

Moose Stewardship Study Program

Operating Guidelines



GUIDELINES FOR APPLICANTS

The Moose Stewardship Study Program has been developed and funded by Manitoba Hydro as part of the Bipole III Project Environment Act Licence #3055. The Moose Stewardship Study Program will offer a call for proposals in 2018 and 2019 and will be administered and delivered by the *Manitoba Hydro*.

Purpose

The Moose Stewardship Study Program's purpose is to *investigate factors affecting moose populations in Manitoba by funding research projects*. The program's efforts will be devoted to the assessment and selection of eligible research projects.

Eligible Projects

*Eligible projects include those that are based on strong scientific principles and investigate information gaps regarding factors affecting populations of moose in Manitoba.**

The program will not support projects that replace or duplicate the activities of the Manitoba government. Projects may be either stand-alone or as part of larger, multi-component and co-funded projects or research programs. Researchers who demonstrate sufficient capacity and capability to conduct high quality scientific research are encouraged to apply. Applications from industry proponents and consulting firms are not eligible.

* Please note similar program: *Moose Stewardship Conservation Program*.

Evaluation

The Moose Stewardship Study Program Advisory Committee will evaluate proposed projects that meet program criteria. The Advisory Committee incorporates expertise from researchers, academics, Manitoba Government and Manitoba Hydro. Eligible projects will be scored and ranked using evaluation criteria. Projects will be considered for funding according to their relative ranking and availability of funds. Proponents are encouraged to contact the Program with an expression of interest prior to the application deadline.

Proposed projects must clearly demonstrate:

1. Strong scientific principles;
2. How project objectives will rigorously test factors affecting population dynamics of moose in Manitoba;
3. How objectives will address important information gaps regarding factors affecting moose population dynamics in Manitoba;
4. Use of science and (when available) traditional knowledge systems;
5. Additional funding partners (in-kind and/or cash), ;
6. Cost-effectiveness in various components of the project;
7. An approach or communication plan to engage the public, stakeholders, and indigenous communities in the proposal.

Where proposed projects provide similar value for conservation and/or management efforts and are scientifically sound, preference will be given to projects with linkages to Bipole III transmission line study area, or other transmission line project areas in Manitoba**.

**Please note that proposed projects that examine factors influencing moose populations already being addressed by Manitoba Hydro's Moose Monitoring Plan may be given lower priority (available at https://www.hydro.mb.ca/projects/bipoleIII/document_library.shtml). These include investigating the potential impact of Bipole III on changes in the quantity of moose browse, changes of use and distribution of white-tailed deer (i.e., *Parelaprostrongylus tenuis* host), wolf, and humans along right-of-ways, changes in winter distribution of moose directly adjacent to right-of-ways and changes in vehicle-wildlife collisions on roads used for development of Bipole III.

Requirements and Evaluation Criteria

- Project proposal received on or before the deadline, and includes all required information.
- That project objectives will test factors affecting population dynamics of moose in Manitoba;
- That project objectives will address important information gaps regarding factors affecting moose population dynamics in Manitoba;
- Project proposal outlines achievable methods, communication plan, schedule, budget, and resource investment, including acquiring appropriate regulatory approvals.
- Project proposal and applicants must demonstrate a track-record, sufficient capacity, and capability to conduct high quality scientific research.
- All previous year Moose Stewardship Study Fund reporting commitments have been met.

Limitations

- Moose Stewardship Study program will accept applications in 2018 and 2019, respectively.
- A maximum of \$300,000 will be available each year for funding project proposals.
- Maximum funding for projects is \$100,000, per year. Successful project applicants may be eligible to apply for up to a maximum of \$50,000 in the subsequent year. Exceptions may be considered.
- If funds are not fully allocated after 2019, an additional call for applications may be conducted in 2020.
- The costs of developing project plans or proposals are not eligible for support. Funding for retroactive costs previously incurred by proponents will not be considered.
- Funding will only be provided for costs that are directly related to proposed projects (e.g. equipment, labour, transportation, laboratory analysis, etc.). Core funding for an applicant's organization and general administrative costs are not eligible.
- All projects must be conducted in Manitoba, with funds utilized within two years of issuance.

Proponent Responsibilities

Proponents are expected to assume the following responsibilities with respect to proposed projects.

