



The Prince Edward Island Wildlife Conservation Fund Information for Applicants – Fall 2011

The Prince Edward Island Wildlife Conservation Fund was created in 1998 to provide **funding for the protection and enhancement of wildlife and wildlife habitats**. Money for the Fund comes from a contribution made once per year by each licensed angler, hunter and trapper.

The PEI Wildlife Conservation Fund is overseen by a Committee of 10 persons composed of:

- 3 representatives from the hunting community,
- 3 representatives from the angling community,
- 1 representative from the trapping community,
- 1 representative from community watershed groups,
- 1 representative from non-consumptive users,
- 1 representative from the PEI Department of Environment, Energy and Forestry.

Evaluation of Applications:

Applications will be evaluated on a case-by-case basis, must demonstrate need for the funds requested and all rates must be generally accepted market levels (e.g. equipment rental and operator rates, mileage rates, labour rates etc). Mileage rates should not exceed those currently paid by the Province of PEI and total mileage requested for the project should match the scope of the project. Projects with excessive rates may not be considered for funding.

Projects will also be evaluated by the Committee based in part on the following:

How the project meets the objective of the Fund: to provide funding for **the protection and enhancement of wildlife and wildlife habitats**

- The presence of matching funds – both cash and in-kind are acceptable - in the budget
- An achievable project that can be completed and final report prepared by March 31, 2012
- The track record of the proponent

For **research projects**, applicants must attach the hypothesis, methodology, and a description of any practical application of the research results.

For all applications:

- The PEI WCF Committee may contact outside expertise as needed when evaluating proposals
- **Wage rates paid to project employees are at the discretion of the project planners. The PEI WCF will generally only fund top-up for wages and only to certain levels. Many PEI WCF projects are submitted by community-based watershed groups. Projects are encouraged to apply to other sources of funding if they wish to top-up wages beyond these levels. The following guidelines should be noted:**
 1. **Watershed Management Coordinators; it is very unlikely that WCF funding will be awarded to Watershed Coordinator positions,**
 2. **Project Coordinators/Supervisors; WCF top-up up to \$14.00 per hour,**
 3. **Chain saw operators; WCF top-up up to \$14.00 per hour,**
 4. **Other field workers: WCF top-up up to \$11.00 per hour.**

The following are **unlikely** to receive funding from PEI WCF:

- Watershed Management Coordinator wages
- Entire positions or full wages for any position
- Watershed Planning projects
- Administrative work or materials
- Purchase of equipment over \$1,000 that will be retained as capital
- Projects with a high percentage of Administrative or Management/Professional costs

The following are more **likely** to receive funding from PEI WCF:

- Projects that are designed to have a direct benefit to PEI wildlife species
- Materials and equipment rental, the use of which has a direct benefit to wildlife and their habitat – reports must show clearly how the materials and equipment were used
- WCF applications accompanied by copies of required permits, required permit applications or proof of pending permits.
- Project with 50 % matching funding (cash and in-kind) or more

Conditions for Awarding Grants:

Within the mandate of the PEI Wildlife Conservation Fund which includes: **provide funding for the protection and enhancement of wildlife and wildlife habitats**, the following conditions for awarding grants apply to all proposals:

1. **Completed PEIWCF Fall application forms** must be received by the deadline: 5:00 PM **Monday, October 3, 2011**, on the form provided below. No other application format will be accepted. Funds requested must be clearly indicated in the appropriate spaces. **Incomplete applications may be rejected.**
2. Payments shall be made by PEI WCF to approved project applicants in the form of a grant subsequent to the **signing of a legal agreement**. Successful applicants will receive 80% of

the funding allocated at the beginning of the project, with **20% withheld until the submission and approval of a final report no later than March 31, 2012.**

3. The proponent is responsible for securing all **required permits and obtaining landowner permission for work and access to private land.** Copies of required permits must be submitted to PEI WCF as soon as they have been received by the project. **Projects that are denied permits may be required to return any PEI WCF funds allocated for that portion of the project. Fall projects should reflect the seasons in which they will be carried out – habitat enhancement projects are unlikely to be achievable from November to March. Education, Natural area and Research and Monitoring are more likely to be considered for fall projects.**
4. Successful proponents must give PEI Wildlife Conservation Fund appropriate **credit and acknowledge** the Fund's financial contribution in any product or any publicity (including articles written about the project by others) relating to the project. A copy of any published article or publicity that mentions PEI WCF must be forwarded to the Fund with the WCF final report.
5. **Successful** applicants shall issue one **press release** to PEI media and include PEI Wildlife Conservation Fund as a funding partner in that release. A copy of that release and any subsequent published articles should accompany the final report.
6. Successful proponents must provide the Fund with **photographs** of their project activities with the final report.
7. **A final report** must be produced and submitted, in a format provided by the Fund, to the Fund by March 31, 2011. The final report will include an outline of the work completed, results, complete financial statements on the form supplied and copies of all receipts.

