

# **FISHERIES ENHANCEMENT FUND**

## **GUIDELINES for the APPLICATION FORM**

### **INTRODUCTION**

The Fisheries Enhancement Fund (FEF) is intended for projects that emphasize the enhancement, conservation and development of Manitoba's recreational fisheries resource. In 2007, FEF was created through a partnership between the Government of Manitoba and the Manitoba Recreational Fishery Funding Initiative Steering Committee. This Committee is composed of members from seven groups:

- Fish Futures Inc.
- Fish and Lake Improvement Program for the Parkland Region
- Intermountain Sport Fishing Enhancement Inc.
- Manitoba Fly Fishers Association Inc.
- Manitoba Lodges and Outfitters Association
- Manitoba Wildlife Federation
- Swan Valley Sport Fishing Enhancement Inc.

The FEF allows for greater stakeholder involvement and is intended to increase the annual funding level for fisheries research, management and conservation from the current amount of \$350,000 (former Fisheries Enhancement Initiative (FEI)). The majority of the revenue for the FEF is generated through a portion of recreational fishing licences and is recognized by a stamp affixed to each licence sold.

**PRIORITY WILL BE GIVEN TO PROJECTS THAT ENHANCE, CONSERVE, AND DEVELOP MANITOBA'S RECREATIONAL FISHERIES RESOURCES.**

### **MANDATE**

The FEF mandate is to promote and fund projects that will conserve and enhance Manitoba's recreational fisheries resources in accordance with a scientific, resource-based decision making process that is both transparent and accountable.

**SUBMISSION DEADLINES AND ADDRESS**

Please use the most recent application form dated March 31, 2008. For a copy of this form, please visit [www.manitobafisheries.com](http://www.manitobafisheries.com).

Applications are due on or before February 15<sup>th</sup>, May 15<sup>th</sup>, October 15<sup>th</sup> and December 15<sup>th</sup> of each year. Upon approval, receipt of fund can be expected as follows:

<b>Submission Deadline</b>	<b>Notification of Decision</b>	<b>Projects up to \$25,000</b>	<b>Projects over \$25,000</b>
February 15	April	May	July
May 15	July	August	October
October 15	December	January	March
December 15	February	March	May

Completed applications should be sent or emailed to:

Fisheries Enhancement Fund  
 Box 20, 200 Saulteaux Crescent  
 Winnipeg, MB R3J 3W3  
 Attention: FEF Administrator

or [fish@gov.mb.ca](mailto:fish@gov.mb.ca)  
 fax: 204-948-2308

**CONTACT**

Questions about the FEF or the application process can be directed to:

Fisheries Enhancement Fund  
 Manitoba Fisheries  
 Box 20  
 200 Saulteaux Crescent  
 Winnipeg, MB R3J 3W3

Phone: 204-945-6640  
 Fax: 204-948-2308  
 Email: [fish@gov.mb.ca](mailto:fish@gov.mb.ca)

If you wish to discuss a project with local fisheries staff, please contact the FEF Administrator or appropriate regional office:

Eastern Region Lac du Bonnet, MB 204-345-1450	Central Region Gimli, MB 204-642-6099	Northwest Region The Pas, MB 204-629-8296
Western Region Brandon, MB	Western Region Dauphin, MB	Northeast Region Thompson, MB

204-726-6452

204-622-2205

204-677-6650

## **APPLICANT ELIGIBILITY**

Applicants may include any of the following:

- recreational fishing, conservation, enhancement or development organizations
- government agencies
- rural municipalities
- academia (universities, schools, research institutes, etc.)
- conservation districts
- other groups

## **PROJECT CATEGORIES**

### Fisheries Research

This category includes projects involving scientific methodology (experiment, hypothesis, method, results, analysis, and conclusion) related to the study of fish, fish populations, and/or aquatic ecosystems as it pertains to enhancing / maintaining / understanding Manitoba's fisheries resources.

### Fisheries Education

This category includes projects involving education and awareness activities, training, seminars and forums as they relate to Manitoba's fisheries resources.

### Fish Stock Assessment / Monitoring

This category includes projects involving one-time assessments and on-going monitoring of fish populations and harvest in lakes and rivers to aid in fisheries management decisions.

### Fish Habitat Rehabilitation / Enhancement

This category includes projects involving conservation, preservation, maintenance, rehabilitation and monitoring of fish habitat.

### Fisheries Outreach / Stewardship

This category includes projects that increase local community involvement in the conservation, protection, enhancement and monitoring of Manitoba's fisheries resources and/or fish habitat.

### Fisheries Development

This category includes projects that enhance or create local recreational fishing opportunities and increased tourism / economic and leisure benefits.

### Fisheries Compensation

This category includes projects that involve quota buy-backs and other forms of fish harvest reduction strategies deemed to benefit / protect a recreational fishery.

## **QUALIFICATIONS**

Project applications must meet the following criteria to be considered for funding.

Applications must:

- be biologically, ecologically and technically sound
- benefit recreational fisheries resources
- encourage local involvement and participation in fish and fish habitat conservation and enhancement activities
- be consistent with existing cooperative agreements with other agencies or the private sector (i.e. lodge owners, Aboriginal groups, commercial fishing groups)
- present a positive and environmentally sound image
- be designed to minimize the liability of the Government of Manitoba and conform to government work safety standards
- where applicable, involve appropriate Regional or Fisheries Branch staff in the development of the proposal.

Funding may be used for items such as materials, supplies, equipment, consultants and hatcheries.

Generally, the FEF is not intended to support projects that request funding for long term operating costs associated with equipment, or mitigation costs of an activity or project.

### Funding Limits

In General: There is no funding limit per project except for the type of projects listed below. Please note that proposals requesting more than \$25,000 will require Treasury Board approval and this process will increase the amount of time required to approve a project.

Multi-year proposals: FEF accepts proposals of this nature. Approved multi-year proposals will be subject to the milestone payment process (please see payment process on page 9).

Aeration: In the past, FEI has funded first time operation costs and replacement of motors when original equipment was not funded by FEI, with the condition that the applicant obtains liability insurance and exercises due diligence through safety fencing and announcement/signage informing the public that an aeration unit is in operation. FEI did not fund annual operating costs, and it is not the intention of FEF to do so.

Rip Rap: Recently, FEI decided not to fund rock rip rap projects unless there are demonstrated fish habitat benefits in the immediate area or it is a demonstration of a new bank stabilization technique. FEF will continue with this practice.

Mitigation: In the past, in cases where the applicant was requested by the regional fisheries officers or DFO to perform certain activities as mitigation, FEI did not provide funding for the mitigation activities. FEF will continue with this practice.

### Duplicate Funding

Duplicate funding from other sources will only be allowed if the sources are funding different items, or portions, of the project.

Other sources of funding may include:

- SDIF – Sustainable Development Initiatives Fund
- SCF – Special Conservation Fund
- WSF – Water Stewardship Fund
- Fish Futures – Project Contributor Fund
- DFO Habitat Fund – Department of Fisheries and Oceans Habitat Fund
- DFO SIA Fund – Department of Fisheries and Oceans Stewardship-in-Action Fund

## Environmental Licensing

Habitat enhancement projects generally affect fish migration and fish habitat. Under the Environment Act, Reg 164/88 works such as: constructing riffles and pools; building shoals in lakes; fish passage structures; streambank rehabilitation and water control structures are classified as Class 2 Water Development and Control projects and require Environmental Act Licensing. This approval procedure typically takes 8-10 weeks. Your Application for Licensing must be ready to submit upon receiving approval of your project from FEF. No funding will be advanced unless and until all required licenses and other regulatory approvals have been obtained.

Contact: Manitoba Environment  
123 Main Street, Suite 160  
Winnipeg, MB  
R3C 1A5  
Phone: 945-7038

### **APPLICATION PROCESS**

Please see page 11 for a summary of the application process.

Please use the FEF Application Form to submit your application to FEF. You may attach extra sheets of paper if more space is required. You may also attach other materials such as maps, letters of support, etc.

When completing the Application Form, please take the following into consideration:

- to be considered for funding, a project has to meet at least one of the FEF categories listed on page 3
- the project information should be specific yet brief (i.e. exactly what you plan to do and when)
- a complete breakdown of items should be listed in the budget
- specific project tasks and monitoring protocols (e.g. test 2 weeks after project completion, then one month later, then three months later, etc.) should be included and explained in the Application Form

## Budget

List other partners and / or sources of funding and indicate status of contribution (e.g. c-confirmed, p-pending).

In-kind costs should be calculated using the following:

Professional services (consultants, biologists, etc.)	maximum of \$300/day
Technical/Trades services	maximum of \$200/day
Administrative services (clerical, etc.)	maximum of \$100/day

Salaries and equipment rentals should be broken down into costs per hour, time required and total costs (i.e. Consultant: \$300/day x 12 days = \$3600).

It is expected for any services or equipment over \$5,000 that a minimum of three quotes will be obtained and provided with the Application Form. Alternatively, evidence of a tendering process could be provided.

