



The Prince Edward Island Wildlife Conservation Fund

Application Form

Fall 2016

All sections of this application must be completed. No other format will be accepted. Supplementary information directly relating to the project may be submitted in addition to this application. Please refer to the *Fall 2016 Information for Applicants* document for guidance with application writing and submission.

Personal information on this form is collected under section 31(C) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15.01 as it relates directly to and is necessary for the Wildlife Conservation Funds Program, and will be used to administer this program. If you have any questions about this collection of personal information, you may contact the administrator of the WC Fund, Island Nature Trust P.O. Box 265 Charlottetown PE C1A 7K4, (902) 566-9150. Information may be verified.

SECTION 1.0: APPLICANT INFORMATION

Name of Organization:		
Contact Person (Name and Title):		
Mailing Address:		
Postal Code:		
Telephone:	Fax:	Email:
Type of Organization (check all that apply):		
<input type="checkbox"/> Registered Charity <input type="checkbox"/> Not-for-profit <input type="checkbox"/> Incorporated		
Membership _____ (#) Canada Customs and Revenue Agency Business # _____		

SECTION 2.0: PROJECT INFORMATION

2.1 Project Title: _____
<p>➤ In one sentence describe your project's goal: e.g., "with the use of several techniques we plan to improve habitat in over 15 km of river habitat and 10 acres of forest habitat".</p> <p>_____</p> <p>_____</p> <p>_____</p>

2.2 Type of Project: *Choose one only that best describes the project*

- Habitat Restoration or Enhancement: River Upland Wetland
- Natural Areas
- Education
- Research and Monitoring
- Other – specify: _____

2.3 Location of Project: (include separate map if needed)

2.4 Timeline for Project: start and end dates

2.5 Organization Responsible for Project Delivery:

Provide a brief background on your organization (goal, mandate, constitution, previous accomplishments). Please include a link to your website and/or Facebook page if applicable.

Limit to 100 words – any more than that will not be read!

2.6 Project Goals:

Identify in one sentence how your project will benefit wildlife or wildlife habitat, then list your project goal(s) in point form.

2.8 Communication Strategies:

Informing those who provide the resources for this Fund is a requirement of every WCF award. Describe how you will inform the public of your project and acknowledge the contribution of WCF to it.

E.g., We will write at least one feature article about the WCF-funded project in our quarterly newsletter

SECTION 3.0: FINANCIAL INFORMATION

Complete all sections. Please ensure all columns are tallied. **Applications with incomplete financial information will not be considered (including description details in each subsection).**

3.1 PROJECT EXPENSES:

All rates must be included, applications without rates (wages/hour, \$/ km, \$/hr for equipment, etc.) will be considered incomplete. Please review the conditions for wage top-up in the guidelines.

Labour				
Description <i>Include details on amounts (# people, # hours, \$ per hour)</i>	Total Cost (\$)	Request from WCF (\$ (top-up)	Other Contributions	
			Cash (\$)	In-kind (\$)
Category 'Labour' Sub-Totals	\$	\$	\$	\$

Equipment/Materials				
Description <i>Include details on amounts (# items, \$/item, hourly or weekly rates)</i>	Total Cost (\$)	Request from WCF (\$)	Other Contributions	
			Cash (\$)	In-kind (\$)
Category 'Equipment/Materials' Sub-Totals	\$	\$	\$	\$

Management/Professional				
Description <i>Include details on service provided, \$ / hour</i>	Total Cost (\$)	Request from WCF (\$)	Other Contributions	
			Cash (\$)	In-kind (\$)
Category 'Management' Sub-Totals	\$	\$	\$	\$

Administration				
Description <i>Include details on amounts (# people, # hours or weeks, \$/hour or week)</i> <i>This section is for matching funds only (not eligible for WCF funds)</i>	Total Cost (\$)		Other Contributions	
			Cash (\$)	In-kind (\$)
Category 'Administration' Sub-Totals	\$	\$0.00	\$	\$

Other (e.g., travel)				
Description <i>Include details on amounts (# km and \$/km, rental costs, etc.)</i>	Total Cost (\$)	Request from the WCF (\$)	Other Contributions	
			Cash (\$)	In-kind (\$)
Category 'Other' Sub-Totals	\$	\$	\$	\$

Grand Total of All Expenses	Total Cost (\$)	Request from the WCF (\$)	Other Contributions	
			Cash (\$)	In-kind (\$)
Add sub-totals from all expense sections above	\$	\$	\$	\$

3.2 PROJECT REVENUES:

Partnership Funding Summary					
Supporting Partner e.g., volunteers, ABC Corp, Government of PEI, etc.	Description of Contribution e.g., administration, materials, labour (details must be provided)	Cash Contribution (\$)		In-kind Contribution (\$)	
		Confirmed	Anticipated	Confirmed	Anticipated
Totals		\$	\$	\$	\$

TOTAL VALUE OF PROJECT (add all proposed expenditures, cash and in-kind, including WCF proposed funds)	\$
AMOUNT REQUESTED FROM PEI WCF	\$

Applications must be submitted 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, 15 Crown Drive, off Mt. Edward Road on the Charlottetown Experimental Farm, please call (902) 892-7513 for more information
- **by email**, wcfund@eastlink.ca Do not email applications to any other address
- **by mail**, to PEI Wildlife Conservation Fund, P.O. Box 265, Charlottetown, PE C1A 7K4 or
- **by fax**, to (902) 628-6331

Applications will not be accepted in any other format or at any other locations. Applications submitted late or which are incomplete will not be accepted.