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Habitat Stewardship Program – Species at Risk Stream

2018–2019

Application Guidelines



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1. Background

One of the Government of Canada's conservation results is the recovery of species at risk. The Habitat Stewardship Program (HSP), established in 2000, delivers on this results by providing funding for projects submitted by Canadians that contribute directly to the recovery objectives and population goals of species at risk listed on Schedule 1 of the *Species at Risk Act* (SARA). In order to better align with its core responsibility of conserving nature, the funding program priorities were adjusted for the 18-19 fiscal year. Activities must take place on private land, provincial Crown land, Indigenous land or in aquatic environments across Canada.

This document provides general program information and requirements for making an application to the HSP SAR Stream 2018–2019 funding year.

Proposals will be evaluated in the context of the regional and national funding priorities included in this document. Please contact your HSP Regional Coordinator (see [Appendix 1](#)) to learn more about specific regional information and priorities.

For general information about the HSP, please consult the [program website](#) or send your specific questions to ec.pih-hsp.ec@canada.ca.

2. Program Objectives, Expected Results and Priorities

Objectives

The underlying objectives of the HSP SAR Stream are to:

- Support habitat projects that benefit SAR;
- Enable Canadians to become actively and concretely involved in stewardship projects for SAR that will result in tangible and measurable conservation benefits; and
- Improve the scientific, sociological and economic understanding of the role that stewardship has as a conservation tool.

Expected Results

In order to be eligible, proposed projects must demonstrate how they contribute directly to the recovery objectives and population goals of species at risk. Further, the proposal should include one or more of the elements below, and describe how they contribute to the species' recovery objectives and population goals:

- Important habitat¹ for SAR recovery is secured or otherwise protected;
- Important habitat¹ for SAR recovery is improved (restored/enhanced) and/or managed to meet their recovery needs;
- Threats to SAR and/or their habitat that are caused by human activities are stopped, removed and/or mitigated; and

¹ The program defines "important habitat" for SAR Stream as habitat that is considered as candidate for Critical Habitat or habitat that is important for the species but that is not actually identified in a recovery strategy/action plan/management plan.



- Project benefits are sustained over time by engaging Canadians (landowners, resource users, volunteers) to participate directly in activities that support the recovery of SAR.

National Priorities

The national priorities for the HSP SAR Stream are projects that focus on the following:

- Implementation of priority activities described in recovery strategies, action plans or management plans;
- Implementation of multi-species projects with a focus on ecosystem-based recovery initiatives²;
- Implementation of projects involving collaboration among multiple stakeholders/partners;
- The recovery of species at risk and threats to species at risk included as part of an international agreement³;
- Activities that address the impacts or respond to the threats of climate change as described in recovery strategies, action plans or management plans.

Regional Priorities

In 2018-2019 all species at risk funding programs (the Habitat Stewardship Program for Species at Risk, the Aboriginal Fund for Species at Risk, and the Interdepartmental Recovery Fund) have adopted a common tiered approach for regional priorities that will be used to guide the selection and prioritization of proposals for the funding of **terrestrial stewardship projects**. The tiered prioritization approach applies to projects in terrestrial environments only. The approach to regional priorities for **aquatic stewardship projects** remains unchanged in 2018-2019.

Terrestrial projects:

For the 2018–2019 funding year, [regional terrestrial priorities](#) have been tiered based on their importance to regional objectives:

- Tier 1: Focal Landscapes: Projects taking place within regional focal landscapes
- Tier 2: Overarching priority species, sectors and threats: Projects focusing on overarching priority species, sectors and threats
- Tier 3: Existing regional priorities: Projects focusing on existing terrestrial regional priority areas, species and/or threats that are not addressed by the new Tier 1 or Tier 2 priorities.

Please see [maps](#) for visual representation of the Tier 1 Focal landscapes and Tier 3 regional priority areas.

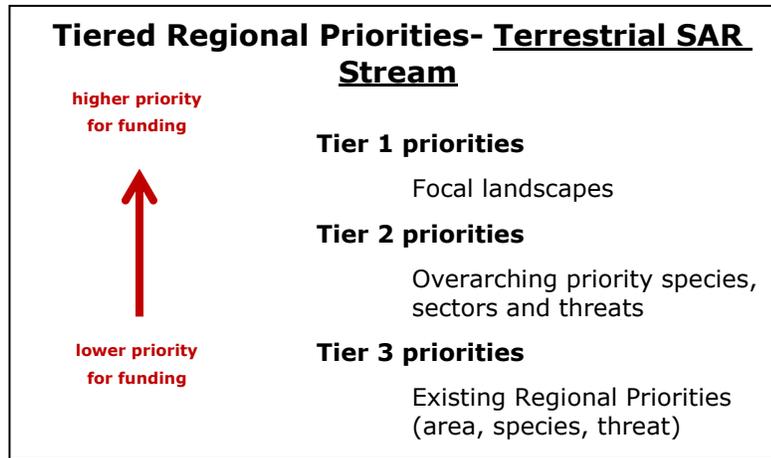
See the [HSP 2018 – 2019 National Call for Proposals](#) for more information on criteria used to select regional priority focal landscapes, species, sectors and threat.

