



The Prince Edward Island Wildlife Conservation Fund Information for Applicants Fall 2016

Background Information on the PEI Wildlife Conservation Fund

The Prince Edward Island Wildlife Conservation Fund (PEI WCF) was created in 1998 to provide funding **for the protection and enhancement of wildlife and wildlife habitats**. Money for the Fund originally came from a contribution made once per year by each PEI licensed angler, hunter and trapper. As of December 2014, the Fund began receiving additional income from the sale of Conservation Plates for PEI vehicle licenses. Sales of the Conservation Plates began in September 2013. Conservation Plates may be renewed annually by vehicle owners with 100% of the additional conservation fee going to PEI WCF.

The PEI Wildlife Conservation Fund is overseen by a Committee of 11 persons composed of:

- 3 representatives from the hunting community,
 - 3 representatives from the angling community,
 - 1 representative from the trapping community,
 - 1 representative from community watershed groups,
 - 1 representative from non-consumptive users,
 - 1 representative of biodiversity,
 - 1 representative from the PEI Department of Communities, Land and Environment.
- Representatives are nominated by the public and/or organizations in January of every year; selection of members is by a vote of sitting Committee members. Committee terms are for 3 years and two back-to-back 3-year terms are permissible.

Note: Each year changes may be made to improve this application process - please read these guidelines – they will affect your application and your project, if successful!

Evaluation of Applications

Applications will be evaluated on a case-by-case basis. Projects will be evaluated by the Committee based in part on the following:

- **Projects must demonstrate direct benefit to Island wildlife and wildlife habitat**
- Applicants should choose only one of the categories listed in section 2.2 that best reflects their project: habitat restoration / enhancement, natural areas, education, research / monitoring or other. Regardless of the category, projects with a strong communication or education component reflective of the public investment in the Wildlife Conservation Fund will be looked upon favorably.
- The presence of matching funds in the budget, both cash and in-kind, is desirable.

- Projects should be achievable within the stated timeframe with a final report prepared by March 31, 2017.
- Groups whose 2015 final reports were more than two weeks late are not eligible to apply in 2016. Further, groups receiving funds in 2014 or earlier who did not submit a final report are not eligible to apply until their reports are submitted or funds returned.
- The track record of the proponent is an important consideration in the evaluation of applications. Track records are defined based on tracking notes of previous WCF projects from the group, using criteria related to timeliness of reporting, adherence to approved project budgets, adherence to WCF award conditions and success rates in achieving project goals.
- The project must demonstrate a need for the funds requested; all rates must be clearly outlined and be generally accepted market levels (e.g., equipment rental and operator rates, mileage rates, labour rates, etc.).
- Applications must be complete! All sub-sections must be filled in and budget estimates provided in full, including matching cash and in-kind values even if they have not yet been confirmed.
- For **research projects**, applicants must additionally attach the hypothesis, methodology, and a description of any practical applications resulting from the research.
- The PEI WCF Committee may contact outside expertise as needed when evaluating proposals.

Eligible Expenses

1. Labour: Wage rates paid to project employees are at the discretion of the project planners. Typically, the PEI WCF will only fund top-up of wages from minimum wage and only to certain levels. Projects are encouraged to apply to other sources of funding if they wish to top-up wages beyond those levels. The following are to be used as guidelines:

- Project supervisors and chainsaw operators: WCF will top-up up to \$4.00 per hour above minimum wage,
- Other workers: WCF will top-up up to \$1.00 per hour above minimum wage,
- Given a strong argument for doing so, groups not eligible for the Watershed Management Fund may seek and get approval for greater support of wages.

2. Materials and Equipment: reports must show clearly how the materials and equipment were used for the direct benefit of wildlife

3. Contract or Professional Services: reports must show that the services were integral to the project

4. Mileage: mileage rates must not exceed those currently paid by the Province of PEI and total mileage requested for the project should match the scope of the project. Projects with excessive rates may not be considered for funding

5. *Matching Funds*: projects that can show they are supported 50 % or more with matching funds (cash and in-kind) are more likely to receive WCF funding

Ineligible Expenses

1. *Labour*: the following wages are not eligible expenses:

- watershed coordinator wages
- entire positions or full wages for any position

2. *Equipment*: purchases over \$1,000 that will be retained as capital assets

3. *Administration*: no WCF funds may be used for group administrative costs (insurance, accounting, office, etc.)

4. *Watershed planning activities*

5. *Multi-year projects*: The WCF Committee does not have advance knowledge of the size of the funding pool that is available for awards each year. Therefore, it will not consider multi-year proposals.

Conditions for Awarding Grants

Within the mandate of the PEI Wildlife Conservation Fund which includes: **provide funding for the protection and enhancement of wildlife and wildlife habitats**, the following conditions for awarding grants apply to all proposals:

1. Payments shall be made by PEI WCF to approved project applicants in the form of a grant subsequent to the signing of a legal contribution agreement. Successful applicants will receive 80% of the funding allocated at the beginning of the project, with 20% withheld until the submission of a final report. Once the final report is approved the final payment will be made.
2. The proponent is responsible for securing all required permits and obtaining landowner permission for work and access to private land. Copies of required permits must be submitted to PEI WCF as soon as they have been received by the project. Projects that are denied permits may be required to return any PEI WCF funds allocated for that portion of the project.
3. Successful proponents must give PEI WCF appropriate credit and acknowledge the Fund's financial contribution in any product or any publicity (including articles written about the project by others) relating to the project. A copy of any published article or publicity that mentions PEI WCF must be forwarded to the Fund with the final report.
4. Successful applicants shall issue one press release to PEI media and acknowledge PEI WCF as a funding partner in that release. A copy of that release and any subsequent published articles should accompany the final report.

5. Successful proponents must provide the Fund with photographs of their project activities with the final report. These should be in a form (e.g., jpeg) that can be uploaded to social media for reporting to the public on projects that were awarded funds.
6. All WCF funds that are expended in any way other than as approved by the PEI WCF Committee and as applied for must be returned. If these funds are not returned, no further applications by the same group will be considered.
7. A final report must be produced and submitted, in a format provided by the Fund, to the Fund administrator by March 31, 2017. The final report will include an outline of the work completed, results, complete financial statements on the form supplied and copies of all receipts.

Application Deadline and Delivery Location

PEI WCF applications must be submitted on the form provided below before **5:00 PM, Monday, October 3, 2016** in one of the following ways:

- **in person**, to the offices of the WCF Administrator: Island Nature Trust, in Ravenwood House, off Mt. Edward Road, 15 Crown Drive, on the Charlottetown Experimental Farm, please call (902) 892-7513 for more information.
- **by email**, to wcfund@eastlink.ca **Do not email applications to any other address**
- **by mail**, to PEI WCF, P. O. Box 265, Charlottetown, PE C1A 7K4 or
- **by fax**, to (902) 628-6331

No other application format or submission process will be accepted. Funds requested must be clearly indicated in the appropriate spaces. Applications submitted late or incomplete will not be accepted.