildlife Habitat Canada Recognition and Communications Requirements:**

Awardees **will 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 requirements:

\* Over the course of the project agreement, **a minimum of 2 social media posts with WHC linkage are required, per project.**

Communications Activities and Requirements:

- **Digital Promotion / Social Media:** WHC may repost social media messages concerning CCAP projects that were originally posted on the Awardee’s social media platforms. The Awardee will reciprocate, as appropriate, for WHC and ECCC social media messages regarding the program.
- **Logo/Templates:** WHC shall provide Awardees with the necessary templates (if applicable) and/or electronic files (logos) and/or acknowledgement statements to be used.
- **WHC Approval of Published Communications:** The Awardee shall provide WHC with final copies of any document or material (excluding social media posts) utilizing the WHC logo, prior to printing or distribution, for WHC approval and/or acknowledgement statements.
- **Property Photos:** The Awardee will be required to provide at least two high quality images of the Project, for possible use in WHC social media and other promotional materials. The Awardee will be required to provide authorization to WHC for the use of the image(s). *In cases of an anticipated confidentiality/privacy conflict with this requirement, please contact WHC.*



- **Project Overview:** The Awardee will be required to provide a short 3-4 sentence overview, within the Final Report, of the project's accomplishments throughout the grant year. This may be used for communications and promotional activities.

#### ***A-4: Expense Eligibility***

CCAP funds can only be used to fund in-year eligible expenditures directly associated with the approved project. [Chart 1 - Eligibility of Expenses under CCAP](#) outlines eligible expenses and eligible matching funds.

**Eligible project expenses** will be those that have been **incurred in the applicable fiscal year**.

CCAP funds cannot be used to cover rebatable/refundable taxes.

*Charging Staff Time:* Staff time AND/OR consultant time that is directly related to the project are eligible expenses, including all Staff time necessary for planning, negotiating, coordinating, managing and completing the project.

As per normal business practice, Awardees are expected to keep appropriate records, invoices and supporting documentation of all expenditures under CCAP in anticipation of financial project audit. Awardees are also expected to keep records and supporting documentation pertaining to staff time expensed under CCAP.

WHC reserves the right to conduct random financial project audits.

#### ***A-5: Reporting Requirements:***

By implementing specific reporting requirements for approved projects, WHC can collect the data necessary to evaluate the effectiveness of the grant program. This is done by comparing project results against WHC's performance indicators. WHC's grant application form and reporting templates have been designed to collect the project results and information that are required for evaluating the grant program.

**Awardees are to report on:**

- Interim Reporting
  - Project progress
  - Continued alignment with CCAP objectives
  - Challenges in project execution
  - Project on track for completion
- Final Reporting
  - Project purpose
  - Overall accomplishments
  - Significance of the project (need)
  - Habitat conservation/participant engagement achievements
  - Top 1-3 success from the project because of WHC funding

- Challenges over the course of the project
- Continued alignment with CCAP objectives
- Report on WHC's financial impact
- Project success metrics
- Testimonials
- Organization's next steps
- Overall benefit for the community/Canadians
- Attachments (photos and annexes)
- Reporting Mechanism (completed at Interim and Final Reporting)
  - Activity Table
    - Confirmed reported acres
    - Attendance records
    - Event and/or Program Registration records
    - Stewardship outcomes
  - Budget
    - Total Project Revenue, including both In-Kind and Cash contributions, from all project partners and letters confirming partner contributions, where applicable
    - Interim and final detailed costs associated with use of WHC Funds

**Reporting Deliverables:** (see Chart 2 for more details)

- Activity Table
- Budget Table
- Interim Reporting Template
- Final Report Template

### **Chart 1 – Expense Eligibility under CCAP**

Please note that this chart includes all high-level categories of eligible expenses. Some examples have been provided to help identify eligible expenses under listed categories. Please note that bulleted examples are not an exhaustive list.

- **Eligible expenses** are those directly related to the project that have been incurred between April 1 to March 31 of the applicable year.
- CCAP funds cannot be used to cover rebatable/refundable taxes.

