Chart 2 – Checklist of Required Documentation for Application and Installments

- Applicants must submit a complete Application Form and upload requested documentation in an acceptable format, or the application may be deemed incomplete and disqualified from funding consideration.
- Awardees must submit all required documentation by the Final Reporting deadline of **February 15, 2027**, to receive final installment. If unable to meet the requirements, the Awardee may be required to forfeit funding and return any NHCP-LTCF funds to WHC, immediately.

Documentation to be submitted with Application Form and First and Final installment.	**Required with Application Form**	**Required Documents for First Installment / (minimum 30 days prior to close**)	**Required with Final Reporting and Final Installment**
1. Parcel Grid with legal land descriptions (to include either Property Identification Numbers or Roll Numbers), and a map of the project land(s) clearly illustrating the boundaries of the property(ies).	✓		
2. Spatial Data: Full **suite of shapefiles** (dbf., shp., prj., sbn., sbx., shx., cpg).	✓		
3. Conservation Plan – If the project falls within: • a NACP or NAWMP target landscape: the name of the plan and the specific address and boundaries of the property must be provided; • priority places and other federal, Provincial or Territorial government plans: a link to or a copy of the plan must be provided; • other science-based plans: a copy of, or a link to, the plan must be provided. In situations where a proposed project property does not fall within an identified plan: call WHC before proceeding with an application. A case for conservation (conservation rationale) must be provided and other information as requested.	✓		
4. Project Budget – NHCP-LTCF template (Year 8 must be used. *Invoices must be addressed to WHC and submitted to WHC for processing*. ***If applicable, the WHC Budget Template (tab) for multiple federal sources must be used*** *Complete* a breakdown of cash and in-kind match by contributor type and contributor source in the Financial Report template. Only the prorated number of hectares for the NHCP program are to be listed in the application. Hectares reported at final reporting must be equal to or higher than anticipated at application.	✓ **Project Budget**	✓ **Project Budget and Invoice** (minimum 30 days prior to closing date)	✓ **Financial Report and Final Invoice**
5. A copy of the appraisal: • If a full or draft appraisal is not available at time of application submission, then one of the following must be submitted: short form appraisal, a letter from your appraiser outlining how the value was determined, or a rationale and demonstration of market value prepared by the Applicant. • A full appraisal* (no more than 1 year old) must be provided to WHC prior to first installment, or sooner as completed, and must be submitted no later than 30 days prior to close. **A full appraisal meeting the requirements is required for release of the First Installment.*	✓ **Assessed Value with rationale**; **draft appraisal** OR **Full appraisal**, if complete	✓ **Full Appraisal** Required for first payment to be made	
6. Fully signed WHC Funding Agreement; *The signed Funding Agreement must be returned to WHC* ***within 3 weeks of the notification letter date.*** **Note: Delay in providing the signed Funding Agreement may result in termination of award offer. First Installment will not be released until the WHC Funding Agreement is fully signed.*	✓ **Signed Funding Agreement** *Within 3 weeks of the date on the Notification of Award Letter*		

