

## Request for Proposals 2012

**Please Note: We recommend that project proponents read the following explanatory materials carefully and ask any questions prior to submitting proposals. Some of the requirements have changed for 2012. Failure to meet some of these terms and conditions may be fatal to your proposal.**

Proposals can be submitted online at <http://www.salmonconservation.ca> or by downloading the proposal form and submitting it to [roz@salmonconservation.ca](mailto:roz@salmonconservation.ca).

The final submission date for receipt of proposals is:

**16 December 2011 by 5:00 PM EST**

**Note:** All proposals received between 1 April and 16 Dec 2011 will be considered for review in the 2012 grant process.

### **Background:**

The Atlantic Salmon Conservation Foundation (ASCF) is an independent, federally incorporated, non-profit organization, which was established through a one-time grant of \$30 million from the Government of Canada. The interest generated from investment of the grant is used to support activities related to the conservation of the wild Atlantic salmon and its habitat.

The goal of the Foundation is to help achieve healthy and sustainable wild Atlantic salmon stocks in Atlantic Canada and Quebec through partnerships among volunteer conservation groups, Aboriginal organizations, governments, and others.

### **Projects Eligible for Funding:**

The Foundation is interested in funding innovative projects that will have a **high probability of success** with **measurable results** for on-the-ground conservation of wild Atlantic salmon and its habitat. Successful recipients will be asked to identify project performance measurement information.

The Foundation wishes to promote and improve conservation planning and management at the watershed level, as an ecological and geographic unit, as the basis for promoting the most effective use of, and accountability for, funds made available for wild Atlantic salmon conservation initiatives.

The Foundation recognizes that wild Atlantic salmon and habitat conservation issues and needs vary according to each province. We therefore **require** that proposals for projects address the priorities specific to individual provinces, as presented below (p.7).

It is also important that the projects themselves and/or the results of projects contribute to improved public awareness, education and research. The Foundation wishes to promote excellence in the initiatives it supports and to facilitate broad dissemination of what is learned through the projects it funds, thus your results will be shareable with others.

The Foundation understands that concrete improvements to conservation may take time to achieve. For this reason, **2 and 3 year project proposals may be considered.** You may inquire about the availability of multiyear funding in your province, by e-mail to [roz@salmonconservation.ca](mailto:roz@salmonconservation.ca) or visit the website [www.salmonconservation.ca](http://www.salmonconservation.ca).

Subject to meeting province-specific priorities, the Foundation will consider eligible projects related to watershed planning, including feasibility, engineering and design, implementation, monitoring, or some combination thereof, from the following categories:

- **Planning:** Development of salmon and salmon habitat conservation plans for a watershed or sub-watershed (watershed planning)
- **Habitat:** Conservation, rebuilding and restoration of wild Atlantic salmon habitat
- **Populations:** Conservation and restoring of wild Atlantic salmon stocks and populations
- **Access:** Restoring access of wild Atlantic salmon to salmon habitat
- **Education:** Public education and awareness of the importance of conservation of wild Atlantic salmon and its habitat

#### **Eligibility Criteria:**

The following groups and partnerships among these groups are eligible to submit proposals to the Foundation:

- Non-governmental organizations (e.g. community-based conservation organizations, cooperatives, watershed-based organizations, etc.)
- Municipalities
- Educational institutions
- First Nations and Aboriginal organizations

#### **Notes:**

- a. **Project Location:** The proposed project must be located in a watershed within or between the provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, or Quebec.
- b. **Partnership:** Proposals demonstrating partnership among the eligible groups are very important to the Foundation, therefore proposals demonstrating real, working partnerships will be considered favourably. Partnerships between First

Nations, Aboriginal groups and community groups are encouraged where reasonably possible. All applicants are required to indicate if they have made an effort to attract a First Nation, Aboriginal group or community group, as the case may be, to partner in the proposed project.

- c. **Transferability:** Proposals that offer transferability of information or broadly applicable benefit to other groups and jurisdictions are encouraged and will be given additional weighting in scoring.
- d. **Multi-year proposals:** Consideration will be given to supporting a limited number of multi-year projects (2 and 3 years), especially to projects that offer wider applicability and/or transferability of benefits to other regions. Visit the website to find out if multiyear funding is available in your province.
- e. **Interprovincial Project Proposals:** Proposals for interprovincial projects are encouraged to respond to any of the priorities for conservation of wild Atlantic salmon and salmon habitat. Interprovincial projects are defined as projects that benefit more than one province or projects that have broad benefit or direct transferability of results to other provinces.