² Projects which demonstrate a focus on ecosystem-based recovery initiatives should show an awareness of the importance of the surrounding habitat/environment and/or show they are part of a larger ecosystem approach or plan.

³ International agreements in this context are understood to be formal, national in scope, and for which the Government of Canada is a signatory (for example, Strategies, Conservation Plans, etc. formalized through a Memorandum of Understanding or a Letter of Intent).



Emphasis this year will be placed on projects that address regional priorities, with HSP targeting its funds for **terrestrial** projects to Tier 1 and Tier 2 priorities, as illustrated in below:



Please see the [regional priority table](#) or contact your [Regional Coordinator](#) for more information on the 2018 – 2019 regional priorities for terrestrial projects.

Aquatic projects:

For the 2018-2019 funding year, the format for regional priorities for aquatic projects has not changed. Projects will continue to be evaluated against existing regional priority species, areas and/or threats listed in the [regional priority table](#). The majority of aquatic funds will go to projects that address these regional priorities. Please contact your [Regional Coordinator](#) for more information on all of the program's priority activities, areas and threats.

3. Eligible Recipients

Canadian non-governmental organizations, Indigenous organizations and communities, individuals, private corporations and businesses, as well as provincial, territorial, and municipal governments, and provincial Crown corporations are eligible for funding.

If your proposed project is expected to take place on Indigenous land, either entirely or partially, and you are a non-Indigenous organization, individual and/or you have no rights to the land (e.g., through a permit, lease and/or as a Certificate of Possession holder), you must provide signed letter(s) of support from the affected community, Band or First Nation.

Federal departments, agencies and federal Crown corporations are not eligible to receive HSP funds.

4. Eligible Species

Only proposed projects targeting species listed as Endangered, Threatened and of Special Concern on Schedule 1 of SARA will be eligible for SAR Stream funding. For terrestrial projects, preference will be given to projects with activities taking place in regional Tier 1 focal landscapes or species identified as regional Tier 2 priorities.



Projects targeting species that have been assessed by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) as at risk, but have not yet been listed on Schedule 1 of SARA, are ineligible for funding under the HSP SAR Stream.

Any species that the Governor in Council has declined to list on Schedule 1 of SARA is **not** eligible for funding under the HSP SAR Stream.

For the most up-to-date list of species listed on Schedule 1 of SARA, as well as their recovery strategies, action plans and management plans, please consult the [Species at Risk Public Registry](#).

5. Eligible Activities

You must select from the following activity categories in your application. The examples listed below each activity category are eligible options to consider and pertain to both aquatic and terrestrial environments, with few exceptions. Activities that do not fall under these categories are subject to approval. You should consult your [Regional Coordinator](#) if you would like to undertake activities other than those listed below.

Activity Categories

- **Habitat Protection:** Through acquisition (purchase or donation) or other securement means; protecting SAR habitat by assisting recipients in acquiring properties or establishing conservation easements, leases or other types of agreements with property owners.

Non-legally binding measures

- Protection of land through a written conservation agreement

Legally binding measures

- Securing land by acquiring title (fee simple)
- Securing land by an easement, covenant or servitude
- Securing land through a lease
- **Habitat Improvement:** Enhancing or restoring habitat of SAR; changing land/water management or land/water use practices to benefit SAR and improve habitat quality.
 - Restoration, enhancement and/or management of SAR habitat
 - Vegetation planting or removal of exotics/invasive species in the habitat of, in the immediate area of, and for the direct benefit of a known SAR
 - Residence creation (hibernacula, bird boxes, turtle nests, etc.)
 - Implementation of beneficial management practices or land/water use guidelines
- **Human Impact Mitigation:** Direct intervention for SAR under immediate threat from human activity or proactive/preventative activities
 - Prevention of damage to SAR habitats (riparian or terrestrial) (e.g. educational signage)



- Protection and rescue⁴/prevention of harm to SAR (disentanglement, nest relocation, enabling species migration around roadways, fences for the exclusion of habitat disturbances, etc.)
- Application of modified or new technology to prevent accidental harm (e.g., using modified harvesting methods to reduce incidental take of SAR)
- **Program Planning and Development:** Developing SAR conservation strategies, land use guidelines/best practices, and planning the implementation of stewardship programs, including target audience engagement strategies.
 - Development of SAR conservation strategies to improve habitat and reduce threats
 - Planning of stewardship programs, including target audience engagement strategies
 - Compilation and dissemination of resource/land use guidelines and beneficial management practices

- **Surveys, Inventories and Monitoring:** Activities such as identifying potential sites for habitat restoration; or assessing the presence of a SAR and its habitat in order to target, design and carry out a current (or future) stewardship project.

*These activities will only be funded if they are part of a larger stewardship project that is clearly defined in the proposal and that will be implemented within the next two years.**

- Identifying potential sites for habitat restoration; includes mapping and analysis (needed to support SAR stewardship activities)
- Assessing the presence of SAR through surveying and/or monitoring
- Creation and/or maintenance of inventories or databases for habitat and species data
- Collection of Traditional Ecological Knowledge

***Note:** Section 4.2 of the online Application Form enables you to demonstrate how your surveys, inventories and monitoring activities will lead to conservation of the species' habitat within the two-year time frame.

