
NS Species at Risk Conservation Fund



Application Guide



What is the NS Species at Risk Conservation Fund?

The Nova Scotia Species at Risk Conservation Fund (NS SAR Fund) was established under the NS Endangered Species Act to help support the funding of projects related to species at risk. The sources of money for the NS SAR Fund include; the purchase of a Conservation Licence Plate for your vehicle (see website listed below), penalties associated with the Endangered Species Act, and gifts or donations made to the SAR Fund. To date the principal source of money has been from the Conservation Licence Plates. If you are interested in purchasing a license plate or donating to the SAR Fund please see contact information.

Project proposals are reviewed by the NS Species at Risk Working Group and the Minister of Natural Resources allocates the funds based on the advice of the Working Group. A summary of all projects and how the funds were spent will be posted on the NS Department of Natural Resources, Wildlife Division website.

How to apply

This guide will assist you in applying for the NS SAR Conservation Fund. If you need assistance please contact us at: sarfund@novascotia.ca or 902-679-6091. We can discuss your project idea with you to determine whether it is eligible for funding and assist you in ensuring that you have the best possible proposal. The Application Form that you will need to fill out is located at the end of this Application Guide.

Websites referred to above:

Conservation Licence Plate: <https://novascotia.ca/sns/rmv/registration/conservationplate.asp>

NS DNR, Wildlife and Biodiversity: <http://www.novascotia.ca/natr/wildlife/conservationfund/>

Objective and priorities

The objective of the NS SAR Conservation Fund is to help support the conservation and recovery of species at risk and the prevention of species from becoming at risk. Grants of \$10,000 or less are awarded to organizations or individuals working on projects that help species at risk in Nova Scotia.

During the review of project proposals, the following factors will be taken into consideration:

- the overall quality of the application and the importance of its contribution to the conservation of species at risk;
- explicit linkages to recovery action as detailed in a recovery plan, strategies or action plans;
- addresses one or more of the priorities outlined below;
- benefits to multiple species at risk and their habitats;
- extent of partnerships with other organizations;
- level of matching funding and/or in-kind support.

Priorities for proposal applications are organized according to; 1. Priority Activities Outlined in the NS Endangered Species Act, 2. Priority Projects, 3. Priority Species, 4. Priority Conservation and Recovery Needs.

1. Priority Activities Outlined in the NS Endangered Species Act:

Projects applications for the SAR Fund can address a wide range of activities related to species at risk conservation, recovery and prevention. Section 8(3) of the NS Endangered Species Act outlines the types of activities that the SAR Conservation Fund can be used to support:

- (a) the preparation of scientific status reports on species at risk;
- (b) activities for the recovery of species at risk in the Province;
- (c) activities including education and research, to prevent species from becoming at risk in the Province;
- (d) the acquisition of land for the maintenance and restoration of species at risk and species-at-risk habitats and ecosystems;
- (e) any other purpose related to species at risk.

2. Priority Species:

Species at risk in Nova Scotia are assessed and legally listed through two different processes; the NS Endangered Species Act, and the federal Species at Risk Act (assessments by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC)). Project proposals should address priority species at risk in the following order of priority:

Priority Species: Listed

- A. All species listed as Endangered or Threatened under the NS Endangered Species Act
<http://www.novascotia.ca/natr/wildlife/biodiv/specieslist.htm>;
- B. All species listed as Vulnerable under the NS Endangered Species Act
<http://www.novascotia.ca/natr/wildlife/biodiv/specieslist.htm>;

Priority Species: Non-Listed

Project proposals which address the following non-listed species of conservation concern will also be considered:

- A. S1, S2, S3 Species in Nova Scotia listed by the Atlantic Canada Conservation Data Centre.
- B. Any species in Nova Scotia listed as Endangered, Threatened, or Special Concern by COSEWIC
http://www.registrelep-sararegistry.gc.ca/sar/index/default_e.cfm;
- C. Other non-listed species, if sufficient rationale can be provided (e.g. a species in the process of being listed, a species which is particularly important to aboriginal people, or a species not currently assessed under general status).

