

FISH AND WILDLIFE ENHANCEMENT FUND (FWEF)

GUIDELINES for the WILDLIFE 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 in order to assist applicants in completing and submitting an Application Form under the FWEF to fund a wildlife enhancement initiative.

SUBMISSION DEADLINES AND ADDRESS

Applications are being accepted under the FWEF to fund wildlife enhancement initiatives. The next intake of applications, as well as its related deadline, will depend on how many applications are recommended for funding out of this intake of applications, and how much funding remains in the wildlife enhancement account following this round of funding.

This information will be available by contacting the FWEF Administrator by email or telephone using the information below. Completed applications should be sent or emailed to:

Attention: FWEF Administrator
Water Stewardship Advisory Board Secretariat
Sustainable Development
200 Saulteaux Crescent, Box 15 or FWEF@gov.mb.ca
Winnipeg MB R3J 3W3

Please note that FWEF reserves the right to allocate available funds in any given year based on hunting and trapping licence revenue.

CONTACT

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

Attention: FWEF Administrator
Water Stewardship Advisory Board Secretariat
Sustainable Development
200 Saulteaux Crescent, Box 15
Winnipeg MB R3J 3W3
Phone: 204-782-2915 or 204-945-5156
Email: FWEF@gov.mb.ca

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

Eastern Region
Lac du Bonnet, MB
204.345.1444

Central Region
Gimli, MB
204.642.6091

Northwest Region
The Pas, MB
204.627.8215

Northeast Region
Thompson, MB
204.677.6648

Western Region
Brandon, MB
204.726.6442

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
- Community groups
- Other not-for-profit organizations
- Government agencies
- Rural municipalities
- Crown corporations
- For-profit organizations
- Individuals

PROJECT CATEGORIES - WILDLIFE

Wildlife Development

This category includes projects that enhance, conserve or create wildlife populations in Manitoba.

Wildlife Habitat Rehabilitation/Conservation/Enhancement

This category includes projects involving conservation, preservation, maintenance, rehabilitation, enhancement and monitoring of wildlife habitat, including the construction or maintenance of infrastructure in wildlife management areas.

Wildlife Habitat Protection

This category includes any project that seeks to protect wildlife habitat. This category can include projects that seek to acquire property or an interest in property, by purchase, lease or other means, in order to protect a critical wildlife habitat.

Wildlife Stock Assessment/Monitoring/Harvest Rates

This category includes projects involving one-time assessments and on-going monitoring of wildlife populations and harvest rates to aid in wildlife management decisions.

Wildlife Research

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

Wildlife Education

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

Wildlife Outreach/Stewardship

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

Wildlife Harvest Reduction Strategies

This category includes projects that examine wildlife harvest reduction strategies which can increase wildlife populations.

Hunter and Trapper Education Programs

This category includes projects which promote or develop hunter and trapper education programs.

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 wildlife resources
- encourage local involvement and participation in wildlife and/or wildlife habitat conservation and enhancement activities
- be consistent with existing cooperative agreements with other agencies or the private sector (i.e. lodge owners, Aboriginal 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 Sustainable Development 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 wildlife migration and wildlife 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 Assessment and Licencing
Sustainable Development
123 Main Street, Suite 160
Winnipeg MB R3C 1A5
Phone: 204-945-8321

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 wildlife enhancement initiative categories listed on pages 3 and 4;
- 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.

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.

The Wildlife Enhancement Subcommittee will not pay for overhead charges by educational institutions or any other project partner.

REVIEW PROCESS/CRITERIA AND EVALUATION

Applications for Funding are reviewed by the Wildlife Enhancement Subcommittee with input from Sustainable Development Wildlife and Fisheries Branch. The Wildlife Enhancement Subcommittee scores each application/project and makes recommendations for funding. The recommendations are then forwarded to the Minister of Sustainable Development for approval. Approval may be conditional upon project modification or necessary external approvals, permits and/or licences.

Applicants are notified when:

- 1) Their application is received.
- 2) There is additional information required.
- 3) Their proposal will be reviewed by the Wildlife Enhancement Subcommittee.
- 4) Their proposal is not recommended for funding.

Applications are evaluated using a scoring system based on benefits to wildlife populations or wildlife habitat, project merit, etc.

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 an applicant does not comply with the Grant Funding Agreement, termination of the Agreement may be necessary. In such an event, the applicant will be required to reimburse FWEF for all funds received to date by the applicant.

PAYMENT PROCESS

10% Holdback

For most approved projects, FWEF 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 8 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 FWEF for the 10% and/or excess funds to be re-directed to this project must be submitted in writing to the FWEF Administrator for Wildlife Enhancement Subcommittee 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 FWEF 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, the applicant must submit a new FWEF 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 FWEF Administrator.

Milestone Payment Process

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 submissions (see below - Monitoring and Reporting).

MONITORING AND REPORTING

Applications for Funding must contain monitoring protocols. 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 Reports

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

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

Sustainable Development Wildlife and Fisheries Branch and/or the Wildlife Enhancement Subcommittee reserve 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 Wildlife 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 (please see page 9).

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, 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 letter signed by the Minister advising 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 and make a recommendation to the Minister. 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: FWEF Administrator
Water Stewardship Advisory Board Secretariat
200 Saulteaux Crescent, Box 15
Winnipeg MB R3J 3W3

Attn: FWEF Chair

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 Wildlife Enhancement Subcommittee not to Applicant's project to the Minister of Sustainable Development 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 letter 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 APPLICANT)

Telephone No.: _____

Facsimile No.: _____

E-Mail Address: _____

(APPLICANT'S REPRESENTATIVE'S SIGNATURE)

(NAME OF PROJECT)