- **Project and Program Evaluation:** Assess the social and biological results and effectiveness of stewardship activities.
 - Conduct project or program results assessment(s)
- **Outreach:** Providing information to appropriate target audiences on specific actions to be taken to protect SAR; raising awareness about SAR conservation needs; educating resource users about alternative methods that minimize impacts on SAR and their habitat; promoting stewardship at the community level to improve attitudes and change behaviour.

*The activity should lead to direct SAR recovery action; general outreach or non-targeted activities are not eligible.**

- Development of targeted outreach materials emphasizing the importance of SAR and the benefits of the action to be undertaken
- Training of individuals/community members in stewardship practices related to SAR
- Informing and engaging community members/target audiences (e.g., land managers, fishers, resources users) about their role in SAR recovery

⁴ Some rescue activities may only be approved if carried out by qualified professionals or established networks. Applicants wishing to include rescue activities in their application should submit an Expression of Interest and discuss with their Regional Coordinator



- Engage landowners directly in future habitat protection activities

***Note:** Section 4.4 of the online Application Form enables you to demonstrate how your outreach activity will lead to on-the-ground recovery action.

Important:

- For species with draft or completed recovery strategies, action plans or management plans, activities must be closely linked to prescribed recovery actions in those documents.
- Activities under the outreach category must clearly demonstrate that they are focused and targeted on achieving the goals of recovery for target SAR.
- The creation of promotional merchandise (such as hats or mugs) is not eligible for HSP SAR Stream funding.
- Any proposed outreach or awareness-building activity will need to be framed as a necessary component of a larger project plan, unless they are sufficiently targeted and well supported to stand alone. Project proposals will need to describe in detail how each outreach activity will lead to action in implementing on-the-ground species recovery and include a plan for measuring the implementation, either within the time frame of the project, or within a defined period afterward. Instructions on how to demonstrate this aspect of your outreach activities are included in the online Application Form (section 4.4).
- Scientific research activities, captive breeding, captive rearing, fish hatcheries, aquaculture activities and extirpated species reintroductions, the development of Recovery Strategies or Action Plans, including the identification of Critical Habitat (as required under SARA) are **not** eligible for HSP SAR Stream funding.

6. Consolidating Projects and Multi-Year Funding

If an applicant wishes to submit more than one project under the HSP SAR Stream, it is encouraged to consolidate multiple, small proposals on the same target species or in the same priority area into a single, large application that outlines the different priority activities.

Projects are administered at the regional scale. Applicants whose project crosses regional boundaries should identify a primary region based on where the majority of activities will take place.

Multi-year project proposals are encouraged because they consider the longer-term conservation outcome and, once approved, offer assurance of funding from one year to the next, provided the project remains on track.

Current recipients of HSP multi-year funding can apply to receive additional HSP funding to undertake new and additional activities as part of their current project, by way of an amendment to their existing contribution agreement. Contact your [Regional Coordinator](#) for details.

7. Matching Contributions

You must obtain contributions of non-federal support (cash and/or in-kind) to obtain HSP SAR Stream funds.



- Provincial agencies, non-governmental organizations, private landowners, the private sector, and you, the applicant, are all eligible sources of matching funds.
- **A minimum of 1:1 matching contributions (from non-federal sources) is required** (\$1 confirmed match for \$1 HSP funding). However, preference will be given to projects with matching contributions in excess of 1:1 and to projects with higher cash-matching contributions in relation to in-kind contributions.
- For **multi-year projects**, the program's requirement for matching contributions is based on the ability of the applicant to obtain that support **over the entire length of the project**, and approval is not contingent on securement of all matching funds up front.⁵
- Federal funds (e.g., EcoAction, Aboriginal Fund for Species at Risk [AFSAR] and federal funds administered by third-party non-governmental organizations) are **not** eligible as matches for HSP SAR Stream funding.
- Please note that Band contributions for both aquatic and terrestrial projects are considered as eligible sources of matching contributions. The Aboriginal Aquatic Resource and Ocean Management (AAROM) program contributions (for aquatic projects only) are also considered as eligible sources of matching contributions.
- All proposed contributions must be listed in your proposal. If your HSP SAR Stream application is successful, all confirmed contributions must be identified in the Contribution Agreement you will sign with Environment and Climate Change Canada. If the applicant is not sure where the funding will come from precisely at the time of application, he or she can specify "Anticipated funding from other project funders."
- Examples of in-kind resources are equipment loans, donations of building materials and volunteer labour. In-kind costs should be associated only with the portion used in the project, not the total cost of the materials and supplies. For specifics on the eligibility of and limitations on in-kind resources, please contact your HSP Regional Coordinator ([Appendix 1](#)).

8. Project Funding and Eligible Expenses

Project Funding

Funding is variable and dependant on project activities. In an effort to promote collaboration and multi-year projects, the minimum funding request suggested for new and multi-year projects is \$25,000.

Please note: Funding decisions are not likely to be made in advance of a spring field season. Applicants are strongly encouraged to consider the potential impact of variable funding announcements on proposed project activities and budgets.

Please contact your [Regional Coordinator](#) if you have concerns for minimum funding amounts or the potential impact of notification-timing for funding decisions.

