

# Request for Proposals 2010

All proposals must be submitted online at <http://www.salmonconservation.ca>

The final submission date for receipt of proposals is:

**18 December 2009 by 5:00 PM EST**

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 will be 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 will consider eligible projects related to watershed planning, including feasibility, engineering and design, implementation, monitoring, or some combination thereof, from the following categories:

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

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.**

### **Eligibility Criteria**

The following 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:**

- 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.
- 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.
- 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.
- 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.

- 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 or results to other provinces.

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:** A Provincial Advisory Committee composed of individuals representing conservation organizations, Aboriginal organizations and federal and provincial governments in each province 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 applicants be clear and complete in providing requested information on the Project Proposal Application Form (below) as this is the **only basis** on which proposals for funding can be assessed.

It is important to the Foundation that the results and outcomes of funded projects contribute to improving conservation of wild Atlantic salmon. Therefore, successful proposals for funding must incorporate clear and concrete objectives, along with performance indicators to assess 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 overhead during the grant period is acceptable); scholarships to individuals; deficit reduction activities or 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 2010 grant round for projects across the five provinces, plus inter-provincial projects. **Awards for individual projects should not be less than \$5,000 nor exceed a maximum of \$50,000.** 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.
- b. Matching Requirements:** All grants require **at least a one-third cash or in-kind contribution** from other, preferably non-government funding sources. Match may be in cash, time, goods, or services.
- c. Project Reporting:** 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 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. 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 up front payment of 50%, a second payment of 30%, and a final payment of 20%. After the initial upfront payment, the next payment will be made as corresponding match is demonstrated and invoices are provided. If this schedule is problematic, applicants are invited to propose a modified schedule of payments.

The final payment of 20% requires completion of a project fact sheet using the template found at <http://www.salmonconservation.ca> as well as the final report (see instructions below).

All invoices **must** be submitted electronically to the ASCF Secretariat at [roz@salmonconservation.ca](mailto:roz@salmonconservation.ca).

**Submission Requirements, Deadlines and Forms:** Applications **must be submitted on-line** in the exact format provided in grant proposal forms available on-line [click here](#). No proposal deviating from this format or hard-copy submissions will be accepted.

To access the grant proposal forms, [please click here](#).

Note: It is suggested that you complete and save a draft of your application materials in MS Word and any spreadsheets in MS Excel before beginning the application process online, and that you copy-and-paste text into the appropriate fields in the online grant application.

The Foundation website will begin accepting online application submissions on 1 November 2009. **Receipt of applications will terminate at 5:00 p.m. (Eastern Time) on 18 December 2009.**

**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 2010**. Successful applicants will enter into a legally binding contract with the Foundation that specifies 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.

Progress reports **must** be submitted by email at [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 2010**. 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 and a report evaluating and measuring project outcomes shall be submitted by email 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.

Appendix A and B are provided to provide the information required for the online application. The online application is available at <http://www.salmonconservation.ca>. Please do not send the application separate from the online submission.

## **2010 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:** Proposals for New Brunswick may respond to any of the eligible categories of projects eligible for funding but will need to demonstrate:

- Knowledge of limiting factors to salmon production to facilitate effective proposals
- “Knowledge of your watershed” ie. Basic knowledge of watershed being built into each proposal & how the proposal fits

**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 are encouraged to respond to any of the following priorities for conservation of wild Atlantic salmon and salmon habitat:

- Conducting ecological or environmental assessment for a river and its catchment area (or group of watersheds).
- Public education and awareness activities.