Application Deadline and Delivery Location:

PEI WCF applications must be submitted on the form provided below before **5:00 PM, Monday October 3, 2011** in one of the following ways:

- **in person,** to the offices of the WCF administrator: Island Nature Trust, in Ravenwood House, off Mt. Edward Road, 15 Crown Drive, on the Charlottetown Experimental Farm, please call (902) 892-7513 for more information.
- **by email, to wcfund@eastlink.ca**
- **by mail,** to PEI WCF, P. O. Box 265, Charlottetown, PE C1A 7K4 or
- **by fax,** to (902) 628-6331

Late applications will not be accepted.

Please Note: PEI WCF applications will not be accepted if delivered to any other locations.



For Office Use Only: PROJECT #: 2011-F-

THE PRINCE EDWARD ISLAND WILDLIFE CONSERVATION FUND

APPLICATION FORM - SPRING 2011

The attached Conditions of Awarding Grants are important to consider. All sections of this application must be completed in order to be accepted. No other format of application will be accepted. Additional information directly relating to the project may be attached to this application.

Personal information on this form is collected under section 31(C) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15.01 as it relates directly to and is necessary for the Wildlife Conservation Funds Program, and will be used to administer this program.

If you have any questions about this collection of personal information, you may contact the administrator of the WCFund, Island Nature Trust P.O. Box 265 Charlottetown PE C1A 7K4, (902) 566-9150. Information may be verified.

1.0 APPLICANT INFORMATION

Name of Organization:		
Contact Person (Name and Title):		
Mailing Address:		
Postal Code:		
Telephone:	Fax:	E-mail:
Type of Organization (check all that apply):		
<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Not-for-profit	<input type="checkbox"/> Incorporated
Membership _____ (#) Canada Customs and Revenue Agency Business # _____		

2.0 PROJECT INFORMATION

<p>2.1 Project Title: _____</p> <p>➤ In one sentence describe your project: _____</p> <p>_____</p> <p>_____</p>

2.2 Type of Project:

- Habitat Enhancement - type: River Upland Wetland
- Natural Areas
- Education
- Research and Monitoring
- Other – specify:

2.3 Project Location (include map if applicable):

2.4 Project Duration (start and end dates):

2.5 Organization: Provide some background information on your organization (goal, mandate, constitution, previous accomplishments). *Attach additional pages as needed*

3.0 FINANCIAL INFORMATION (Note: If the project extends beyond one year, please keep each year separate by attaching additional copies of these tables as needed) Complete all sections, incomplete applications will not be considered.

Project Expenditures: All rates must be included, applications without rates (wages/hour, \$/km, \$/hr for equipment etc) will be considered incomplete. Please review the conditions for top-up in the introductory information attached to this application.

3.1 Labour				
Description: (# people, # hrs, \$ per hour)	Total Cost (\$)	Request from WCF (\$) (top-up)	Other Contributions	
			Cash (\$)	In-kind (\$)
Total	\$	\$	\$	\$

3.2 Equipment/Materials				
Description (# items, \$/item, hourly or weekly rates etc.)	Total Cost (\$)	Request from WCF (\$)	Other Contributions	
			Cash (\$)	In-kind (\$)
Total	\$	\$	\$	\$

3.3 Management/Professional				
Description – service provided, cost per hour or week	Total Cost (\$)	Request from WCF (\$)	Other Contributions	
			Cash (\$)	In-kind (\$)
Total	\$	\$	\$	\$

3.4 Administration				
Description – number of people, # hours or weeks, \$/hour or week	Total Cost (\$)	Request from the WCF (\$)	Other Contributions	
			Cash (\$)	In-kind (\$)
Total	\$	\$	\$	\$

3.5 Other (e.g. travel)				
Description - # km and \$/km, rental costs, etc	Total Cost (\$)	Request from the WCF (\$)	Other Contributions	
			Cash (\$)	In-kind (\$)
Total				
Grand Total all expenditures	\$	\$	\$	\$
Add totals from each column from 3.1 through 3.5				

Project Revenue:

3.6 Partnership Funding Summary

Supporting Partner e.g. volunteers, ABC Corp, Government of PEI etc.	Item/service contributed e.g. administration, materials, labour, (details must be provided)	Cash Contribution (\$)		In-kind (\$)	
		Confirmed	Anticipated	Confirmed	Anticipated
TOTAL CONTRIBUTIONS		\$	\$	\$	\$

TOTAL VALUE OF PROJECT (add all proposed expenditures, cash and in-kind, including WCF proposed)	\$
--	----

	Year 1	Year 2	Year 3	Total
AMOUNT REQUESTED FROM WCF	\$	\$	\$	\$

Applications must be submitted before **5:00 PM, Monday, October 3, 2011** in one of the following ways:

- **in person**, to the offices of the WCF administrator Island Nature Trust in Ravenwood House, 15 Crown Drive, off Mt. Edward Road on the Charlottetown Experimental Farm, please call (902) 892-7513 for more information
- **by email**, wcfund@eastlink.ca
- **by mail**, to PEI Wildlife Conservation Fund, P.O. Box 265, Charlottetown, PE C1A 7K4 or
- **by fax**, to (902) 628-6331

Please Note: PEI WCF applications will not be accepted in any other format or at any other locations.