⁵ Note that each year's match will be verified. If the match is insufficient by the last year of the project, the final year's funding may be reduced accordingly.



Eligible Expenses

For all eligible expenses, only those deemed to be a reasonable share for completing the project shall be considered eligible.

Eligible expenses may include reasonable and properly itemized costs for:

- **Salaries and wages**
 - Salaries and benefits (directly associated with the project activities)
- **Management and professional service costs**
 - Accounting, appraisal, Elders/knowledge-holders fees, insurance (related to the project), land surveys, legal (other than litigation) costs, official languages translations⁶ and other professional fees (other than travel)
- **Contractors**
 - Consultants and contractors fees associated with the project (subject to regional limits)
- **Travel**
 - Travel expenses (to a maximum of current Treasury Board Secretariat rates), including mileage and accommodation
- **Materials and supplies costs**
 - Includes equipment purchase costs under \$10,000
- **Communication and printing, production, and distribution costs**
- **Equipment rentals**
 - Lease, rental and/or repair (subject to regional limits)
 - Vehicle rental and operation costs
- **Purchase of capital assets**
 - Equipment purchase costs over \$10,000
- **Land acquisition, leases, easements, covenants, servitudes**
 - Funding towards conservation agreements
 - May include appraisal fees and legal costs
- **Costs of preparing an independent financial accounting report (where the report is required)**
 - Projects over \$100,000 may be required to submit an independently verified financial report at the end of the project
- **Overhead**
 - Administrative costs (salaries and benefits of support staff, office utilities and rent, etc.) directly attributable to the carrying out of the project up to a maximum of 10% of the HSP SAR Stream contribution; note that overhead costs are not included as part of the other eligible expenditures categories.
- **Other costs**

⁶ Translation costs for other languages (e.g., Inuktitut) may be eligible; contact your Regional Coordinator for further information.



- Meeting and training fees (e.g., materials and hall rental), and registration fees for courses, conferences, workshops or seminars
- **Further disbursement of Environment and Climate Change Canada (ECCC) funding to final recipients**
 - Organizations wishing to coordinate work for a specific species or threats, or within a certain geographic area may wish to consider a further disbursement project. A further disbursement project is one where a recipient distributes funds to third parties by means of their own competitive contribution-type program and agreements. Please contact your Regional Coordinator for further details.

Note:

- GST/HST is an eligible project expenditure, therefore ECCC may reimburse recipients for the taxes they paid while undertaking the activities of the agreement. The amount of ECCC's contribution includes the reimbursement for GST/HST. For example, if ECCC's contribution is \$25,000, this \$25,000 includes ECCC's reimbursement for all eligible expenditures including GST/HST. ECCC will **not** reimburse the recipient \$25,000 plus GST/HST; the \$25,000 is all-inclusive.
- The use of universal day rates is **not** accepted. Costs must be broken down by expense category in order for the Contribution Agreement to be considered legally binding after signing. When costs are broken down into their respective categories, various clauses are triggered in your Contribution Agreement.
- Costs, other than those identified herein, are ineligible unless specifically approved in writing by the Minister of Environment and Climate Change or his or her delegate at the time of project approval and are necessary for the successful completion of the project.

9. Other Requirements

Non-federal Lands

Funds cannot be used for activities on federal lands (e.g., National Parks, National Wildlife Areas); however, First Nation Reserve lands are considered eligible lands under the HSP SAR Stream.

Canadian Environmental Assessment Act, 2012

The Canadian Environmental Assessment Act, 2012 (CEAA 2012) requires departments to determine whether the carrying-out of a project on federal lands (e.g., First Nation reserve lands in the case of HSP) is likely to cause significant adverse environmental effects. Consult your HSP Regional Coordinator to help you evaluate whether the consideration of the environmental effects of a project may be required under CEAA 2012.

<http://ceaa-acee.gc.ca/default.asp?lang=en&n=6E01A733-1&offset=3&toc=hide>

Overlap with Other Federal Funding Programs

You can only receive funding from one federal funding program for each proposed activity. Any applications submitted to the other federal funding programs (e.g., AFSAR, Interdepartmental Recovery Fund, Recreational Fisheries Conservation Partnerships Program, EcoAction, etc.) must be for different activities than those listed in your HSP SAR Stream application.



10. For Accepted Applications

Once you have received confirmation of approval of your project, you will be required to submit additional information, including but not limited to the following:

Cash Flow Statement

You will be required to develop a detailed cash flow statement of all sources of revenue (including all in-kind contributions) and expenditures that are part of the approved project.

Reporting Obligations

The Contribution Agreement, between your organization and ECCC, will specify project report deadlines and will include the required forms. Reporting will be completed online, and you will need to provide regular progress reports, annual reports (for multi-year projects) as well as a final report at the end of the project. These reports will describe your project revenue, expenses, and accomplishments of the project towards direct and intermediate outcomes.

Direct outcomes (basic quantifiable project achievements) include:

- total land area secured, protected, improved or restored,
- number of SAR targeted for protection,
- SAR monitoring results
- number of individuals directly or indirectly engaged through outreach

Intermediate outcomes (longer-term indicators of effectiveness of project activities in supporting the recovery of SAR and their habitats) include:

- effectiveness of stewardship agreements in improving habitat quality
- effectiveness of management or restoration actions or threat reduction activities
- effectiveness of directed outreach efforts in improving stakeholder engagement

Outcomes and accomplishments must be reported using the performance indicators identified in the Contribution Agreement. It is important to note that different projects may have different reporting requirements. Your HSP Regional Coordinator will advise you on specific reporting requirements.

