



# APPLICATION FOR FUNDING INTRODUCTION

## APPLICATION DEADLINES: TBD

### APPLICATION INTRODUCTION AND FUNDING CRITERIA

The Campbell River Salmon Foundation (CRSF) is a registered charity and not for profit organization developed to promote salmon enhancement in watersheds between the Oyster River and south of the Salmon River estuary and the adjacent mainland coast.

#### **Objectives of the Campbell River Salmon Foundation**

To promote the conservation, rehabilitation and enhancement of watersheds for Pacific salmonids between the Oyster River and south of the Salmon River estuary and the adjacent mainland coast.

To provide a funding mechanism for projects promoting the conservation, rehabilitation and enhancement of watersheds for Pacific salmonids between the Oyster River and south of the Salmon River estuary and the adjacent mainland coast.

#### **Types of Projects Supported By The Community Salmon Program**

The Campbell River Salmon Foundation believes in supporting volunteerism as it relates to community-based salmon habitat rehabilitation and aquatic stewardship volunteer capacity-building initiatives.

Projects that support Pacific salmon and that meet the Community Salmon Program criteria will be considered: such as:

- Habitat assessment
- Habitat rehabilitation
- Stock assessment
- Stock rehabilitation
- Education and awareness
- Community stewardship projects

#### **Eligibility Criteria**

CRSF reserves the right to determine, in its sole discretion, the eligibility of any project or organization. The following criteria must be met for funding:

- Projects must support the protection, enhancement, rehabilitation or conservation of **Pacific salmonids and their habitat**
- Projects must be carried out in **between the Oyster River and south of the Salmon River estuary and the adjacent mainland coast**
- Proponent/funding recipients must be a **non-profit society or organization**, both at the time of application and during the grant period
- Proponents/funding recipients must have a **strong demonstrated volunteer component** to their organization **and** to the specific project
- Proponents must **partner or leverage grant funds with in-kind, donations or other grants**
- Projects must have **permits where applicable** from agencies and governments
- Projects must have letters of **support from relevant stewardship groups, agencies and government**

#### **Exclusions**

- Ongoing expenses, ongoing events, fundraisers, operational or multi-year projects are not considered for funding



## APPLICATION INTRODUCTION AND FUNDING CRITERIA CONT'D.

- **Wages, labour or mandatory employee costs are not considered for funding; however, a portion of fees for technical or professional skills beyond the capacity of the applicant group may be considered for funding**
- Members or persons directly related to a member of the proponent group are not eligible for any funding for any service including technical or professional services.

### Assessment Procedures

- The project is **scientifically defensible or acknowledged educational/stewardship activity** that benefits salmon and its habitat
- **Agency support** from DFO Community Advisor, plus where applicable: DFO Habitat Restoration Biologist, Habitat Restoration and Enhancement Team, Science or Fisheries Management Branches and the Province of BC
- **Volunteer project, or significant volunteer component** with demonstrated engagement of local volunteer stewards
- **Ability** of proponent to complete project as described
- **Fiscally** responsible budget
- **Demonstrated community support**, including matched funding, leveraging, partnership funds or in-kind contribution, level of engagement of broader community beyond government or agency.

### In-Kind

- **In-kind** includes all non-cash enabling resources: time, equipment, tools, supplies and services that contribute to the implementation, completion and monitoring of the project.

### Additional Information

**Communications:** The Campbell River Salmon Foundation asks that contributions made by CRSF be acknowledged on project site signage, in outgoing communications, newspaper articles and at events highlighting your project. You may request CRSF's participation in opening ceremonies, news conferences and presentations.

CSP projects are profiled in CRSF's newsletters, website, annual reports and monthly tours. If you receive a grant from CRSF, you may receive a request for updates and photos throughout the year.

**Disclosure: Conflict,** as a recipient of Federal funds the Campbell River Salmon Foundation is required to request all Applicants (your Group) to disclose the involvement in their project of any former federal employees who are under the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service*. Please include this information in your cover letter accompanying your application.

**Disclosure: Debts to Canada,** as a recipient of Federal funds the Campbell River Salmon Foundation is required to request all Applicants (your Group, not as individuals) to declare any amounts owing to Canada under any legislation or other contribution agreements. Please include this information in your cover letter accompanying your application.

**Notification of Decision:** All applicants will receive a letter of notification of decision.

**Need Help? - If you have any questions or require assistance please contact us at:**

**[info@crsalmonfoundation.ca](mailto:info@crsalmonfoundation.ca)**

**or visit our 'contact us' page on our website**

**[www.crsalmonfoundation.ca](http://www.crsalmonfoundation.ca)**



## Application for Funding

### Application Deadline: TBD

This application forms the binding contract between:

Campbell River Salmon Foundation  
100 St. Ann's Rd.  
Campbell River, BC V9W 4C4

Phone 250 286-8045 Fax 250 286-8047

And

The Applicant (Grant Recipient).

