



Call for Applications

Five Bridges Wilderness Heritage Trust Environmental Stewardship Grants 2017

The Five Bridges Wilderness Heritage Trust (“the Trust”) is a volunteer community organization dedicated to protecting and enhancing the environment and conducting research, promoting recreation, and educating the public relative to the Five Bridge Lakes Wilderness Area (“FBLWA”).

The Trust wishes to promote local volunteer initiatives by making funds raised through the Bay Treasure Chest available to support projects that are consistent with the Trust’s goals and objectives. The theme of this round of grant applications is “Trails Development.”



Application Deadline: April 1, 2017

Detailed information and application instructions can be found on the Trust’s web site: <http://fivebridgestrust.ca/wp/>

Five Bridge Wilderness Heritage Trust ("the Trust") Stewardship Grants Program

Application Guidelines and Checklist

The purpose of this program is to provide financial support for education, research, conservation, restoration, and recreation projects relating to the land, water, and native species of the public lands within and related to the boundaries of NS Route 333 (Prospect & Peggy's Cove Roads) and NS Hwy 3 (St. Margaret's Bay Rd), also known as the Trust Stewardship Area.

Procedures

- There is no application form. Applicants develop their own application by addressing as many points as apply in each of the eight categories on the following page. **Applicants are to use this page as a checklist. The Grants Review Committee will regard the omission of any applicable item as a deficiency in the application. If an item does not apply, say so.**
- Inaccurate or misleading information could result in disqualification of an application or termination of a project after it has begun.
- Applications and reports must be submitted by email to trustgrants@gmail.com in a word processed, PDF, digital format by **April 1, 2017**. Late applications will not be considered.
- The Grants Review Committee will acknowledge applications upon receipt; the Trust will announce awards usually within 60 days of the application deadline date.
- Questions regarding applications or projects should be sent by email to trustgrants@gmail.com.

Requirements

The applicant

- shall be a currently registered charitable organization in good standing with the Canada Revenue Agency (CRA),
- shall request a partnership arrangement with an appropriate registered charitable organization if not a registered charitable organization,
- shall provide an interim written report in PDF digital format to trustgrants@gmail.com at the half-way point of the project,
- shall provide a written final report in PDF digital format within 30 days of the project's completion date, and
- shall acknowledge the financial support of the Five Bridges Wilderness Heritage Trust and the Bay Treasure Chest Association in any publications relating to the project.

Projects

- shall be consistent with CRA-approved charitable objectives of the Trust,
- shall conform to all laws, regulations, and rules that govern human activities in the Five Bridge Lakes Wilderness Area (as applicable),
- shall be realistic and doable within a 12-month period, and
- shall be subject to the right of a program officer's site visit or review without notice.

Financial awards

- shall be paid directly only to organizations that have CRA approved charitable status (expenses for projects of organizations that do not have this status can be paid through an arrangement with an approved partner,
- shall not exceed **Ten Thousand dollars (\$10,000.00)**,
- shall be used as specified in the approved budget,
- shall be leveraged by the applicant with a minimum of 50% in-kind contributions or financial contributions from other sources,
- may be delayed, withheld or terminated if the interim and/or final written reports are not approved by the Trust directors.

Interim and final reports

- digitally dated photographs of work in progress or completed,
- an itemized budget status report,
- original receipts for all purchases, and
- copies of any publications associated with the project.

Information to Be Provided by the Applicant

(Applications must address all points that apply)

1. Applicant

- Name, incorporation number, year of incorporation, and CRA Charitable Business Number
- Founding purpose of organization (mandate or mission statement)
- Number of members
- History of past projects
- Website URL if available
- Proof of public liability insurance

2. Supervisor

- Name of project supervisor
- Daytime phone number
- Evening and weekend phone number
- Email address

3. Project

- Describe the need that your project will address.
- Describe how your project will meet this need.
- Summarize the major components of your work plan.
- Indicate how you will determine if your project has achieved its objectives.

4. Workforce

- Summarize your organization's experience with this type of project.
- Summarize the personnel that your work plan will require.
- Identify any special training or qualifications that specific tasks may require.
- Summarize the qualifications of the personnel that will perform these tasks.
- Detail the involvement of any members of the workforce under the age of 19.

5. Financial

- Attach an itemized budget indicating what funds are required and how they will be used.
- Indicate if and how much any project personnel will be paid.
- Indicate how cash flow will be monitored.

6. Leverage

- Summarize your in-kind contribution (in cash, volunteer-hours, equipment, materials, or other).
- Indicate amount and source of funding from other sources.

7. Time frame

- Provide the dates on which your project will start and end.
- Provide the date on which your interim report will be provided.
- If your project will be completed in phases, summarize and provide dates for each phase.

8. Interim and final written reports

- Description of work performed
- Evaluation of outcomes supported by
 - Survey results
 - Testimonials
 - Time-stamped photographs
 - Publications
 - Media releases
 - Other documentation