SAR Survey Data Sharing

You will be required to provide species occurrence or habitat data collected using HSP funds to your provincial/territorial wildlife data repository centre and to ECCC, Fisheries and Oceans Canada, or Parks Canada, if relevant to your project. You will be asked to confirm in your final report the submission of data to provincial/territorial wildlife data repository centres. Your HSP Regional Coordinator can inform you of the necessary procedures.

Intellectual Property Rights

Any intellectual property that you create as part of this project remains your property. However, ECCC may negotiate terms in the Contribution Agreement for sharing this intellectual property.

Permitting

You will be responsible for obtaining the appropriate permits associated with your project from relevant federal and/or provincial authorities (including those required under SARA, the *Fisheries Act*, the *Migratory Birds Convention Act*, and any other provincial wildlife acts that may apply) wherever your project triggers the need for a permit (e.g., it could impact SAR).

Funding decisions are not likely to be made in time for the beginning of the field season, and as permits take time to arrange, you should address this need several months before the project



start date to reduce delays once a funding announcement is made (see [the SARA registry](#) and consult your HSP Regional Coordinator ([Appendix 1](#))).

Public Acknowledgement

You are responsible to provide Regional Coordinators with final copies of any document or material utilizing the Government of Canada (GC) identifier, Canada wordmark and/or acknowledgement statements prior to printing or distribution, for Regional Coordinator approval of the use of said logos and/or acknowledgement statements. The HSP Regional Coordinator ([Appendix 1](#)) will need to be consulted prior to making any communications products such as publications, public information releases, advertising, promotional announcements, activities, speeches, lectures, interviews, ceremonies and websites. All such communications products originating from your project must acknowledge the GC's contribution by displaying the GC identifier with the public acknowledgement text, along with the Canada wordmark.

Official Languages

The [Official Languages Act](#) (Part VII) requires that the Government of Canada promote both official languages and enhance the vitality of Official Language Minority Communities ([OLMC](#)) across Canada. It is recognized that projects or organizations funded by Environment and Climate Change Canada through a grants and contributions program may:

- have an impact on OLMC; and/or
- provide potential opportunities to promote the use of both English and French; and/or
- make it possible to promote Canada's bilingual nature.

Applicants whose project may be delivered in a geographic area with OLMCs or which includes any public events, signage, promotional or other communications may need to consider official language requirements, for example:

- Offer materials produced with project funds (brochures, kits, handouts, newsletters, reports, etc.) in both official languages
- Have directional and educational signs produced in both official languages
- Offer workshop facilitation in both official languages

Any cost related to official language translation is an eligible cost under the program.

Applicants will be required to complete the [Official Language Questionnaire](#) for Funding Applicants (Section 7 of the application form) in order to assess the official language requirements that may apply to the project. Applicants should discuss any potential official language requirements and opportunities with their Regional Coordinator.

11. How Projects Are Reviewed

As the demand for funding from the HSP SAR Stream regularly exceeds the funds available, there is no guarantee that your project will be funded. Every effort will be made to provide you with the earliest possible notice once a decision has been made. Applicants are strongly encouraged to work with their Regional Coordinators and submit an Expression of Interest (section 13), to ensure projects meet the national and regional priorities.



General

Regional Implementation Boards review project proposals based on a range of considerations:

- **Program objectives**
 - Eligibility requirements for i) applicants, ii) activities, iii) expenses, iv) matching funds, etc.;
 - Alignment with [regional priorities](#) for the region where the work is to take place;
 - Alignment with the tiered approach to regional priorities for terrestrial projects; and
 - Alignment with the program's national priorities for terrestrial and aquatic activities.
- **Quality criteria**
 - Links to conservation activities identified in recovery strategies/action plans for endangered or threatened species, or management plans for species of special concern, where these documents exist;
 - Applicant's ability to plan, manage and complete projects successfully (e.g., description of the issues and solutions to be implemented);
 - Appropriateness of budget and schedules. These must be realistic given the time frame and objectives of the project;
 - Clarity, conciseness and quality of the application;
 - Other funding sources (matching contributions) and the respective amounts or demonstration of the applicant's ability to raise funds from non-federal sources;
 - Implementation of evaluation and performance measures;
 - Coordination with other habitat conservation programs, for both recovery actions and cost-efficiency; and
 - Other regional considerations.

Proposal Evaluation Criteria

Eligible applications will be evaluated and prioritized using the following criteria:

- 60% for alignment with program objectives, including national and tiered regional priorities; and
- 40% for quality criteria related to program and project administration criteria of the project proposal.

Please note: The ability of applicants to complete all reporting and administration requirements under the Habitat Stewardship Program will be considered during the evaluation. To this end project evaluators will consider past performance in meeting reporting and administration deadlines for all contribution agreements with ECCC. Inability to these reporting requirements may result in disqualification of an applicant for future funding.