- Prepare and submit a detailed project proposal that outlines how the project meets or exceeds the Moose Stewardship Study Program requirements and evaluation criteria. Project proposals must be no more than five (5) pages in length in a standard format (size 12 font, double-sided) and include the following section headings:
 - background, context, rationale;
 - objectives, outcomes, and deliverables;
 - management implications;
 - methods, project location;
 - project duration and schedule;
 - engagement and communication plan;
 - description and qualification of applicant(s);
 - project duration and schedule;
- In addition to the project proposal the proponent must also submit a:
 - a detailed budget (no more than 2 pages);
 - a detailed Curriculum Vitae (CV) in a standard format

Failure to provide the above information will disqualify applications from consideration.

- Proponents are encouraged to contact the Program with an expression of interest at least 4 weeks prior to the submission deadline. The expression of interest should entail a 1 page letter summarizing project idea and a standard CV. The Program can assist by identifying collaboration opportunities with other conservation agencies to develop collaborative, multi-component and co-funded projects.
- The proponent must obtain required approvals, permissions, and permits from regulators and landowners prior to implementing the project.
- The proponent must maintain records on costs, expenditures and accomplishments, and allow *the Program* access to the records for review and audit.
- If approved, applicant will need to enter into a formal contribution agreement with Manitoba Hydro that outlines funding, project activities, data sharing with Manitoba Hydro and Manitoba Sustainable Development and reporting requirements. To support data comparability between various projects supported by the fund, the Program may suggest standardized research methods and tools.
- The proponent must recognize the Moose Stewardship Study Program in any project communications and allow Manitoba Hydro/Manitoba Sustainable Development to participate in any public announcement of the project.

If successful:

- Updates, images, summaries and other relevant information about the project to aid in public outreach and communication will be required.

- An annual progress report must be submitted by the end of the fiscal year for multi-year projects and a final report must be submitted at project completion. These reports should describe project revenue, expenses, accomplishments, outcomes, and management recommendations (report format will be provided).
- Proponents will be required to present project results to the Moose Stewardship Study Program committees and possibly other entities.

Application Deadline

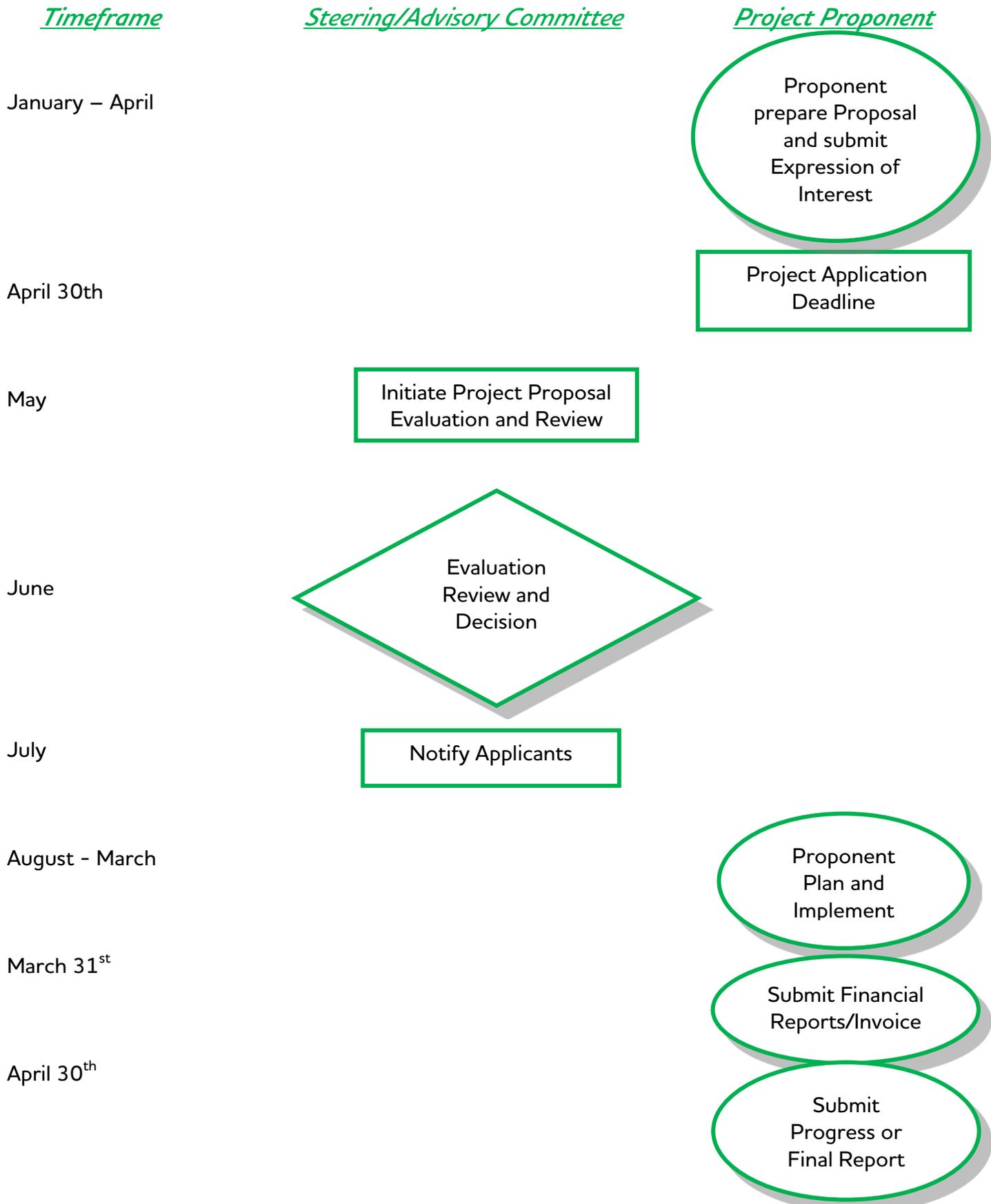
Project application deadline is April 30th 2018, and April 30th, 2019. No applications will be accepted past this deadline. Project funding decisions will be made by July 1st.