<b>Expenditures</b>	<b>Is the expense eligible to receive STAMP program funds?</b>	<b>Is the expense eligible to include as Matching Funds (Cash)?</b>	<b>Is the expense eligible to include as Matching Funds (<u>In-Kind</u>)?</b>
<b>Purchase Price / Cost of Land or Conservation Agreement</b>	X	X	X
<b>Donated value of Land or Conservation Agreement</b>	X	X	X
<b>Stewardship Endowment Fund</b>	X	X	X
<b>Fundraising Costs</b>	✓	✓	✓
<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> : <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>	✓	✓	✓
<b>Salaries and wages</b> - including all existing benefits for employees and contract staff, and mandatory employment-related expenditures. <ul style="list-style-type: none"> <li>• Includes all Staff time necessary for planning, negotiating, managing, coordinating and completing the project.</li> </ul>	✓	✓	✓
<b>Contractors</b> - costs associated with contractors engaged to undertake the project activities, such as general labourers, or researchers.	✓	✓	✓
<b>Materials and supplies expenditures</b> <ul style="list-style-type: none"> <li>• Includes utilities, phone, internet, etc.</li> </ul>	✓	✓	✓
<b>Equipment rentals</b>	✓	✓	✓
<b>Vehicle rental, lease and operation expenditures</b>	✓	✓	✓
<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, to a maximum of \$3,000.			
<b>Communication and printing, production, and distribution expenditures:</b> <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>	✓	✓	✓
<b>Management and professional service expenditures</b> - costs associated with management and professional services required to support a project, such as: <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>	✓	✓	✓
<b>Costs associated with eligible land planning, Land Securement and stewardship initiatives and Projects such as appraisals, surveys, baseline documentation, land transfer tax.</b> Includes: <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.</i></li> </ul>	✓	✓	✓
<b>Land Transfer Tax (LTT) and Sales Tax (excluding rebatable portion)</b>	X	X	X
<b>Property Tax (only when paid as part of closing)</b>	X	X	X
<b>Cost of Independent Financial Project Audit – <u>should NOT be included in project budget</u></b> <i>Note: if WHC decides it is necessary to request an audit from the partner organization, it will be at the expense of WHC.</i>	X	X	X

## ***A-5: Additional Requirements and Expectations under CCAP***

If successful Applicants choose to accept CCAP funds, the following describes the expectations and requirements under CCAP:

### **a) WHC Letter of Agreement for Funding:**

Applicants must be prepared to sign a legal agreement (the "[CCAP Letter of Agreement](#)") with WHC.

**Important Note:** Applicants must review the [CCAP – Letter of Agreement](#) template **before submitting an Application Form**, as the terms of the agreement as presented in the template are not open for negotiation, with the only exception being minor modification.

### **b) Financial Reporting:**

Applicants must provide a completed final budget report no later than March 15, 2024. This final budget report must demonstrate the following:

- a minimum 1:1 match ratio;
- a list of all eligible expenditures by expense category; and,
- a breakdown of expenses applied to CCAP funds vs. those covered by matching funds (cash vs. in-kind).

Final installment will be issued by WHC, following WHC's receipt and approval of all final reporting documentation.

## **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, **but may submit multiple Application Forms (projects) for a total ask of \$20,000**. If planning to submit more than 3 applications, please contact Kylie Graham, Project Manager at [kgraham@whc.org](mailto:kgraham@whc.org) to discuss prior to application.

#### **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 STAMP 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.

All reporting documentation **MUST** be uploaded to the application account throughout the duration of the project.

d) **What documentation will be required as part of a complete Application Form?**

The list of documentation required in the Application Form is listed under [Chart 2: Checklist of Required Documentation for Application and Installments](#).

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: Evaluation of the Application Form***

a) **How and when will my Application Form be reviewed?**

Grant applications submitted by the deadline will be reviewed by WHC Staff for eligibility requirements and then undergo an internal review process to evaluate the projects potential. Funding recommendations will be made to the Wildlife Habitat Board of Directors in late January.

Applicants will subsequently be advised of the Board's funding decision prior to the start of the fiscal year (i.e. prior to April). Grant applications received by WHC are reviewed on their own merit annually. Please note that receiving funding one year does not guarantee subsequent funding. Proponents with projects approved for WHC funding will receive a funding agreement ("Letter of Agreement") for signature. Applicants are strongly encouraged to review the [Letter of Agreement template](#) in the application stage, as no changes will be made to this document. WHC funding is subject to projects meeting the conditions and requirements set out in the Letter of Agreement.

**NOTE:** It is the Applicant's responsibility to ensure the submission of a complete Application Form, including all of the correct, requested documentation in an acceptable format.

b) **Who will evaluate my Application Form?**

Applications are reviewed by WHC staff for eligibility and completeness. Once marked as complete, WHC staff review each application and discuss the potential of each project as well as its relevance to CCAP, ranking projects in order of funding recommendation. WHC then presents applications recommended for funding to the WHC BOD for final funding decision.

c) **How will my Application Form be evaluated?**

Eligible applications will be evaluated on the relative strengths of the conservation criteria. If the Application Form does not convey competitive conservation value, WHC reserves the right to reject the project. For the complete evaluation and breakdown, please refer to the [CCAP Application Review Criteria](#).

Other items taken into account by the WHC Board of Directors:

- Projects that contribute to an equitable geographic distribution of WHC support across Canada.
- The involvement of multiple funding partners.
- Assurance that WHC funds will be used for project related activities within the specified fiscal timeframe.
- Projects that promote and advocate the importance of wildlife habitat in Canada.
- Projects with a lasting and long-term community impact.