A high-quality project is one that:

- Addresses and delivers stewardship directly related to the regional priorities. For terrestrial projects this includes tiered priorities and for aquatic projects this includes existing regional priorities;
- Addresses national priorities;
- Integrates with and supports other existing stewardship programs;



- Implements high-priority stewardship activities listed in recovery strategies and action plans or other SAR management and conservation plans;
- Addresses the Critical Habitat of a regional priority species or in a regional priority area;
- Benefits multiple species, with targeted species being listed on Schedule 1 of SARA;
- Was developed with the involvement of recovery expert(s) for the target SAR and/or with the understanding of recovery activities outlined in recovery documents;
- Has secured over 50% of total project funding from non-federal sources (in-kind and cash);
- Has secured over 50% of total matched funding from non-federal sources in cash;
- Has a proposal presented in a clear and logical manner;
- Has a well-developed workplan;
- Has a plan to measure project results;
- Demonstrates a high degree of local and regional support from a variety of partners;
- Involves individuals and communities with local experience/knowledge; and
- Has a high likelihood of success based on applicant experience and realistic deliverables.

12. To Apply

See The [Habitat Stewardship Program for Species at Risk: 2018–2019 Call for Proposals](#) for specific deadlines.

Expression of Interest

Prior to submitting a complete proposal to the HSP SAR Stream, applicants are encouraged to submit an [Expression of interest](#) (EOI), particularly for terrestrial projects to clarify the new tiered priority system. The EOI is not a mandatory requirement but will give you the opportunity to receive feedback on your proposal and to verify that it is aligned with national and regional priorities and program expected results.

This process will improve the quality of the proposal, but it does **not** guarantee that the project will receive funding. Applicants are strongly encouraged to contact their HSP Regional Coordinator during the EOI phase. All EOIs must be submitted by the EOI deadline. Early submissions are encouraged!!

Application Form

To apply to the HSP SAR Stream, **you must fill in the Application Form online at www.recovery.gc.ca/HSP-PIH**. Request login information from your HSP Regional Coordinator ([Appendix 1](#)). Please contact your HSP Regional Coordinator to discuss other options for submission of your application if you lack Internet access, or if you would like a hard copy of the Application Form for reference.

Please note that extensions to the application deadline will not be granted due to personal considerations, minor technical malfunctions, or other reasons. Applicants are encouraged to



submit their applications early as online systems can become slower as the deadline nears due to a high volume of proponents accessing the system.

Due to Government of Canada policy, communication with applicants regarding proposal status during the project review and selection phase is prohibited until the final administrative approvals have been granted. All successful applicants will be notified as soon as funding decisions have been made, and negotiation of the Contribution Agreement will follow. Unsuccessful applicants will be notified after all funding decisions are finalized. The program is unable to reimburse applicants for any expenses incurred prior to the official notification.

Additional Information

Please see the following websites for additional information that may be useful for your application:

- [Habitat Stewardship Program](#)
- [List of Species at Risk listed on Schedule 1 of SARA](#)
- [List of Species at Risk recovery strategies and action plans](#)
- [SARA Permitting information](#)
- [Aquatic Species at Risk](#)

If you have any further questions, please contact us at ec.pih-hsp.ec@canada.ca or contact your Regional Coordinator ([Appendix 1](#)). Please note that Regional Coordinators are only available to answer questions during regular business hours, local time.



Appendix 1: HSP Regional Coordinators

<p><i>New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador</i> Sheri Faulkner Jackson (Terrestrial projects) Environment and Climate Change Canada Canadian Wildlife Service P.O. Box 6227 17 Waterfowl Lane Sackville, NB E4L 1G6 (506) 364-5198 Sheri.Faulkner@canada.ca</p>	<p><i>New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador</i> Sydney Worthman (Aquatic projects) Environment and Climate Change Canada Canadian Wildlife Service 6 Bruce Street Mount Pearl, NL A1N 4T3 (709) 772-4221 Sydney.Worthman@canada.ca</p>	<p><i>Quebec</i> Jérôme Desrosiers Environment and Climate Change Canada Canadian Wildlife Service 801-1550 d'Estimauville Avenue Québec, QC G1J 0C3 (418) 648-7410 Jerome.Desrosiers@canada.ca</p>
<p><i>Ontario</i> Kim Laird Environment and Climate Change Canada Canadian Wildlife Service 4905 Dufferin Street Downsview, ON M3H 5T4 (416) 739-4986 Kim.Laird@canada.ca</p>	<p><i>Manitoba and Saskatchewan</i> Ron Bazin Environment and Climate Change Canada Canadian Wildlife Service 123 Main Street, Suite 150 Winnipeg, MB R3C 4W2 (204) 984-0863 Ron.Bazin@canada.ca</p>	<p><i>Alberta</i> Carmen Callihoo-Payne Environment and Climate Change Canada Canadian Wildlife Service Eastgate Offices 9250 - 49 Street Edmonton, AB T6B 1K5 (780) 951-8672 Carmen.Callihoo-Payne@canada.ca</p>
<p><i>British Columbia</i> Ivy Whitehorne Environment and Climate Change Canada Canadian Wildlife Service 5421 Robertson Rd, RR 1 Delta, BC V4K 3N2 (604) 350-1939 ivy.whitehorne@canada.ca</p>	<p><i>Yukon</i> Saleem Dar Environment and Climate Change Canada Canadian Wildlife Service 91782 Alaska Highway Whitehorse, YK Y1A 5B7 (867) 393-7976 Saleem.Dar@canada.ca</p>	<p><i>Northwest Territories and Nunavut</i> Dawn Andrews Environment and Climate Change Canada Canadian Wildlife Service 5019 – 52nd Street P.O. Box 2310 Yellowknife, NT X1A 2P7 (867) 669-4767 Dawn.Andrews@canada.ca</p>