3. Priority Conservation and Recovery Needs:

Three specific, priority conservation and recovery needs have been identified and applicants are encouraged to submit proposals which address these:

- A. Priority species that require *molecular genetics information field inventories, or population monitoring* to provide the fundamental building blocks that inform recovery planning and actions.
- B. For species where recovery is well underway, the *securement of land* for the protection of species at risk and their habitat.
- C. For any priority species, *supporting 'on the ground' delivery of recovery* actions.

Funding

The average amount to be awarded per project will be \$10,000. The NS SAR Conservation Fund **strongly encourages** applicants to have matching contributions. Matching funding may include in-kind and/or financial resources, and letters of support from matching funders must accompany the Application Form. In-kind (donated) contributions can be calculated in the following manner:

- Non-professional volunteer time can be contributed at a rate of \$15.00 per hour
- Mileage associated with the project can be credited at a rate of \$0.4289/km
- Donated professional services, facilities, materials and equipment will be valued at fair market prices

Eligible applicants

Anyone or any organization which is interested in helping with species at risk conservation, recovery and/or prevention in Nova Scotia is eligible to apply to the SAR Conservation Fund.

Project Duration and Timeframe

The current call for proposals is for one-year projects to be completed by 31 March 2019.

Submitting your application

Application Deadline

The completed and signed application form must be postmarked or received by **31 December 2017**. Letters of support from matching funding sources, and Recovery Team chairs must accompany your Application Form. To conduct a fair and thorough evaluation of all proposals, the deadline dates for submission of complete proposals must be strictly adhered to.

One copy of your application must be sent in by mail even if you submit by fax or email, so that we have an original signed copy for our files. In addition to written submissions, applicants are requested to submit a copy of the proposal by email to sarfund@novascotia.ca. Please note that submission by email is NOT required for a complete application.

Contact Information

If you have any questions please contact us and please submit completed and signed application forms to the following address:

Species at Risk Conservation Fund
Biodiversity Program, Wildlife Division
NS Department of Natural Resources
136 Exhibition St.
Kentville, NS
B4N 4E5
Phone: (902) 679-6091
Fax: (902) 679-6176

Email: sarfund@novascotia.ca

Website: <https://novascotia.ca/natr/wildlife/conservationfund/>

Conditions for awarding SAR Conservation Fund grants

Please familiarize yourself with the following conditions for awarding Species at Risk Conservation Fund grants. If you have any questions regarding these please contact us.

- Payments are made in the form of a grant subsequent to the signing of a legal agreement.
- It is the proponent's responsibility to account for all project and associated administration costs in budget preparation, including GST and other taxes.
- SAR Conservation Fund grants are awarded on a one year basis. A financial statement will be required at the end of the project. The SAR Conservation Fund reserves the right to conduct an audit of the financial records of the applicant.
- Reports must be submitted as defined in the grant agreement.
- The proponent must give the SAR Conservation Fund appropriate credit and acknowledge the SAR Conservation Fund's financial contribution in any product or any publicity (including articles written about the project by others) relating to the project. This will include use of the SAR Conservation Fund's logo where appropriate. A copy must be forwarded to the SAR Conservation Fund.
- Two copies of a final report (one paper and one electronic) must be produced and submitted to the SAR Conservation Fund before final payment is received. This report will be posted on the SAR Conservation Fund website and should include: project goal and objectives; an outline of the work completed; results; an assessment of achievements and lessons learned, measured against the project goals and objectives; and; recommendations for follow-up steps to the project.

NS Species at Risk Conservation Fund



Application Form



Application Form Instructions:

Follow instructions carefully and refer to the Application Guide for additional information. Please provide all of the information requested type directly into the electronic application form and do not exceed the space allocated, use the text boxes provided and expand only where necessary. Please use 10pt Arial Font. For handwritten applications please print off this form and write in the text boxes provided. Incomplete applications will not be reviewed. Applications must be received by December 31, 2017.

For Office Use Only

Date Received: _____

Project Number: _____

Section 1. Contact Information

a) Full name of applicant / organization

Name:
Website (if available):

b) Principal applicant's name (individual authorizing the proposal on behalf of the organization)

Name:	Position/Title:	
	Email:	Phone:

c) Project manager's name (person who will be the principal project and administrative contact)

Name:	Email:	Phone:
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d) Address for all correspondence and payments

Mailing Address:	Postal Code:
	Fax:

Section 2. Brief Project Overview

a) Short title of project (1 line max.)