Contact Information

Manitoba Hydro
Moose Stewardship Study Program
360 Portage Avenue
Winnipeg, MB
Canada R3C 0G8
1-877-343-1631

MooseStewardshipStudy@hydro.mb.ca

Moose Stewardship Study Program Timelines for 2018 and 2019





MOOSE STEWARDSHIP STUDY PROGRAM

Terms of Reference

Owner & Sponsor	Manitoba Hydro (represented by Vice-President, Transmission Business Unit or designate)
Background	The Moose Stewardship Study Program (the “Program”) is developed jointly by Manitoba Hydro and Manitoba Sustainable Development and approved under EA Licence #3055 condition 18 d) iii to investigate factors affecting moose population dynamics in Manitoba (Moose Stewardship Study Program), and enhance and sustain moose populations in Manitoba (Moose Stewardship Conservation Program). The Program will be administered and delivered with total project funding in the amount of up to \$600,000 to be allocated in fiscal years 2018/19 and 2019/20. If all funds are not expended, the Steering Committee will recommend options for allocation of remaining funds. (Please note that this Moose Stewardship Study Program is separate from and additional to the Moose Stewardship Conservation Program).
Accountability & Structure	Manitoba Hydro is the owner of this Program. The Steering Committee of the Program shall report to the owner of the Program. The Advisory Committee of the Program shall report to the Steering Committee. Manitoba Hydro, as the owner of this Program, shall have full and final authority on all aspects of this Program, including, without limitation, approval, amendment, and cancellation of committee membership and any commitment or expenditure of funding (or other support) for project(s).
Objectives of Committees	<p>The role of the Steering Committee is to execute, guide, and monitor, the Program, review Advisory Committee recommendations, assess proposal linkages to the Bipole III transmission project area, recommendations of award(s) for project(s) to Owner, and make changes to the program as needed.</p> <p>The Advisory Committee will incorporate expertise from academics, Manitoba Sustainable Development, and Manitoba Hydro.</p>
Administrator	An administrator (Manitoba Hydro - LEA Staff) will support the Steering Committee and the Advisory Committee.
Steering Committee Members	The Steering Committee shall consist of two Co-Chair persons: one being the Manager of Manitoba Hydro, Licensing and Environmental Assessment Department (LEA) and the other, the Director of Manitoba Sustainable



MOOSE STEWARDSHIP STUDY PROGRAM

Terms of Reference

Development, Wildlife and Fisheries Branch (WFB). The Co-Chair persons by mutual agreement appoint (and re-appoint from time to time) committee members, and any other persons as may be deemed necessary (whether on a special assignment or on a full-time basis). (Note: Members of Steering Committee may be appointed to Advisory Committee)

- Co-Chair - Manitoba Hydro, LEA Manager
- Co-Chair - Sustainable Development, WFB Director
- Member - Manitoba Hydro, LEA Staff
- Member - Sustainable Development, WFB Staff

Advisory Committee Members

The Advisory Committee shall consist of advisory members to be appointed (and re-appointed from time to time) by the mutual agreement of the two Co-Chair persons of the Steering Committee.