Appendix 2 – Official Language Questionnaire for Funding Applicants

Please respond to the questionnaire and provide your answers to your Regional Coordinator early in the application process to allow the assessment of your project's official language requirements. .

Q1. Is your **organization** international, national, provincial or territorial in scope?

YES NO

Additional information:

Q2. Is the **project** international, national, provincial or territorial in scope?

YES, proceed to Q4 NO, proceed to Q3

Additional information:

Q3. Is the project delivered in a **geographic area** with official language **minority** communities?

I don't know : [Map](#).

YES, proceed to Q4 NO, proceed to Q9

Additional information:

Q4. Is the project's **target audience** composed of individuals or groups belonging to **both** official language communities?

YES, proceed to Q6 NO, proceed to Q5

Additional information:

Q5. Is the **target audience** composed of individuals or groups belonging **exclusively** to an official language minority community?

YES, proceed to Q6 NO, proceed to Q6

Additional information:

Q6. Do the project activities include any **public events, signage, promotional** or other **communication** activities?

YES, proceed to Q8 NO, proceed to Q7

Additional information:

Q7. Could the project activities **concern, impact** or **interest** official language **minority** communities in your area?

YES, proceed to Q8 NO, proceed to Q9

Additional information:

Q8. Please **consult** the official language **minority** communities within the project scope. Is there an **opportunity** for their **involvement**? Are they interested in participating?

YES NO

Additional information:

Q9. Do you currently offer **activities** or **services in both official languages**?

YES, please complete the table on the following page NO

Additional information:



Appendix 2 – cont’d

Which of the following activities or services do you currently offer in both official languages?

COMMUNICATION	100%	75%	50%	25%	0%	n/a
Website and/or social media account(s)						
Materials (brochures, kits, handouts, newsletters, reports, etc.)						
Directional and educational signs						
Advertising in official language minority community (OLMC) media (newspapers, radio, social media)						
Offer workshop facilitation						
Send out invitations						
Include translation costs in your budget						
Have a bilingual project coordinator or other bilingual staff	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal		<input type="checkbox"/> n/a	
Other communication activities (please specify):						
ACTIVITIES AND OUTREACH	100%	75%	50%	25%	0%	n/a
Include one or more OLMCs in invitations to events						
Include members of one or more OLMCs as in-kind or cash partners in projects						
Include one or more OLMCs in project target groups						
Include costs associated with travel to OLMCs in your budget						
Provide a bilingual MC at events						
Other activities (please specify):						



Appendix 3: HSP SAR Stream Regional Priorities

HSP Regional Priorities - Terrestrial							
		Region					
		Atlantic	Quebec	Ontario	Prairies	Pacific	Northern
Tier 1 Priorities – Focal Landscape		Southwest Nova Scotia	St. Lawrence Lowlands	Long Point Walsingham Forest	Milk River Watershed (South of Divide) - Saskatchewan	Dry Interior Southwest BC	No Focal landscape identified in the Northern Region at this time
Tier 2 Priorities – Overarching Priority Species, Sectors and Threat		<p>Priority Species:</p> <ul style="list-style-type: none"> - Woodland Caribou, Boreal population (<i>Rangifer tarandus caribou</i>) - Woodland Caribou, Southern Mountain population (<i>Rangifer tarandus caribou</i>) - Western Chorus Frog, Great Lakes/St-Lawrence-Canadian Shield population (<i>Pseudacris triseriata</i>) - Bats (<i>Myotis lucifugus</i>, <i>Perimyotis subflavus</i>, <i>Myotis septentrionalis</i>) - Wood Bison (<i>Bison bison athabascae</i>) - Sage Grouse (<i>Centrocercus urophasianus urophasianus</i>) - Monarch (<i>Danaus plexippus</i>) <p>Priority Sectors:</p> <ul style="list-style-type: none"> o Forestry sector o Agriculture sector o Urban Development sector <p>Priority Threat:</p> <p>Invasive species</p>					
Tier 3 Priorities – Existing Regional	Species	<ul style="list-style-type: none"> • Cyanolichens (SARA-listed Atlantic Populatio 	<ul style="list-style-type: none"> • American Ginseng • Chimney Swift • Various species of turtles including Wood Turtle 	<ul style="list-style-type: none"> • Acadian Flycatcher • Massasauga Rattlesnake • Henslow's 	<ul style="list-style-type: none"> • Loggerhead Shrike 	<ul style="list-style-type: none"> • Vancouver Island Marmot 	<ul style="list-style-type: none"> • Other Caribou listed under Schedule 1 of SARA found in the Northern Region: Peary Caribou, Woodland Caribou