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

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

It is anticipated that award/rejection letters will be distributed in February of the grant year.

b) **How can I expect to receive an award/rejection letter?**

Award/rejection letters will be distributed via email.

### ***B-4: Installments***

a) **What are the installments amounts?**

Payments are made to awarded recipients in two separate installments. The first installment amount is 75% and the second is 25%, of the total awarded amount.

Installments will be processed for release to awardees via electronic transfer, following WHC's review and approval of required deliverables.

b) **What documents are required before WHC will release the installment?**

See [Chart 2 - Checklist of Required Documentation for Application and Installments](#). After all required and requested documentation has been completed and approved by WHC, payment will be processed for disbursement.

**NOTE:** WHC requires at least 4 weeks to process and release payment installments.

Failure to submit all necessary/requested documentation and reporting by the deadline, may result in the forfeit of funding in whole or in part.

c) **When will WHC release the installments?**

**IMPORTANT:**

- **Invoices must be made out to Wildlife Habitat Canada** and include the following information:  
Wildlife Habitat Canada  
247-2039 Robertson Road  
Ottawa ON  
K2H 8R2  
Attn: Kylie Graham, Grant Administrator

**First installment:** All correct, required documentation, listed in [Chart 2 - Checklist of Required Documentation for Application and Installments](#), must be submitted to and approved by WHC to receive the first installment. A complete and approved application package, along with the fully signed Letter of Agreement (LOA), completed Electronic Funds Transfer Form and approved Invoice #1, are required in order for WHC to begin the processing of release of the first installment.

**Second (final) installment:** All correct, required documentation, listed in the [Chart 2 - Checklist of Required Documentation for Application and Installments](#), must be submitted to and approved by WHC. The **DUE DATE** for submission is March 15, 2024.

d) **How will WHC release the installments?**

WHC will electronically transfer funds, directly to the awardee, for all installments.

**Chart 2 - Checklist of Required Documentation for Application and Installments - CCAP**

**CAUTION:**

- If an Applicant fails to submit a complete Application Form or fails to upload the correct, requested documentation in an acceptable format with their Application Form submission, the application may be deemed incomplete and disqualified from funding consideration.
- If the Awardee fails to submit all required correct documentation by the Interim Reporting deadlines, the Awardee may be required to forfeit funding and return any CCAP funds to WHC, immediately.
- If the Awardee fails to submit all required documentation by the Final Reporting deadline, final installment will not be released.

Documentation to be submitted with Application Form; for Mid-Project Milestones; and/or installments.	Required with Application Form	Required at Award Notification	Required at Interim Reporting	Required with Final Reporting
1) Complete Application Form	✓			
2) Project Budget <i>*Required only if approved funding amount is different than the original request and the application budget.</i>	✓	✓*	✓	✓
3) Complete Activity Table	✓		✓	✓
4) Signed Letter of Agreement and Invoice #1 <i>* ASAP once received; Invoice #1 at 75% of total award amount</i>		✓*		
5) Complete Interim Report <ul style="list-style-type: none"> <li>• Complete Interim Report Form</li> <li>• Interim Project Budget <i>Including copies of all claimed project expenses (receipts are to be numbered for ease of review and reconciliation with the Interim Budget Report.</i></li> <li>• Interim Project Activity Table</li> </ul>			✓	
6) Complete Final Report: <ul style="list-style-type: none"> <li>• Complete Final Report Form</li> <li>• Final Project Budget</li> </ul>				



<p><i>Including copies of all claimed project expenses (receipts are to be numbered for ease of review and reconciliation with the Final Budget Report.</i></p> <ul style="list-style-type: none"> <li>• Invoice #2 at 25% of the total award amount</li> <li>• Final Project Activity Table</li> </ul>				✓
<p>7) At least one high quality image of the Project, *for possible use in WHC social media and other promotional materials, with authorization to WHC for the use of the image(s). *In cases of a confidentiality/privacy conflict with this requirement, please contact WHC.</p>			✓	✓

## **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 maximum amount of federal funds awarded, as well as the necessary documents required (next steps) in order to receive first installment.

**Project:** For the full project definition under CCAP, see section [A-3: Project Eligibility](#).

**Volunteer:** A volunteer is 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.

**Participant:** any person participating in an educational program, outreach event, or stewardship activities.

Participants could be landowners, volunteers, students, etc...

**Stewardship:** Encompasses a wide range of voluntary actions taken by people to care for the environment. Activities that promote or directly result in sustainable land use for the benefit of populations of priority species and their habitat. Can include the direct conservation of wild species and their habitat or improving quality of habitat through the mitigation of human impact (e.g., installing nest boxes, monitoring wildlife populations and protecting habitat from disturbances, community-based projects that restore riverbanks and prevent soil erosion, etc.).