- Facilitator/Member - Manitoba Hydro -LEA
- Member - Sustainable Development – Regional Operations
- Member - Sustainable Development - WFB
- Member - Manitoba Hydro - LEA
- Member - To be Determined
- Member - To be Determined

Responsibilities & Duties

Subject to this Terms of Reference:

The Administrator will:

- Report to and carry out activities as per directions of the Steering Committee and/or Owner;
- Manage and administer the Program;
- Facilitate Steering Committee and Advisory Committee meetings and support consensus building;
- Distribute project proposals to Manitoba Sustainable Development and Manitoba Hydro to evaluate project proposals to ensure they have met program screening criteria.
- Distribute proposals and solicit feedback from identified peer reviewers;
- Advertise and solicit project opportunities;
- Issue funding/support for projects approved by Owner, including without limitation, execution of contractual arrangements with recipients of funding/support and project contractors;
- Manage matters relating to projects and funding/support;



MOOSE STEWARDSHIP STUDY PROGRAM

Terms of Reference

- Monitor and manage, and be responsible for, all finances of the Program, including, without limitation, those relating to delivery and administration of the Program and funding/support of projects;
- Monitor and manage progress and results of projects and other activities of recipients of funding/support and project contractors.
- Scheduling and preparing materials (e.g. agenda, project proposals, evaluation criteria, etc.) for meetings of the Steering Committee and Advisory Committee;
- Administer matters relating to Steering Committee and Advisory Committee – e.g. maintenance of Terms of References, receiving and inventorying project proposals, etc.;
- Document Steering Committee and Advisory Committee activities and recommendations, including, without limitation, record minutes of meetings;
- Administer matters relating to projects, awards, and funding/support, and other matters relating to the Program; and
- Maintain financial records for the Program.

The Steering Committee will:

- Maintain an understanding of the intent, scope and approach of the Moose Stewardship Study Program;
- Manage and engage membership of the Advisory Committee;
- Participate in committee meetings at a frequency and schedule as required by the Co-Chair persons, and other additional meetings as may be required to ensure a smooth-functioning program;
- Select peer reviewers for proposals if required;
- Review and evaluate recommendations of the Advisory Committee;
- Review and evaluate proposal merits and linkages to Bipole III transmission project area vis-à-vis requirements under the Licence;
- Develop and maintain a Proposal Evaluation Matrix;
- Select and recommend project proposal(s) for funding/support to Owner;
- Identify any potential perceived or real conflict of interest;
- Maintain confidentiality of proposed projects during the review and awarding process;
- Conduct annual review of the program to:
 - develop recommendations relative to improvements to the program;



MOOSE STEWARDSHIP STUDY PROGRAM

Terms of Reference

- review and refine specific criteria to be met by proposals for funding;
- review and refine a fair and equitable evaluation process for screening of applications ;
- review and refine proposal application procedures;
- manage financial allocations;
- Review Annual Report on Projects; and
 - approve annual program report that outlines finances and activities for the current year.

The Advisory Committee will:

- Carry out activities as per directions of the Steering Committee;
- Review projects using the Proposal Evaluation Matrix and in consideration of the available budget, recommend peer reviewers when needed, work towards a consensus on which projects are recommended to the Steering Committee. Where a consensus cannot be met, then projects that are supported by 3/4 majority of the Advisory Committee may be recommended to the Steering Committee. Projects that are not recommended by the Advisory Committee will not be provided to the Steering Committee or the Owner.
- Provide assistance and advice to the Steering Committee.
- Maintain confidentiality of recommendations during the review and awarding process;

