

Nova Scotia Sportfish Habitat Fund Proposal

Important Steps In Submitting A Proposal

- Read and follow the Submission Guidelines carefully

Project Submission Format

- Follow the instructions in the Proposal Funding Application Form (to be detached from the Submission Guidelines). This form (Section A and B) will help you to prepare a complete funding application. Adherence to this format will assist the review, evaluation and administration of your proposal. **The Proposal Funding Application Form is applicable to submissions for both new and ongoing projects.** The Proposal Funding Application Form consists of Section A and Section B.
- **Two copies of your proposal are to be forwarded to the FUND.** In addition to the written submission, **applicants are requested to submit a copy of the proposal on computer diskette, or by E-Mail to inland@gov.ns.ca .** However, use of a word-processor or presentation of a computer diskette or by E-Mail is NOT required for a complete proposal application.
- Ensure that the proposal arrives at the FUND's office by the appropriate Submission Deadline date.

- The Proposal Funding Application Form for habitat enhancement and restoration and access Sections A and B. Both sections must be completed.
- In order to assist review of proposals, **two copies of the complete proposal must be submitted to the Sportfish Habitat Fund.** If possible, applicants are requested to submit a copy of the proposal on computer diskette or by E-Mail to inland@gov.ns.ca

SUBMIT PROPOSAL TO:	(FOR FUND USE ONLY)
Nova Scotia Dept. of Agriculture and Fisheries Inland Fisheries Division PO Box 700 Pictou, Nova Scotia B0K 1H0	Date Received: _____ Project Number: _____ FUND Objective _____

SECTION A: PROPOSAL SUMMARY

All information in Section A should be either 1) typed or printed in the space provided, or, 2) presented on separate sheets following the exact format of this section.

1.0 GENERAL INFORMATION

Applicant/Contact Individual

Position/Title

Organization:

Mailing Address:

Telephone:	Fax:
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E-Mail:

3.0 FINANCIAL SUMMARY.

NOTE: Tables 3.1, 3.2 and 3.3 are to include expenditures and funding over a one year period. If the project extends beyond one year, a separate multi-year Financial Summary sheet must be included in the proposal, using the same format.

3.1 ANNUAL BUDGET SUMMARY - BY EXPENDITURE ITEM

Expenditure Item (e.g. Salaries, professional fees, equipment, material & supplies, travel)	Total Cost (\$)	Request From the FUND (\$)	Other Contributions	
			Cash (\$)	In-Kind (\$)
TOTAL *				

3.2 ANNUAL BUDGET SUMMARY - BY PROJECT ACTIVITY

Project Activity (e.g. Planning, field work, monitoring, evaluating success, final report,)	Total Cost (\$)	Request from the FUND (\$)	Other Contribution	
			Cash (\$)	In-Kind (\$)
TOTAL *				

3.3 PARTNERSHIP FUNDING SUMMARY

(Letters confirming partner commitments must be attached)

Supporting Partners (including FUND)	Expenditure Item(s) or Project Activity (ies) Supported	Cash Contribution (\$)		In-Kind (\$)	
		Confirmed	Anticipated	Confirmed	Anticipated
TOTAL *					

* All totals must balance.

SECTION B: DETAILED PROPOSAL

Please follow the format outlined below.

4.0 **PROBLEM STATEMENT**

- 4.1 Describe the reasons for the project
- 4.2 How has the problem been addressed elsewhere?
- 4.3 Relevance to the Fund's objectives for fisheries habitat restoration and enhancement and/or access.

5.0 **PROJECT OBJECTIVES AND EXPECTED BENEFITS**

- 5.1 Objectives to achieve the Project Goal (Section 2.3)
- 5.2 Expected results and/or products for each objective
- 5.3 Expected habitat benefits of the project
- 5.4 Expected benefits to other agencies or groups

6.0 **PROJECT DESCRIPTION**

- 6.1 Location of the project
- 6.2 Work Plan: specific activities to accomplish the objectives
- 6.3 How do you plan to carry out the project, type of data that will be recorded, equipment and materials required
- 6.4 Proposed start-up and completion date, timetable for work plan activities and progress report(s)
- 6.5 Ongoing or multi-year projects must include a Progress Report containing:
 - Statement of original Goal and Objectives
 - Planned work during period
 - Work completed to-date
 - Project achievements and developments
 - Problems/concerns
 - Contributions by all partners (capital and in-kind)

7.0 **PROJECT PARTNERSHIP**

- 7.1 Information about your group or agency, include previous projects if applicable.
- 7.2 Are there other partners in the project? Describe their contributions (in-kind, voluntary services and/or cash)
- 7.3 Project Staff: identify roles and responsibilities

8.0 **EVALUATION STRATEGY AND PLANNED FOLLOW-UP**

- 8.1 Monitoring/Evaluation Plan: Outline how & when you will measure:
 - the results of each objective (Section 5.1)
 - the effectiveness of the project design and implementation
 - the impact on the project on: i) fisheries habitat ii) benefits to the local community (if applicable)
- 8.2 Planned follow-up activities after project completion

9.0 **SUPPLEMENTAL INFORMATION**

- Maps (Section 2.5)
- Letters of support/partner commitment (Section 3.3)
- Background reports; pictures or videos (if applicable)

SUBMISSION DEADLINES AND REVIEW PROCESS

In order to conduct a fair and thorough evaluation of all proposals, the deadline dates for submission of complete proposals must be strictly adhered to. The Advisory Committee of the FUND will recommend projects for funding to the Minister of Agriculture and Fisheries. Approval by the Minister may be conditional upon project modification.

While multi-year projects may be approved in principle, grants will generally be awarded on an annual basis. Applicants must submit progress reports and re-apply for grants in subsequent years.

CONDITIONS FOR AWARDING FINANCIAL SUPPORT

1. Payments are made in the form of a grant subsequent to the signing of a legal document. Normally, a 20% hold-back will apply pending completion of the project.
2. It is the proponent's responsibility to account for all project and associated administration costs in budget preparation, including GST and other taxes.
3. FUND grants are awarded on a fiscal year basis (April 1 to March 31). Proponents are required to forward annual cash flow projections for multi-year projects at the beginning of each fiscal year (April 1). A financial statement will be required at the end of each fiscal year (March 31), and/or within 60 days of project completion. The FUND reserves the right to conduct an audit of the financial records of the applicant.
4. Progress reports must be submitted on a regular basis (as defined in the grant agreement), or as requested by the FUND. This is also a condition for renewal of fund applications.
5. The proponent must give the 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 must be forwarded to the FUND.
6. The proponent must provide the FUND with photographs of the project's activities. These photographs may be used in the FUND's annual report and communication products. The photographs will not be returned to the proponent and will become property of the FUND.
7. Two copies of a final report must be produced and submitted to the FUND within two months of the end of the FUND involvement. This report should include:
 - (1) project goal and objectives;
 - (2) an outline of the work completed;
 - (3) results;
 - (4) an assessment of achievements and lessons learned, measured against the project goals and objectives;
 - (5) recommendations for follow-up steps to the project; and,
 - (6) complete financial statements.