Please ensure that two group members with signing authority of the applicant organization sign and date the contract, see last page. **Please keep a copy of the signed application and retain for your records.**

- All pertinent project information, including budget, must be contained and submitted within this official CRSF
- CSP application form
- Complete all fields, if not applicable please indicate. Incomplete applications may be disqualified
- Do not "refer to attachments" for information requested in the application
- Please email an electronic copy and mail one signed complete application package by the deadline date to the
- above address, all transmission dates/postmarks are noted
- Each application will be technically reviewed and assessed by the Funding Approvals Committee. Please see
- Application Introduction for funding criteria

#### Regulation on the Use of CRSF Grant Funds and Reporting Procedures

1. A CRSF grant covers project expenditures for a **12-month period** from the Effective Date of the Grant
2. The grant recipient is the ultimate spending authority and **must authorize all charges** against the grant
3. **Reallocation of approved funds** is not permitted, CRSF retains the right to cancel and request the return of monies awarded in the event of unauthorized reallocation
4. CRSF retains the **right to enforce any or all of the terms** or conditions pursuant to which any grant is made
5. The funding of all grant applications is contingent upon **CRSF funding availability** for such purposes
6. Grants are **not to be used for any part of the salary** of the grantee or his or her family
7. Funds are not normally provided for videos, films, newsletters or bulletins; however, if funded, a copy of the product must be provided for review. CRSF reserves the **right to approve the content**, method of distribution, circulation and the manner of disposition of royalties. All funded publications require a credit line to the Campbell River Salmon Foundation and the display of their logo
8. All projects funded by CRSF are **carried out on behalf of the Foundation** and are attributable to the Foundation's charitable activities
9. Any balance remaining of **CRSF grant funds must be returned** to CRSF upon submission of Final Report
10. **Final Reports, original receipts, a statement of expenditure and a cheque** for residual funds are due one year plus 60 days from Effective Date of the Grant (date of letter enclosed with grant cheque)
11. **CRSF uses a standard final report form** which is available for download on our website.  
<http://www.crsalmonfoundation.ca>
12. **A final report is required**, if not submitted future applications to CRSF will not be considered



**LIABILITY** Applicants, and the institutions and organizations they represent or by which they are employed, assume complete responsibility for carrying out their project and for the results thereof. CRSF does not, by granting of funds, acknowledge the efficiency of the methods adopted in the project or that they are in compliance with applicable law, and associating itself within the project by means of financial or other support, CRSF does not warrant the validity of the results or that the results will be beneficial.

**Section A PROPONENT INFORMATION**

<b>Organization</b>	
<b>Project Title</b>	
<b>Contact</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Website</b>	
<b>Society or CCRA Business #</b>	

**Section B PROJECT INTRODUCTION**

<b>CRSF Grant Requested</b>		<b>Total Project Value</b>	
<b>Anticipated Start Date</b>		<b>Anticipated End Date</b>	

<b>Target Species (Select all appropriate)</b>		<b>Project Type (Select one)</b>	
Chinook	<input type="checkbox"/>	Habitat Assessment	<input type="checkbox"/>
Chum	<input type="checkbox"/>	Habitat Rehabilitation	<input type="checkbox"/>
Coho	<input type="checkbox"/>	Stock Assessment	<input type="checkbox"/>
Pink	<input type="checkbox"/>	Stock Enhancement	<input type="checkbox"/>
Sockeye	<input type="checkbox"/>	Education & Awareness, Training	<input type="checkbox"/>
Steelhead	<input type="checkbox"/>	Stewardship/Community Planning	<input type="checkbox"/>
Cutthroat	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>

**Project Location and Receiving Waters (Stream, Creek, River, Marine):**



## Section C

## PROJECT DESCRIPTION

**What:** Provide a summary of your project (maximum 150 words)

**Objectives you expect to meet with this project.** (Specific, Measurable, Achievable, Realistic and Time Bound)

**How:** Provide a general description of how you will undertake and complete your project, identifying who will do what, when, where, how, including methods, personnel, timing. If your project is habitat assessment or mapping, which standard(s) will be used, such as the Streamkeeper methodology?



**Why:** Provide a summary of the project rationale, what limiting factor will this project address, why is this project important, how does it relate to the stated objectives of the Campbell River Salmon Foundation, how will it benefit salmon and its recovery?

**Section D PROJECT SUPPORT**

**Do you require DFO Community Advisor approval/input on this project?** A letter of support from your CA must be forwarded by the CA to the CRSF for us to attach to your application or your application will be rejected. Your community advisor and other project supporters must be intimately familiar with both your group and your project before you ask for a letter. We recommend that you **allow 4-6 weeks** for your supporters to write letters. To find out who the CA is for your project area, please contact DFO-HEB Community Involvement at 604-666-6614, or visit their website at [http://www.heb.pac.dfo-mpo.gc.ca/community/contacts/ca\\_e.htm](http://www.heb.pac.dfo-mpo.gc.ca/community/contacts/ca_e.htm)

**Who:** Has DFO Habitat Restoration Biologist, Habitat Restoration and Enhancement Team, Science or Fisheries Management Branches completed a feasibility study or pre-assessment for this project, if so please describe when and by whom. Who has assisted you in developing and scientifically critiquing your proposal?