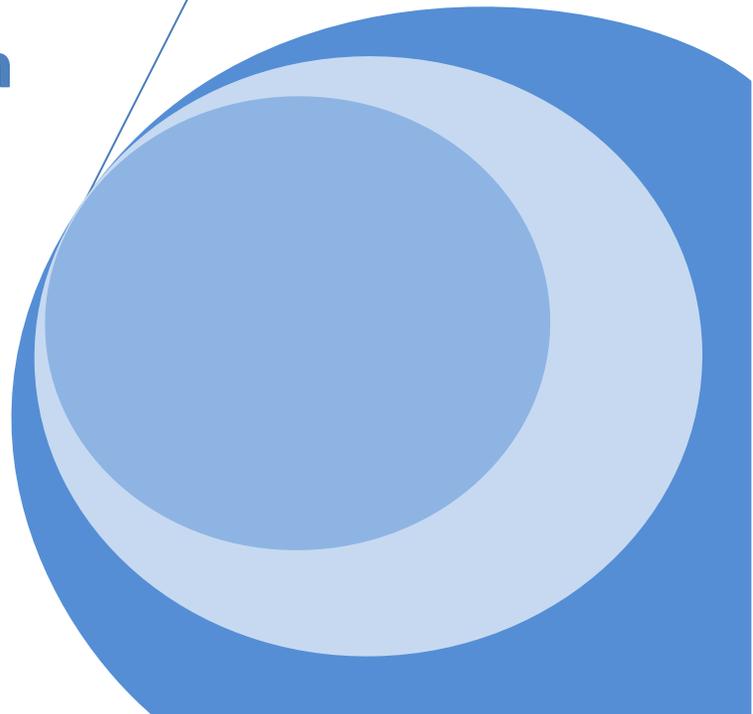
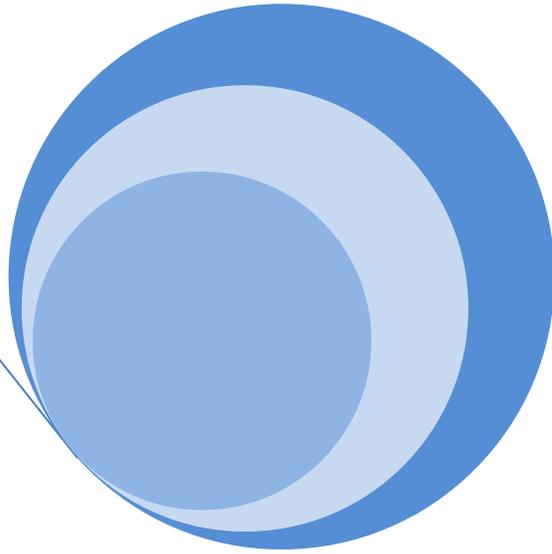
Committee Meetings

- Members of either committee must declare to the Chair(s) or Facilitator at the beginning of each meeting any conflict of interest respecting any item(s) on the agenda;
- For the Steering Committee, in event the Co-Chair persons cannot come to consensus on a recommendation from the Advisory Committee, then the proposal would be rejected;
- Steering Committee members may attend and observe Advisory Committee meetings.



Moose Stewardship Conservation Program

Operating Guidelines



GUIDELINES FOR APPLICANTS

The Moose Stewardship Conservation Program's purpose is to fund projects that enhance and sustain moose populations in Manitoba. The Moose Stewardship Conservation Program has been developed and funded by Manitoba Hydro in partial fulfillment of the Bipole III Project Environment Act Licence #3055. The Moose Stewardship Program will operate from 2018 to 2020 and is administered and delivered by Manitoba Hydro.

Purpose

The Moose Stewardship Conservation Program's purpose *is to enhance and sustain moose populations in Manitoba by funding conservation projects*. The program's efforts will be devoted to the identification, selection and funding of eligible conservation projects.

Eligible Projects

*Eligible projects include those that will enhance and sustain moose populations in Manitoba.**

The program will not support projects that replace or duplicate the activities of the Manitoba government (http://www.gov.mb.ca/sd/wildlife/moose_initiative.html). Projects may be either stand-alone or as part of larger, multi-component and co-funded projects or research programs. Non-profit organizations, Indigenous communities/organizations, universities, colleges, conservation districts, and wildlife associations are all eligible to apply.

Only projects submitted by proponents who demonstrate sufficient capacity and capability to conduct the projects will be accepted. Applications from individuals, industry proponents and consulting firms are not eligible.