**Legal Capacity:** The proponent organization must possess the legal capacity to enter into a binding contract with the Foundation. Incorporation or registration of your organization under provincial or federal law will support this requirement. If your organization is not incorporated, it is suggested that you find a partner organization that is incorporated with which to present your proposal. In addition, a demonstrated track record of success in carrying-out salmon conservation initiatives will be considered favourably.

**Proposal Review and Selection Criteria:** Our Advisory Committees, composed of individuals representing conservation organizations, Aboriginal organizations and federal and provincial governments will review proposals to assess if they address provincial conservation priorities and contribute to ASCF goals and objectives. Projects will then be ranked and prioritized, and recommended proposals forwarded to the ASCF Board for approval.

It is important that your proposal be clear and complete in providing requested information on the Project Proposal Form (below) as this is the **only basis** on which proposals for funding can be assessed.

The results and outcomes of funded projects are expected to contribute to improving conservation of wild Atlantic salmon. Therefore, successful proposals for funding must incorporate clear and concrete objectives, and you must specify performance indicators

to assess each of the stated results and improvements in conservation. These performance indicators may be short-term or long-term, dependent on the project. (See performance measures below)

**Pre- and Post-Monitoring:** Proposals are expected to provide a monitoring plan for both pre-project and post-project conditions. The overall monitoring plan and program should be of sufficient scope and duration to document whether or not project objectives were achieved.

**Eligible Costs:** Eligible costs include the following:

- (a) Reasonable and properly itemized and substantiated costs directly incurred and paid by the recipients of grants to carry out their projects, as determined by the Foundation, and approved by the Board.
- (b) Acquisition of office equipment and other project equipment, to a maximum of \$1,000 per item, and only where expressly approved in the funding agreements between the Foundation and the recipients. On an exceptional basis, the Board may authorize an amount which exceeds \$1,000 where the Board is of the opinion that the nature of the project justifies a higher amount.
- (c) GST and PST are eligible costs (net of any refund to which the recipient is entitled).
- (d) Indirect or overhead costs are acceptable provided they **do not exceed 25%** of the total grant request. Indirect or overhead costs include administrative salaries, general software and office supplies, postage, etc. that are not directly related to the grant, but not necessarily limited to these categories.

**Ineligible costs:** Funds may not be used to support major capital costs (including capital leasing costs); permanent staffing costs (however, a reasonable level of staff overhead during the grant period is acceptable); scholarships to individuals; deficit reduction activities or funding of projects that have already been completed; or for those activities that constitute legally required mitigation for the adverse effects of an activity regulated or otherwise governed by federal, provincial or municipal law.

**How much is available, match requirements, project duration?**

- a. **Funds Available:** A total of \$300,000 will be available for the 2011 round of grants for projects across the five provinces, plus inter-provincial projects. Each province and the inter-provincial pool of funds will have a total of \$50,000 available for grants. **Submissions for individual projects should not be less**

**than \$5,000 nor exceed a maximum of \$50,000.** Proposals of less than \$5,000 can apply with other partners with projects for under \$5,000. Long-term (up to 3 year) grants are possible, and may be spread over a period of up to three years depending on the project (maximum funding 50,000 per year). Ask the about the availability of multiyear funding in your province.

- b. Matching Requirements:** All grants require **at least a one-third cash or in-kind contribution** from other funding sources. Match may be in cash, time, goods, or services. Projects that do not meet at least one-third cash or in-kind contribution **will not be accepted or considered for funding.**
  
- c. Project Reporting:** Progress reports and Final reports, including financials, for work conducted for the project are to be completed within the grant's approved time frame. Scheduling will be determined by mutual agreement according to the project. Project expenses may not antedate grant approval or the official announcement.
  
- d. Payments:** Payment will be made on a reimbursement basis with 50% of the grant award allowed up-front, followed by 25% after a satisfactory progress report is submitted. The final payment of 25% will be paid after final reporting requirements are met. Payments require an invoice to the Foundation. Long-term projects may be paid on a different schedule.
  
- e. Accounting:** Recipients of funds will be expected to maintain books of account and proof of expenditures following generally accepted accounting principles, which may be subject to review by the Foundation.

To avoid excess administration, the number of payments will normally be limited to no more than three: the upfront payment of 50%, a second payment of 25%, and a final payment of 25%. After the initial upfront payment, the next payment will be made according to the agreed upon schedule of payments.

The final payment of 25% requires satisfactory completion of a final report.

All invoices, reports and proposals **must** be submitted electronically to the ASCF project coordinator at [roz@salmonconservation.ca](mailto:roz@salmonconservation.ca).

Projects are requested to provide photos and scientific reports wherever possible so the Foundation can share your findings with others.

**Submission Requirements, Deadlines and Forms:** Proposals can be submitted directly to [roz@salmonconservation.ca](mailto:roz@salmonconservation.ca) in the exact format provided in grant proposal

forms available on-line. No proposal deviating from this format will be accepted. Appendix items can be sent separately.