Priorities (area, species, threat)		ns) <ul style="list-style-type: none"> • Piping Plover • SARA-listed Turtle species 		Sparrow			(Northern Mountain pop.), and Barren-ground Caribou (Dolphin and Union Pop.)
	Area	<ul style="list-style-type: none"> • Coastal Beaches, Dunes and Marshes • Forested habitat • Limestone Barrens • Saint John River Watershed 	<ul style="list-style-type: none"> • Magdalen Islands • Monteregian Hills • Ottawa Valley 	<ul style="list-style-type: none"> • Bruce Peninsula • Huron Fringe • St. Clair Plains • Iroquois Plain • Norfolk Sand Plain 	<ul style="list-style-type: none"> • Eastern Mixed-grass Prairie (MB) • Milk River Watershed (AB) • South Saskatchewan River Sub-basin (AB) • Tall Grass Prairie (MB) 	<ul style="list-style-type: none"> • Ponderosa Pine biogeoclimatic zone (areas not already captured within Tier 1 Focal Landscapes) • Creston Valley 	<ul style="list-style-type: none"> • Unglaciated areas of central and northern Yukon, as well as adjacent areas in southwest Yukon with unique lowland habitats (grassland, riparian, old forest, dune, or saline flats habitats under 1000m) that now harbour Beringian endemic or disjunct species.
	Threats	N/A	<ul style="list-style-type: none"> • Conversion, destruction or degradation and drainage of large patches of grassland, wetlands 	N/A	<ul style="list-style-type: none"> • Destruction or degradation of large patches (>69 ha) of remaining native prairie • Destruction or degradation of sand-dune complexes • Destruction or degradation of residences for colonial species 	<ul style="list-style-type: none"> • Degradation of Critical and important Habitat caused by recreational activities 	<ul style="list-style-type: none"> • Projects working to reduce or prevent habitat fragmentation, degradation, or loss



HSP Regional Priorities - Aquatic			
Region	Species	Areas	Threats
Atlantic	<ul style="list-style-type: none"> Atlantic Salmon (Inner Bay of Fundy population) Atlantic Whitefish SARA-listed Sea Turtle Species North Atlantic Right Whale Wolffish (Northern and/or Spotted) 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> Interactions with Vessels and Vehicles Acoustic Disturbances Fishery Interactions: Bycatch and Entanglement Habitat Alteration Invasive and introduced species
Quebec	<ul style="list-style-type: none"> Beluga Whale (St.Lawrence population) Blue Whale (North West Atlantic population) North Atlantic Right Whale Spotted Wolffish and Northern Wolffish Eastern Sand Darter (Quebec population) Copper Redhorse Spring Cisco Harbour Seal (Lacs des loups marins subspecies) Striped Bass (St.Lawrence River population) 	<ul style="list-style-type: none"> St.Lawrence River, its fluvial sections and its tributaries, particularly in highly anthropized areas The Estuary and the Gulf of St.Lawrence, particularly areas where species at risk carry out their essential functions The Estuary and the Gulf of St.Lawrence, particularly areas where interactions exist between species at risk and anthropogenic activities 	<ul style="list-style-type: none"> Interactions with Vessels and vehicles and Fisheries (collisions, noise and entanglement) Water quality deterioration (nutrient, sediment and contaminant loading) Habitat loss and degradation (erosion, destruction of grass beds, denaturalization of banks, etc.) Invasive species Barriers to migration
Ontario	<ul style="list-style-type: none"> Channel Darter Pugnose Shiner Eastern Pondmussel Lake Chubsucker Redside Dace 	<ul style="list-style-type: none"> Ausable River Watershed Sydenham River Watershed Erie-Essex Region Watersheds Thames River Watershed Grand River Watershed 	<ul style="list-style-type: none"> n/a
Prairie	<ul style="list-style-type: none"> Westslope Cutthroat Trout Carmine Shiner Mapleleaf Mussel Western Silvery Minnow Bigmouth Buffalo Mountain Sucker (Milk River) 	<ul style="list-style-type: none"> Milk River/St. Mary River Watershed North or South Saskatchewan River basin Southwest (eastern slope) Alberta 	<ul style="list-style-type: none"> Overexploitation or hybridization of Westslope Cutthroat Trout Habitat loss and degradation
Pacific	<ul style="list-style-type: none"> Northern Abalone Killer Whales Large Whales (Blue, Fin and Sei Whales) 	<ul style="list-style-type: none"> Lower Fraser Valley /Fraser River watershed Columbia River Watershed 	<ul style="list-style-type: none"> Invasive species Physical and acoustic disturbance resulting from vessel traffic Entanglement of marine species



	<ul style="list-style-type: none">• Western Brook Lamprey (Morrison Creek Population)• Vancouver Lamprey		
Northern	<ul style="list-style-type: none">• Bowhead Whale (Bering-Chukchi-Beaufort)• Beluga (Cumberland Sound)• Dolly Varden (Western Arctic)	<ul style="list-style-type: none">• Areas of importance for marine mammals (i.e. areas used for haul-out, feeding, spawning, nursery, overwintering, migratory corridor)	<ul style="list-style-type: none">• Habitat loss or degradation• Hit and loss of marine mammals