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b) Duration of project (For "Length" indicate whether this is a multi-year project and if so what year you are in; e.g. Year 1 of a 2 Year Project)

Start Date:	End Date:	Length: Year __ of a __ Year Project
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c) Species targeted and their status

Species Name (common and Latin)	Status (Provincial COSEWIC, or "not listed")	Is a Recovery Team in place? (Name of Chair)	Has Recovery Team been contacted?	Is a Recovery or Management Plan in Place?

* Add rows as required. If handwriting the application, please use table format but attach an additional page if needed.

d) Very Brief project description (5 lines max.; how will this project benefit the species at risk?)

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e) Project target area (5 lines max.; Where will this project take place? What region will it cover? If necessary or relevant attach map showing location)

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f) Funding summary

Amount requested from SAR Conservation Fund	\$
Amount from other sources (cash and/or in-kind)	+ \$
Total Value of Project	= \$

Section 3. Project Details

a) Project goal *(A goal is an overall purpose, future condition or intent that a person or group strives to attain.)*

b) Project objectives *(Objectives are specific, achievable and timely statements about what you hope to accomplish during the timeframe of your project. They are phrased using action-oriented verbs and specific language about outcomes, target audiences, place and time.)*

c) Project activities, outcomes, and evaluation (Provide an itemized, point-form description of your project: exactly what will be done, what should result, how you will evaluate the success of these activities, and what percentage of the total budget will be spent on each activity; Use 9pt Arial Font for this table)

What you will do (activities)?	What should result (outcomes)?	How will you evaluate each activity?	% of Total Budget
e.g. develop and distribute a brochure on species X and how cottage owners can modify their activities to help conserve this species	<ul style="list-style-type: none"> • Increased public awareness of species X conservation • Decreased impact of cottages on the habitat of species X 	<ul style="list-style-type: none"> • Summary of feedback received, requested for additional information • Quantification of the number of cottage owners that have modified their behaviour since the brochure was distributed 	25%
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	•	•	
	•	•	

* Add rows as required; delete examples provided. If handwriting the application, please use table format but attach an additional page if needed.

d) Project workplan (Outline the major tasks and general timeframes for the project)

Task:	Period:
e.g. recruit volunteers	April-June
e.g. Conduct field work	June-August

* Add rows as required; delete examples provided

e) Detailed project description (35 line max.; Provide a plain language description of the project; including **how** the activities above will be undertaken, and **how** the proposed outcomes will be evaluated and reported. For multi-year projects, explain results already achieved and/or future plans for the project)

Section 4. Financial Information

a) Project Budget By Expenditure Item (Use template to provide the project budget for the fiscal year April 1st - March 31st)

Expense Category	Description of Expenditure Item <small>(describe and quantify: e.g. 3 technicians for 10 weeks @ \$200 per week; travel 500 kms @ \$0.4289/km)</small>	NS SAR Fund \$ Requested	Other Contributions		Total
			Cash (\$)	In-kind (\$)	
Human Resources					
Travel and Field Expenses					
Material, supplies, & Equipment					
Other expenditures <small>(Phone, office supplies, ads, etc...)</small>					
Administration					
Totals		\$	\$	\$	\$

* Add rows as required. If handwriting the application, please use table format but attach an additional page if needed.

b) Matching/Partnership funding details (list all partners and collaborators)

Source Organization / Name	Contribution		Description of in-kind support	Confirmed?	Letter Included
	Cash	In-kind			
Total	\$	\$			

* Add rows as required. If handwriting the application please, use table format but attach an additional page if needed.

Section 5. Applicant Credentials

a) Describe your organization's history and capabilities with respect to the proposed project

Note: If applying as an individual proceed directly to b) below

(7 lines max.; e.g. what other species at risk projects has the organization or group been involved in and what expertise, resources and linkages exist within the organization or group)

b) Brief description of the credentials and the relevant experience of the project leader and other key project staff (20 lines maximum; may include relevant work, professional, and volunteer experience, academic degrees, and other relevant training)

Section 6. Signatures

I hereby certify that the information provided in this application is accurate to the best of my knowledge and that I am familiar with all the conditions of the Species at Risk Conservation Fund as outlined in the Application Guide.

Principal applicant:

Date:
Name:
Title/Position:
Signature: