

**FISH AND WILDLIFE ENHANCEMENT FUND (FWEF)**  
**GUIDELINES for the FISHERIES ENHANCEMENT APPLICATION FORM**

**INTRODUCTION**

In 2014, the Fish and Wildlife Enhancement Fund (FWEF) was created to support fish and wildlife enhancement initiatives and government fish hatcheries. Angling, hunting and trapping licence fees were increased to support the FWEF. Ten (10) dollars from every angling licence sold is dedicated to the Fish Enhancement fund and five (5) dollars from every hunting and trapping licence sold is dedicated to the Wildlife Enhancement fund.

These guidelines have been published to assist applicants in completing and submitting an Application Form under the FWEF for a fisheries enhancement initiative.

**SUBMISSION DEADLINES AND ADDRESS**

Standardized intake dates have been implemented. Intake closing deadline dates occur on **March 1** and **September 1**. Send completed applications by email to [FWEF@gov.mb.ca](mailto:FWEF@gov.mb.ca) or by regular mail to:

Attention: FWEF Administrator  
Fish and Wildlife Enhancement Fund  
FWEF and ABCs Secretariat  
Manitoba Agriculture and Resource Development  
200 Saulteaux Crescent, Box 15  
Winnipeg MB R3J 3W3

*Note: FWEF reserves the right to allocate available funds in any given year as angling licence revenue becomes available.*

**CONTACT**

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

Attention: FWEF Administrator  
Fish and Wildlife Enhancement Fund  
FWEF and ABCs Secretariat  
Manitoba Agriculture and Resource Development  
200 Saulteaux Crescent, Box 15  
Winnipeg MB R3J 3W3  
Email: [FWEF@gov.mb.ca](mailto:FWEF@gov.mb.ca)

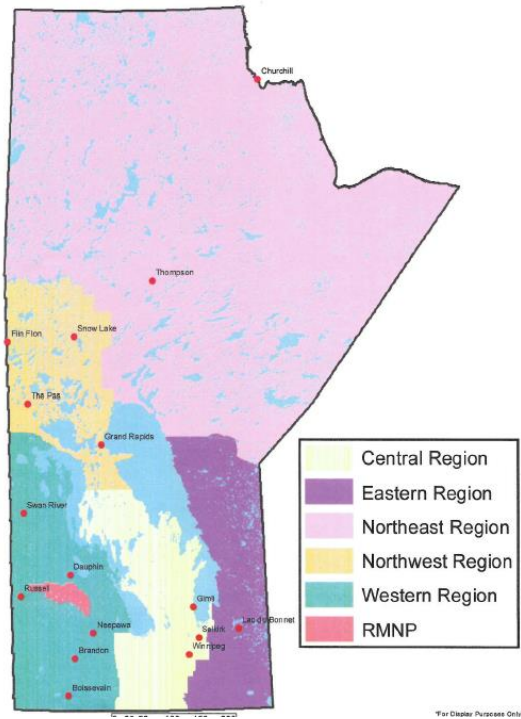
If you wish to discuss a project with local fisheries staff, please contact the FWEF Administrator or appropriate regional office:

Eastern and Western Region  
Lac du Bonnet, MB  
204.345.1444

Central Region  
Gimli, MB  
204.642.6070

Northwest Region  
The Pas, MB  
204.627.8218

Northeast Region  
Thompson, MB  
204.677.6648



## **APPLICANT ELIGIBILITY**

Applicants may include any of the following:

- Organizations representing hunters and trappers, including fish and game associations
- Academic institutions, including universities, colleges and schools
- Environmental organizations
- Conservation Districts/Watershed Districts
- Community groups
- Not-for-profit organizations
- Government agencies
- Rural Municipalities
- Crown Corporations
- For-profit organizations
- Individuals

## **PROJECT CATEGORIES – FISHERIES**

Fisheries Development: This category includes projects that enhance, conserve or create fish populations in Manitoba.

Fisheries Habitat Rehabilitation/Conservation/Enhancement: This category includes projects involving conservation, preservation, maintenance, rehabilitation, and enhancement and monitoring of fisheries habitat, including the construction or maintenance of infrastructure in fisheries management areas.

Fish Habitat Protection through Property Acquisition: This category includes projects that seek to acquire property or an interest in property, by purchase, lease or other means, in order to protect critical fish habitat.

Fish Stock Assessment/Monitoring/Harvest Rates: This category includes projects involving one-time assessments and on-going monitoring of fish populations and harvest rates to aid in fisheries management decisions.

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 fish resources.

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

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

Fisheries Harvest Reduction Strategies: 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 full or partial funding.

Applications must:

- be biologically, ecologically and technically sound
- benefit fisheries resources
- encourage local involvement and participation in fish and/or fish habitat conservation and enhancement activities
- be consistent with existing cooperative agreements with other agencies or the private sector (i.e. lodge owners, Indigenous 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 provincial fisheries staff in the development of the application.

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

Generally, the FWEF 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.

### Duplicate Funding

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

### Environmental Licensing

Habitat enhancement projects generally affect fish migration and fish habitat. Under the Environment Act, projects may require approval. This approval procedure typically takes 8-10 weeks. Your Application for Licensing must be ready to submit upon receiving approval of your project from FWEF. No funding will be advanced unless and until all required licenses, permits and other regulatory approvals have been obtained.

Contact: Environmental Approvals  
General Inquiry: 204.945.8321  
Email: [EABDirector@gov.mb.ca](mailto:EABDirector@gov.mb.ca)  
[www.gov.mb.ca/sd/permits\\_licenses\\_approvals/eal/](http://www.gov.mb.ca/sd/permits_licenses_approvals/eal/)

## APPLICATION FORM

Please use the FWEF *Application for Funding* form to submit your application to FWEF. 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 for Funding* form, please take the following into consideration:

- to be considered for funding, a project has to meet at least one of the FWEF fisheries enhancement initiative categories;
- 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 (i.e. test 2 weeks after project completion, then one month later, then three months later, etc.) should be included and explained in the *Application for Funding* form; and
- letters of support to indicate in-kind and financial contributions.

### Budget

List other partners and sources of funding and indicate status of contribution (i.e. 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 that, for any services or equipment over \$5,000, a minimum of three quotes will be obtained and provided with the Application Form. Alternatively, evidence of a tendering process could be provided.

FWEF will not pay for project administration fees or overhead charges by educational institutions or any other project partner.

### **REVIEW PROCESS: FWEF CRITERIA AND EVALUATION**

*Applications for Funding* are reviewed by the Fisheries Enhancement Subcommittee with input from the Wildlife and Fisheries Branch. The Fisheries Enhancement Subcommittee scores each application/project and makes recommendations for funding. The recommendations are forwarded to the Minister responsible for FWEF, for approval. Approval may be conditional upon project modification or necessary external approvals, permits and/or licences. Applications are evaluated using a scoring system based on benefits to fisheries populations, especially recreational fish populations, recreational fishers or fish habitat, project merit, etc.

Applicants are notified when:

- 1) The application is received.
- 2) There is additional information required.
- 3) Decision on the application.

### **GRANT FUNDING AGREEMENT**

Upon approval but before the release of funds, a Grant Funding Agreement must be signed. The Agreement 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 a grant recipient does not comply with the Grant Funding Agreement, termination of the Agreement may be necessary. In such an event, the grant recipient will be required to reimburse FWEF for all grant funds received.

## **PROJECT EXTENSIONS**

Project end dates are expected to be as stated in the application. Extensions for up to a year that are requested by the applicant may be granted by the FWEF Administrator where there is a legitimate reason to do so. Extensions greater than a year that are requested by the applicant are brought back to the Subcommittee for consideration and may only be granted at the discretion of the Chair.

## **PAYMENT PROCESS**

For most approved projects, FWEF will release 90% of the funds as an initial payment and holdback 10% of the funds until the project is complete and a report is submitted.

In some cases, FWEF may choose in its sole discretion to use a 'milestone payment process' and release the funds in smaller increments pending 'milestone' report.

## **MONITORING AND REPORTING**

*Applications for Funding* must contain monitoring protocols or performance indicators. Where possible, please monitor and report quantitative measures (i.e., 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 Progress Reports (if applicable)

If the project will not be completed by the expected completion date, an interim progress report stating project status, current results and budget, and estimated expenses to complete the project is required.

### Final Reports

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

### Data Sharing

Manitoba reserves the right to request all data generated by the project as outlined in the Grant Funding Agreement.

## **APPEAL PROCESS**

An applicant may appeal:

- a) the decision of the Fisheries Enhancement Subcommittee 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.

In order to appeal any such decision or the imposition of any such condition, a written notice of appeal (the "**Notice of Appeal**") must be submitted by the applicant (the "**Appellant**") to the Chair of the Fish and Wildlife Enhancement Committee (the "**FWEF Chair**"), c/o the FWEF Administrator, Fish and Wildlife Enhancement Fund, 200 Saulteaux Crescent, Box 15, Winnipeg MB R3J 3W3, no later than 30 days after the date of:

- i. the letter signed by the FWEF Chair advising the Appellant that his/her/their *Application for Funding* has not been recommended by the Subcommittee to the Minister for funding; or
- ii. the notice to the Appellant that his/her/their *Application for Funding* has been approved for funding, but with conditions that have been imposed and included within the Funding Agreement.

A separate FWEF Appeal Committee will review each appeal. The applicant and the FWEF Chair may be asked to provide written information or to present information in person about the project during the appeal process. All decisions of the FWEF Appeal Committee will be considered final and binding on the applicant and the Fisheries Enhancement Subcommittee.

**Note: Appellants, if successful, may not be funded immediately as funds may not be available and will be deferred until the next intake date.**

**NOTICE OF APPEAL**

TO: Attention: FWEF Chair  
c/o FWEF Administrator  
Fish and Wildlife Enhancement Fund  
200 Saulteaux Crescent, Box 15  
Winnipeg MB R3J 3W3

RE: Fish and Wildlife Enhancement Fund (FWEF)

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

(CHECK APPLICABLE BOX)

- The decision of the Fisheries Enhancement Subcommittee not to recommend Applicant's project to the Minister responsible for FWEF for funding under the FWEF.
- 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 notice of approval of funding for the Applicant's project under the FWEF.

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NAME OF APPLICANT

APPLICANT CONTACT INFORMATION:

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

\_\_\_\_\_  
NAME OF REPRESENTATIVE OF THE  
APPLICANT

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

\_\_\_\_\_  
APPLICANT'S REPRESENTATIVE'S  
SIGNATURE

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

\_\_\_\_\_  
PROJECT NAME, PROJECT # and AGREEMENT # (if applicable)