* Please note complimentary program: *Moose Stewardship Study Program*

Evaluation

The Moose Stewardship Conservation Program Advisory Committee will evaluate proposed projects that meet program criteria. The Advisory Committee incorporates expertise from academics, indigenous community, conservation organizations, Manitoba Hydro and Manitoba Sustainable Development. Projects will be considered for funding according to their relative ranking and availability of funds. Proponents are encouraged to contact the Program with an expression of interest prior to the application deadline.

Where proposed projects provide similar value for conservation and/or management efforts and are scientifically sound, preference will be given to projects within the Bipole III transmission line project area.

Requirements and Evaluation Criteria

- Project proposal received before the deadline, and include all the required information.
- Project proposal outlines achievable methods, communication plan, schedule, budget, and

resources, including acquiring appropriate regulatory/landowner approvals.

- All previous year Moose Stewardship Conservation Program reporting commitments have been met.
- Proposed projects must clearly demonstrate how the project will work towards enhancing and sustaining moose populations in Manitoba.
- Projects with multiple stakeholders/additional funding partners, and or Indigenous communities/organizations are preferred.
- Projects proposal includes a communication plan that describes how outcomes will be shared with Manitoba Hydro, Manitoba Sustainable Development and the public.

Limitations

- Moose Stewardship Conservation Program will accept applications once a year in 2018, 2019, 2020, respectively.
- A maximum of \$66,000 will be available each year for funding project proposals.
- Maximum funding per project is \$25,000, per year. Successful project applicants remain eligible for applying in subsequent years.
- If funds are not fully allocated after 2020, an additional call for applications may be conducted in 2021.
- The costs of developing project plans or proposals are not eligible for support. Funding for retroactive costs previously incurred by proponents will not be considered.
- Funding will only be provided for costs that are directly related to proposed projects (e.g. equipment, labour, transportation, facility rental, and up to 10% of project funding for direct project administration costs). Core funding for an applicant's organization and general administrative costs are ineligible.

Proponents Responsibilities

Proponents are expected to assume the following responsibilities with respect to proposed projects.

- Prepare and submit a completed project proposal that outlines how the project meets or exceeds the Moose Stewardship Conservation Program requirements and evaluation criteria. Project proposals must be no more than four (4) pages in a standard format (size 12 font, double-sided) and include the following section headings:
 - background, context, rationale;
 - objectives,
 - outcomes, and deliverables;
 - methods;
 - communication plan for sharing progress, outcomes with Program and public;
 - description of applicant organization and Project lead;
 - project location;
 - detailed budget information;
 - project duration and schedule.

- Failure to provide the above information may disqualify applications from consideration.
- Proponents are encouraged to contact the Program with an expression of interest prior to the submission deadline. The Program may assist in improving the project proposal by identifying collaboration opportunities with other organization to develop collaborative, multi-component and co-funded projects.
- The proponent must achieve required approvals, permissions, and permits from regulators and landowners prior to implementing the project.
- The proponent must maintain records on costs, expenditures and accomplishments, and allow the Program to access to the records at no cost for review and audit.
- If approved, proponent will need to enter into a formal contribution agreement with Manitoba Hydro that that outlines funding, project activities, and reporting requirements.
- The proponent must recognize the Moose Stewardship Conservation Program in any project communications and allow Manitoba Hydro to participate in any public announcement of the project.

If successful:

- Progress report(s) must be submitted as outlined in the contribution agreement. These reports should describe project expenses, accomplishments, outcomes, and recommendations.
- Proponents may be required to present project results to the Moose Stewardship Conservation Program committees and possibly other entities.