The Foundation website will begin accepting online proposal submissions on 1 April 2011. **Receipt of proposals will terminate at 5:00 p.m. (Eastern Time) on 16 December 2011.**

The proposal form to download is available at <http://www.salmonconservation.ca>.

**Priority Projects:** Project proposals **must address** the conservation priorities identified for the province in which the proposal is presented.

**Government Contacts:** We strongly urge applicants to confer with appropriate federal and provincial agency personnel during the development of their proposals, to facilitate securing any necessary permits or approvals.

**Contracts and Reports:** It is anticipated that awards could be made for successful proposals **in April 2012**. Successful applicants will enter into a legally binding contract with the Foundation that specifies budget details, work tasks, work products, and reporting requirements. Work conducted for the project is to be complete within 12 to 36 months of contract approval, dependent on the duration of the contract. Progress reports will be required at agreed upon intervals. Eligible costs will be paid for work done no earlier than contract approval dates.

You can download these report forms at the website: <http://www.salmonconservation.ca>.

Progress reports **must** be submitted by email to [roz@salmonconservation.ca](mailto:roz@salmonconservation.ca) at agreed upon intervals, dependent on the term of the project. The progress report and final report forms will be made available to successful applicants beginning in **April 2012**. Progress reports should not exceed 2-3 pages and will describe any progress to date including photos, if relevant, of the site.

A final report including documentation of the completed project, a financial report that include receipts and a report evaluating and measuring project outcomes shall be submitted by email to [roz@salmonconservation.ca](mailto:roz@salmonconservation.ca) within 30 days of the end of the grant period.

Progress reports and the final report must be submitted in MS Word or MS Excel format, as appropriate to the report. Projects that may take longer term to show results will also be required to provide follow-up information in an agreed upon timeframe, in order to remain eligible to apply to the Foundation for other grants.

## 2012 PROVINCIAL CONSERVATION PRIORITIES

**Please note:** The Foundation is interested in funding innovative projects that will have a **high probability of success** with **measurable results** for on-the-ground conservation of wild Atlantic salmon and its habitat.

**New Brunswick:** Priority will be given to New Brunswick proposals that demonstrate:

- “Knowledge of your watershed” ie. Development of a watershed management plan, action plan or restoration plan that identifies prioritizes and seeks to address limiting factors impacting salmon production and/or survival.
- That project proposals are derived from a management plan that addresses knowledge of limiting factors to salmon production in a watershed. Projects proposals designed to restore access to historical salmon habitat inhibited by fragmentation and/or sedimentation.

**Newfoundland & Labrador:** Proposals for Newfoundland & Labrador may respond to any of the eligible categories of projects eligible for funding.

**Nova Scotia:** Proposals for Nova Scotia may respond to any of the eligible categories of projects eligible for funding but special priority is placed on projects in the following areas:

- Habitat protection and restoration:
  - Habitat abundance and quality issues
  - Acid Rain
- Education and stewardship
- Increased salmon production
- Near shore marine environment – although projects focused on the marine environment are not a priority, projects which have a link to the near shore or coastal zone will receive consideration.

**Prince Edward Island:** Proposals for Prince Edward Island are strongly encouraged to submit project proposals that respond to the recommendations of the report: **A Conservation Strategy for Atlantic Salmon in Prince Edward Island** (Guignon Report), available at:

<http://atlanticsalmonfederation.org/pei/2009peireport.html>

**Québec:** Proposals for Quebec may respond to any of the eligible categories of projects eligible for funding.

**Interprovincial:** Proposals designated as Interprovincial will be given priority should they demonstrate the following:

- Freshwater based projects
- Operation by community –based partnerships
- Broad based benefit to salmon conservation and offering transferable benefits
- Represent an active partnership involving at least two of the six Foundation constituencies (province and Aboriginal groups)

For Office Use Only: ID#

**Project Information**

**1. Proponent Organization:** *(Please provide a copy of the letters patent or registration covering page if you have not applied before)*

**2. Project Title:**

**3. Location of Project:**

**4. Project Contact Name:**

**5. Postal Address:**

**6. City:**

**7. Province:**

**8. Telephone:**

**9. Fax:**

**10. E-mail Address:**

**11. Charitable/Non-Profit Organization Registration No.**  
*(if available)*

**12. The project is:** *(please check one)*       Provincial       Inter-provincial

**13. Project Duration:** *(please check one)*       One year       Multi-year

**Start Date:**

**End Date:**

**Length: # years(max 3)**

**14. Total amount your organization is applying for:**  
*(include all years whether one or multiyear)*

**15. Your Organization's Past Record:** *(Briefly outline the project experience of your organization, including past achievements in conservation action. Please do not exceed 250 words.)*