## **REVIEW PROCESS / CRITERIA AND EVALUATION**

Applications are reviewed by fisheries staff and by the project review committee (PRC). The PRC scores each project and makes recommendations for funding. The recommendations are then forwarded for Departmental review and decision by the Minister. Approval may be conditional upon project modification or necessary external approvals and/or licences.

Applicants are notified when:

- 1) Their application is received.
- 2) There is additional information required.
- 3) Their proposal will be held for review in the upcoming fiscal year.
- 4) Their proposal is approved or rejected.

Applications are evaluated using a scoring system based on benefits to recreational fisheries, project merit, etc.

## **GRANT FUNDING AGREEMENT**

Upon approval but before the release of funds, a Grant Funding Agreement must be signed. The Contract will contain the following, at a minimum:

- project description, budget and timeframes
- project conditions (if applicable)
- monitoring and reporting requirements
- protocols for changes or problems with the project
- protocols for access to the project site for auditing purposes

The first payment will be released after the Grant Funding Agreement is signed.

## **NON-COMPLIANCE**

Project compliance will be assessed through milestone, interim and/or final reporting. In the event that an applicant does not comply with the Grant Funding Agreement, termination of the funding may be necessary. In such an event, the applicant will be required to reimburse FEF for all funds received to date by the applicant.

## **PAYMENT PROCESS**

### 10% Holdback

For most approved projects, FEF will release 90% of the funds as a first payment and holdback 10% of the funds until the project is complete and a report is submitted (see page 10 for reporting). For situations where the 10% is not required upon project completion (or there are excess funds), there are four options available to the applicant:

- A) If there is a project of similar nature (i.e. type and location) that can be completed with the 10% and / or excess funds, then a request to FEF for the 10% and / or excess funds to be re-directed to this project must be submitted in writing to the FEF administrator for PRC review.
- B) If there is a project of similar nature (i.e. type and location) but requiring more funds than the 10% holdback and / or excess funds, then the applicant must submit a new FEF Application Form, indicating in the budget the 10% and / or excess funds from the previous project as well as the required additional funds.
- C) If there is a project not of similar nature, then the applicant must submit a new FEF Application Form, indicating in the budget the 10% and / or excess funds from the previous project and requesting additional funds if required.
- D) If there is no other project, then a letter indicating no need for the 10% holdback and / or excess funds (accompanied by a cheque made out to the Minister of Finance) must be submitted to the FEF Administrator (please note that this option is strongly discouraged, as the 10% or excess funds may be lost to general revenue).

The 10% holdback does not apply to projects requesting less than \$5,000. For these projects, full funding will be provided as soon as the project is approved and the Grant Funding Agreement is signed.

### Milestone Payment Process

In some cases, FEF may choose in its sole discretion to use a 'milestone payment process' and release the funds in smaller increments pending 'milestone' report submissions (see page 10 for reporting).

## **MONITORING AND REPORTING**

Applications must contain monitoring protocols. Where possible, please monitor and report quantitative measures (i.e., number of riffles, area of habitat rehabilitated / enhanced).

### Milestone Reports (if applicable)

Milestone reports should contain a summary of the project's status, current results and financial status, and a budget of estimated income and expenses required to complete the project. Milestone reports will be required as outlined in the Grant Funding Agreement.

### Interim Reports

If the project will not be completed by the end of the current fiscal year (March 31), an interim report stating project status, current results and budget, and estimated expenses to complete the project is required by February 15.

### Final Reports

Final reports should contain an overall project summary, monitoring results, a summary of financial expenditures and hardcopy or digital images or pictures of the project.