Application Deadline

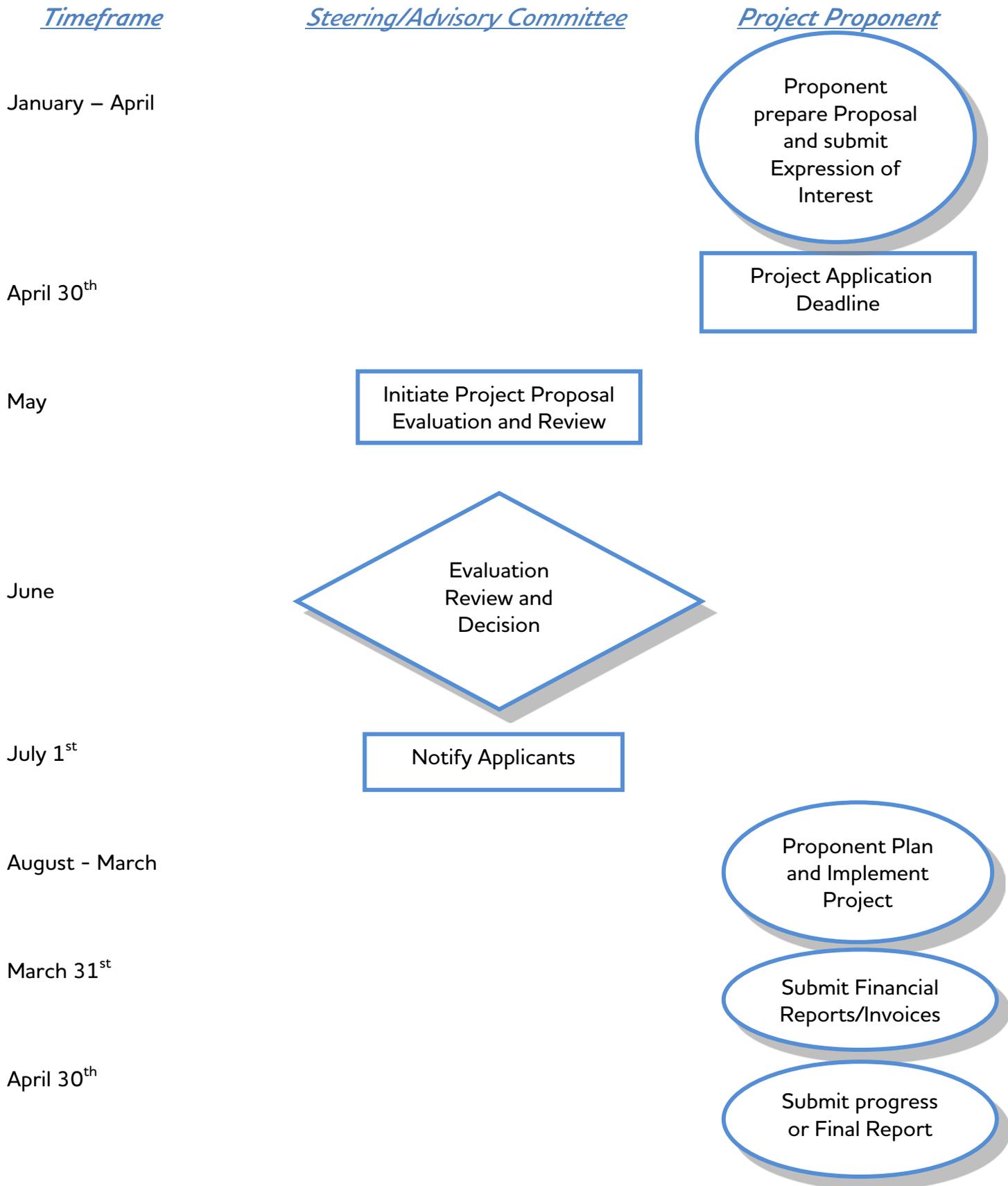
Project application deadline is April 30th. No applications will be accepted past this deadline. Project funding decisions are anticipated by July 1st.

Contact Information

Manitoba Hydro
Moose Stewardship Conservation Program
360 Portage Avenue
Winnipeg, MB
Canada R3C 0G8
1-877-343-1631