**Please Note that each section will have an overall value that the selection committee will take into account in assessing the proposal.**

Section A	Project Details	Overall value =30%
<b>16. Project category:</b> <i>(Check all categories that apply to your proposal)</i>		
<input type="checkbox"/>	a) Development of salmon and salmon habitat conservation plans for a watershed or sub-watershed (watershed planning). Expected deliverable: A PDF copy of a watershed plan to be posted on the website.	
<input type="checkbox"/>	b) Conservation, rebuilding and restoration of wild Atlantic salmon habitat. Expected deliverable: Number of kilometres of restored Atlantic salmon habitat.	
<input type="checkbox"/>	c) Conservation, rebuilding and restoration of wild Atlantic salmon stocks and populations. Expected deliverable: Numbers of tagged and /or stocked and/or counted salmon.	
<input type="checkbox"/>	d) Restoring access of wild Atlantic salmon to salmon habitat. Expected deliverable: Number of kilometres of opened and restored habitat.	
<input type="checkbox"/>	e) Public education and awareness of the importance of conservation of wild Atlantic salmon and its habitat. Expected deliverable: Number of meetings and/or number of attendees.	

**17. Project Description:** *(Use this section to completely describe the proposal and be sure to respond to the following questions below that are relevant to your proposal in your description. Submit a map with the proposal if relevant. Please do not exceed **500** words)*

**Please answer all questions as they apply to your project. Be Specific.**

i. Is the project part of a larger salmon conservation and restoration strategy or plan?

ii. What is the relationship, impact, benefits and importance of the project within the overall conservation needs for salmon populations in the watershed?

iii. How does your project meet the Foundation's priorities set out for your province? See page 6 of requests for proposals to revisit the provincial priorities.

iv. Does the project involve structures that require ongoing maintenance and/or management? If so, who will be responsible and how will these costs be paid?

v. Are there any potential adverse impacts (such as flooding or habitat loss) associated with the project? If so, how will they be addressed?

vi. Please describe what is new, innovative, or cost effective about your project.

**vii.** In the case of projects whose scope covers more than one province, describe how the results clearly benefit or are broadly applicable to other watersheds or provinces?

**viii.** Is the river or watershed where the work is taking place suitable for fishing or other recreational benefit?

**ix.** If a community group, have you attempted to engage a First Nation or Aboriginal partner in this project? Or, if you are a First Nation or Aboriginal group have you attempted to engage a community group as a partner? Indicate the group name(s) you contacted. If you did not attempt to engage partners, please explain why not.

**18. Project objective(s) and outcome(s):** *(Briefly identify each of the project objective(s) and the anticipated outcome(s) of the project. Please do not exceed **250** words in total. If you have a multiyear project please state the objectives for each year.)*

**Section B**

**Project Methods**

**Overall value = 30%**

**19. Performance measures:** *(State the individual measures by which attainment of each stated objective will be assessed. Please do not exceed **250** words)*

**20. Project Schedule:** *(Identify 1, 2, 3, etc.) each individual step to be taken in completing the project, specify tangible deliverables and outputs; outline the time schedule. A chart would be useful for this and can be submitted with the proposal. If you checked multiyear please show activities for each year.*

**Section C Partnerships Overall value = 25%**

**21. Partners and Other Funding Sources:** *(Identify all partners involved in the project not including ASCF, being specific as to the respective roles of all partners and what each partner will contribute to the project. Letters of support can be submitted with the proposal).*

Organization Name	Type of Group	Description or function of partner	Cash	Value of In-kind	Confirmed ?	
					Yes	No
Total			\$	\$		

<b>Section D</b>	<b>Cost Effectiveness and Budget</b>	<b>Overall value = 15%</b>
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**22. Budget details:** (please fill in the project budget table. Be sure to identify the match or targeted groups)

**Project Budget:**  
 a) Provide project budget details in tables below, part 1-5.  
 b) If the project is multiyear provide the budget details for the overall budget. An estimate budget for each year should be provided in Part 6.

**Part 1-Human Resources and Contractor Costs**

Human Resources	Costs			Funding Sources		
Service	No. Of People	Rate	Total Cost	ASCF	Other	
					Cash	In-kind
Sub-total						

**Part 2- Equipment and Supplies** Note: The maximum contribution for equipment is \$1000 per item.

Equipment and Supplies Costs			Funding sources		
Item	Total Cost	ASCF	Other		
			Cash	In-kind	
Sub-total					



**Part 6. For multiple year Projects only:** Please identify how much funding will be requested for each year of the project.

Year	Amount
Total	