**DFO, Ministry of Environment & Other Agency personnel assisting you with this project** *(Name, Title, Telephone)*

**Volunteer and Community Support directly related to this project** *(Name of organization, type of partnership, attach letter of support, financial or in-kind support, volunteer labour, administrative assistance, professional services)*

**Volunteer and Community Support related to past group projects** *(Name of organization, type of partnership, attach letter of support, financial or in-kind support, volunteer labour, administrative assistance, professional services)*



## Section E Education/Awareness/Training/ Stewardship

List education and awareness components of this project. What group does it target? (Preschool, Grade K-12, Adult). List meetings, tours, interviews etc.

Communications and public awareness are a mandatory component of the CRSF CSP. CRSF is requesting that all applicants indicate which communications tool supplied by CRSF will be appropriate

	8.5 X 11" "Project Supported " outdoor sign
	36" x 18" CRSF "Project Supported " outdoor sign – includes project type and group's name
CRSF decals	indicate number decals requested: <input type="text"/>

Please list other tools that are being used for communications (i.e. newspaper, website, brochure)



## Section F BUDGET INFORMATION

Please provide a detailed project budget. Note: Ongoing costs, wages, administration are not funded by CRSF.

**MATERIALS, SUPPLIES and EQUIPMENT** purchase or rental, repairs and maintenance, construction, transportation, travel & related costs, capital

Item	Funder if Not CRSF	Unit rate	Units	Amount	
				CRSF	Other \$/in-kind
<b>SUBTOTAL</b>					

**PROFESSIONAL FEES, VOLUNTEER LABOUR**, project coordinator, technicians, consultants

Item	Funder if Not CRSF	Unit rate	Units	Amount	
				CRSF	Other \$/in-kind
<b>SUBTOTAL</b>					

**TRAINING**, meetings, communications, publishing, printing, permits, insurance other costs

Item	Funder if Not CRSF	Unit rate	Units	Amount	
				CRSF	Other \$/in-kind
<b>SUBTOTAL</b>					

**ADMINISTRATIVE/OVERHEAD COSTS** (Office rental, courier/postage, utilities, accounting/financial services, administration fees etc. should be in-kind as they are NOT funded)

Item	Funder if Not CRSF	Unit rate	Units	Amount	
				CRSF	Other \$/in-kind
<b>SUBTOTAL</b>					





TOTAL BUDGET REQUESTED FROM CRSF	
TOTAL OTHER \$/IN-KIND (LEVERAGING)	
TOTAL PROJECT COST (CRSF & Leveraging)	

**References:**

List ALL funding or in-kind requested from other sources, **confirmed, unconfirmed and declined including your own organization.** This is part of your application assessment and demonstrates that you have thoroughly canvassed your community for **cash, donations, discounts or in-kind contributions to off-set this project's costs. In-kind described in application introduction.**

<i>Funding Source</i>	<i>Status</i>	<i>Type (In-kind, cash, other)</i>	<i>Amount</i>
<i>Total (should agree with or exceed Other and In-kind Project Budget)</i>			

**Did you submit your Final Report for Past CSP Project?**



## Section G CONTRACTUAL AGREEMENT

IT IS HEREBY ACKNOWLEDGED THAT THE FUNDING CRITERIA FORM PART OF THE APPLICATION AND ACCORDINGLY, THE APPLICANT AND AUTHORIZED PERSONNEL (TWO SIGNATURES) BY EXECUTION AND DELIVERY OF THIS APPLICATION AGREE TO BE BOUND BY THE TERMS AND CONDITIONS THEREOF.

By accepting a grant of funds, the applicant and the institution or organization release, and agree to indemnify, Campbell River Salmon Foundation and its directors and officers from and against any liability, damages, cost and expenses arising from any injury or damage whatever, that may be suffered or incurred by an individual, firm, corporation or agency and which is caused or contributed to, directly or indirectly, by the operations of the applicant, his or her institution or organization or by use and application of the grant funds. Acceptance of the grant indicates an agreement of all the above. CRSF shall retain the right to cancel any funding program without cause or recourse.

_____	_____	_____
Applicant: Authorized Personnel (signature)	Title	Date
Print Name: _____		

_____	_____	_____
Applicant: Authorized Personnel (signature)	Title	Date
Print Name: _____		

Please mail one signed copy, complete with list of current Board of Directors or Members, Financial Statements and other supporting documents which provide additional information about your organization to

100 St. Ann's Rd. Campbell River, BC V9W 4C4

**Please keep a complete copy for your records**