MooseStewardshipConservation@hydro.mb.ca

Moose Stewardship Conservation Program Timelines





MOOSE STEWARDSHIP CONSERVATION PROGRAM

Terms of Reference

Owner & Sponsor	Manitoba Hydro (represented by Vice-President, Transmission Business Unit or designate)
Background	The Moose Stewardship Conservation Program (the “Program”) was developed by Manitoba Hydro in partial fulfillment of moose-related requirements under Bipole III Transmission Project Environment Act License #3055 (the “Licence”). This Program’s purpose is to enhance and sustain moose populations in Manitoba by funding conservation projects. The Program will be administered and delivered with a total project funding in the amount of up to \$200,000 to be allocated in fiscal years 2018/19, 2019/20, and 2020/2021. (Please note that this Moose Stewardship Conservation Program is separate from and additional to the Moose Stewardship Study Program).
Accountability & Structure	Manitoba Hydro is the owner of this Program. The Steering Committee of the Program shall report to the owner of the Program. The Advisory Committee of the Program shall report to the Steering Committee. Manitoba Hydro shall have full and final authority on all aspects of this Program, including, without limitation, approval, amendment, and cancellation of committee membership and any commitment or expenditure of funding (or other support) for project(s).
Objectives of Committees	<p>The role of the Steering Committee is to execute, guide, and monitor the Program, review advisory committee recommendations, assess proposal linkages to the Bipole III transmission project area, make decisions of award(s) for project(s), and amend the program as needed.</p> <p>The Advisory Committee incorporates expertise from academics, the Indigenous community, conservation organizations, Manitoba Hydro and Manitoba Sustainable Development. An administrator will support the Steering Committee and the Advisory Committee.</p>
Administrator	An administrator (Manitoba Hydro - LEA Staff) will support the Steering Committee and the Advisory Committee.
Steering Committee Members	The Steering Committee shall consist of one Chairperson from Manitoba Hydro, Licensing and Environmental Assessment Department (LEA). The Chairperson may appoint (and re-appoint from time to time) committee members, and any other persons as may be deemed necessary (whether on a special assignment or on a full-time basis).



MOOSE STEWARDSHIP CONSERVATION PROGRAM
Terms of Reference

- Chairperson - Manitoba Hydro, LEA Manager
- Member - Manitoba Hydro, LEA Staff
- Member - Manitoba Hydro, IR Staff

Advisory Committee Members

The Advisory Committee shall consist of advisory members to be appointed (and re-appointed from time to time) by the Chairperson of the Steering Committee.

- Facilitator/Member - Manitoba Hydro, LEA
- Member - Sustainable Development - WFB
- Member - Manitoba Hydro - IR
- Member - University Representative
- Member - Indigenous Community Representative
- Member - Conservation Organization Representative

Responsibilities & Duties

Subject to this Terms of Reference:

The Administrator will:

- Issue funding/support for projects approved by Program owner, including without limitation, execution of contractual arrangements with recipients of funding/support and project contractors;
- Manage matters relating to projects and funding/support;
- Monitor and manage, and be responsible for, all finances of the Program, including, without limitation, those relating to delivery and administration of the Program and funding/support of project;
- Scheduling and preparing materials (e.g. agenda, project proposals, evaluation criteria, etc.) for meetings of the Steering Committee and Advisory Committee;
- Administer matters relating to Steering Committee and Advisory Committee – e.g. maintenance of Terms of References receiving and inventorying project proposals, etc.;
- Document Steering Committee and Advisory Committee activities and recommendations, including, without limitation, recordal of minutes of meetings.



MOOSE STEWARDSHIP CONSERVATION PROGRAM

Terms of Reference

The Steering Committee will:

- Maintain an understanding of the intent, scope and approach of the Moose Stewardship Conservation Program;
- Manage and engage membership of the Advisory Committee;
- Participate in committee meetings at a frequency and schedule as required by the Chairperson, and other additional meetings as may be required to ensure a smooth-functioning program;
- Review and evaluate recommendations of the Advisory Committee;
- Review and evaluate proposal merits and linkages to Bipole III transmission project area, and develop and maintain a Proposal Evaluation Matrix;
- Select and recommend project proposal(s) to Owner for funding/support;
- Identify any potential perceived or real conflict of interest;
- Maintain confidentiality of proposed projects during the review and awarding process;
- Conduct annual review of the program to:
 - develop recommendations relative to improvements to the program;
 - review and refine specific criteria to be met by proposals for funding;
 - review and refine a fair and equitable evaluation process for screening of applications ;
 - review and refine proposal application procedures;
 - manage financial allocations;
- Review Report(s) on Projects; and
 - approve program report(s) that outline finances and activities.

The Advisory Committee will:

- Carry out activities as per directions of the Steering Committee;
- Review projects using the Proposal Evaluation Matrix and in consideration of the available budget, work towards a consensus on recommendations to the Steering Committee;
- Provide assistance and advice to the Steering Committee;
- Maintain confidentiality of recommendations during the review and awarding process.

Committee Meetings

- Members of either committee must declare to the Chair(s) or Facilitator at the beginning of each meeting any conflict of interest respecting any item(s) on the agenda;
- Steering Committee members may attend and observe Advisory Committee meetings.