7. <u>Fee Simple Only:</u>			
• **Purchase and Sale Agreement/Option to Purchase/Donation Agreement or Intent to Donate** • If a signed Purchase and Sale Agreement (APS) or other agreement is not available at time of application submission, a **signed** non-binding **letter of intent** identifying the landowner's interest in proceeding with the project is required; • A **signed APS/Option to Purchase/Signed Donation Agreement** must be provided to WHC for 1st installment, or sooner as completed, and must be submitted no later than 30 days prior to close. • A copy of the **post-closing title report** (transfer deed) or land title demonstrating ownership must be submitted at final report. • The organization must ensure compliance with all Canada Revenue Agency (CRA) rules and requirements. ***Note:*** All projects already closed at first installment ***must*** submit a post-closing report (Transfer deed) or Land title.	✓ Signed non-binding letter of intent <u>OR</u> Signed APS/Option to Purchase/Signed Donation ✓ Agreement/Intent to Donate	**Closed projects Only** ✓ Post Close Title Report (Transfer of Deed/Land Title) <u>AND</u> ✓ Signed APS/Option to Purchase/Donation Agreement *(must be submitted at minimum of 30 days prior to close)*	✓ Post Close Title Report/Transfer deed/land title
All Fee Simple properties: a copy (pdf, jpg, etc.) of the design of the property-based recognition sign. *See NHCP-LTCF 2026-2027 Guidelines - Environment and Climate Change Canada (ECCC) Recognition and Communications Protocol for the required approval process.*		✓ **Draft** sign design submitted to WHC	✓ **Approved** sign design submitted to WHC with final reporting *(no later than February 15, 2027)*
8. <u>Conservation Agreement Only</u>			
• Signed Conservation Agreement or Easement/Agreement of Purchase and Sale. • If a signed Conservation Agreement/Easement or APS is not available at time of application submission, a **signed** non-binding letter of intent identifying the landowner's interest in proceeding with the project is required. • A signed copy of the Conservation Agreement/Easement must be provided to WHC no later than 30 days prior to close, 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. • *In cases of a 100% cash purchase or split receipt transaction, the letter must also include the amount being provided to the landowner in cash (split receipt transactions must also include the amount of the charitable receipt).* • *In the case of an APS, a signed copy must be provided to WHC at 1st installment or sooner as completed, and must be submitted no later than 30 days prior to close.* • A **fully signed copy of the Conservation Agreement/easement** and a copy of the **post-closing title report** (transfer deed) or registration that clearly shows the conservation agreement/easement as priority on title, in the land trust's name.	✓ Signed non-binding letter of intent <u>OR</u> Signed Conservation Agreement/Easement <u>OR</u> Signed APS	✓ Preliminary Title Report or Title Search ✓ Signed Conservation Agreement/Easement, including a letter signed by the landowner) Note: If the project includes an APS, the **signed APS** must also be submitted. (must be submitted at minimum of 30 days prior to close)	✓ **Signed CA/Easement** and **title report** as proof of registration
All Conservation Agreements: a copy of the full *Baseline Documentation Report (BDR)*. ***Exception:*** *In the event that seasonal conditions prevent the completion of a full BDR report by closing, the landowner and the land trust* ***must sign a schedule for finalizing the full report*** *and an <u>acknowledgement of interim data at closing – to be submitted to WHC</u>. In this case, a completed BDR, registered on title (in accordance with Provincial mechanisms), is required <u>no later than 6 months post-closing, and confirmation must be provided to WHC.</u>*			✓ **BDR** OR If exemption granted, **a schedule for BDR finalization** signed by awardee and landowner(s)

9. **Multi Fed Funds only: An attestation signed by a senior officer confirming that all matching funds (excluding land value) are in place**, and no other sources of Canadian federal government funds have been included as match: The total amount of other federal funds being used toward the LTCF project, federal funds will be used for unique (separate) expenditures, the project audit report submitted at final reporting will sufficiently and clearly show distinct expense and match details, that claimed LTCF hectares have been identified on a prorated basis, no double counting of hectares has occurred across federal programs and, separate audit report of the other sources of federal funds will be provided at final report.			✓ February 15, 2027 OR *(minimum 30 days prior to close)*
10. **An undertaking from the lawyer**/notary to hold the NHCP-LTCF funds in trust, if applicable as the selected option for receiving funds.		*If applicable:* The land trust must provide the information at first installment *(minimum 30 days prior to close)*	
11. Financial Audit ***New:** Projects receiving less than 100,000.00 in NHCP-LTCF funding must submit proof of expenses over $1,000 Projects at $100,000.00 or more in NHCP-LTCF funding must submit an independent financial audit conducted by an external Chartered Professional Accountant (CPA) **A complete financial project audit package and audit invoice** (auditor to invoice WHC directly); and, if applicable, evidence of value for in-kind goods/services. ***Maximum audit fees:** *2% or less of the total LTCF award amount to a maximum of $3,500*.			✓ **If applicable:** A complete financial project audit package and audit invoice
12. A copy of the **Statement of Adjustments** (if applicable).			✓
13. At least **one high-quality image of the Project property(ies)**, for possible use in ECCC social media and other promotional materials, with authorization to WHC/ECCC for the use of the image(s). * **In cases of a confidentiality/privacy conflict with this requirement, please contact WHC.*			✓
14. ***New: Canadian Protected and Conserved Area Database (CPCAD):** At final report, land trusts receiving NHCP-LTCF funding will be required to confirm whether the conserved area associated with the project is to be reported on the CPCAD.			✓