## **APPEAL PROCESS**

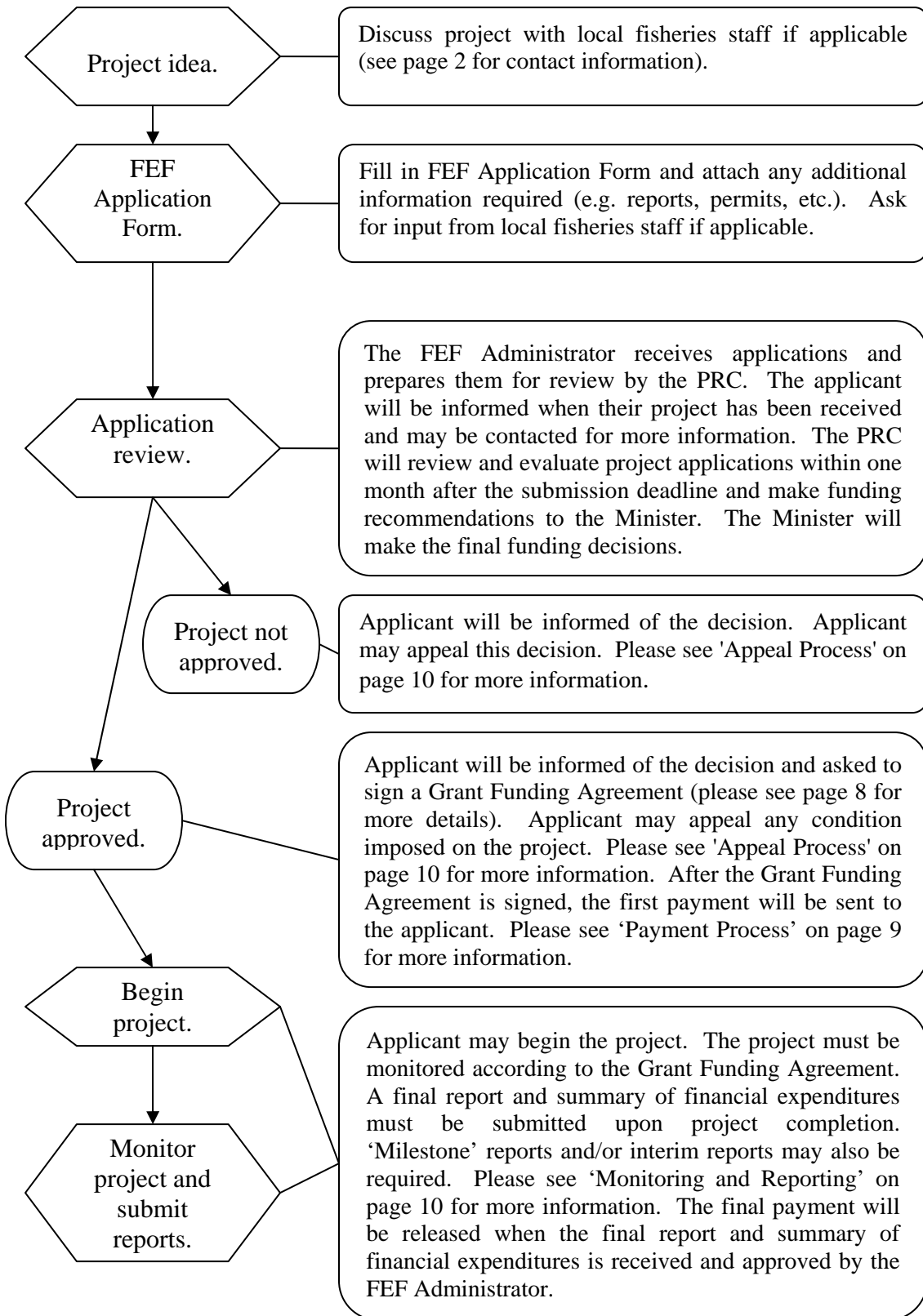
An applicant may appeal:

- a) the decision of the PRC not to recommend the applicant's project to the Minister for funding; or
- b) the imposition of any condition on the applicant's project, as contained in the Grant Funding Agreement;

by submitting a Notice of Appeal (please see page 12) no later than 45 days from the date of the letter formally responding to the application.

A separate FEF Appeal Committee will review each appeal and make a recommendation to the Minister. The applicant and the PRC may be asked to provide written information or to present information in person about the project during the appeal process. All decisions of the FEF Appeal Committee will be considered final and binding on the applicant and the PRC.

**SUMMARY OF APPLICATION PROCESS**



**NOTICE OF APPEAL**

TO: Manitoba Water Stewardship  
Assistant Deputy Minister of Ecological Services Division  
Box 11, 200 Saulteaux Cr.  
Winnipeg, MB R3J 3W3

RE: The Manitoba Fisheries Enhancement Fund (the "FEF")

The undersigned Applicant to the FEF hereby provides notice that the Applicant is appealing:

(CHECK APPLICABLE BOX)

The decision of the Project Review Committee of the FEF not to recommend the Applicant's project to the Minister of Water Stewardship for funding under the FEF. Stewardship for funding

The imposition of the following condition(s) on the Applicant's project, as contained in the Grant Funding Agreement received by the Applicant with the letter of approval of funding for the Applicant's project under the FEF:

\_\_\_\_\_  
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The reason(s) why the Applicant is making this appeal is/are as follows:

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(If necessary, attach a maximum of one additional page)

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (which is no later than 45 days from the date of the letter formally responding to the application).

\_\_\_\_\_  
(NAME OF APPLICANT)

\_\_\_\_\_  
(NAME OF REPRESENTATIVE OF APPLICANT)

\_\_\_\_\_  
(APPLICANT'S REPRESENTATIVE'S SIGNATURE)

**APPLICANT CONTACT INFORMATION:**

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_