



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Recreational Fisheries Conservation Partnerships Program

Application Guidelines

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The purpose of this document is to provide applicants with the information required to develop a proposal to submit to the Recreational Fisheries Conservation Partnerships Program (RFCPP). The step-by-step instructions found below must be followed in order for an Application Form to be appropriately completed. General program information, including eligibility requirements, is found in Annex 1 and an overview of how proposals will be evaluated is found in Annex 2.

Inquiries related to the Application Form should be submitted to the appropriate regional contact listed on the program's website: <http://www.dfo-mpo.gc.ca/habitat/rfcpp-ppcpr/index-eng.asp>.

Important notice: The Application Form must be filled in and printed immediately thereafter. You cannot save data typed into the form.

1. Organization and Contact Information

1.1 Organization name: This is the full Legal Name of the applicant organization. The organization would be the signatory to a contribution agreement with Fisheries and Oceans Canada and would be the cheque payee name, if the project were to be approved for funding. The organization must be a legal entity.

1.2 Organization description: Provide a brief description of the applicant organization, including its mandate, if applicable.

1.3 Organization type: Check the organization type that best describes your organization.

1.4 Principal applicant: This is the individual who is authorizing the project (i.e., should be the individual who would sign the agreement on behalf of the organization). Only business information should be included in this section.

1.5 Project manager: This is the primary contact for the project. Only business information should be included in this section.

1.6 Organization address: This is the primary mailing address for the organization (payments will be sent to this address if the project is approved for funding). The website line can be left blank if the organization does not have one. *Including the business and/or GST/HST number is mandatory.*

2. Project Team

NB: Detailed résumés can be submitted with the Application Form as supporting documentation.

Each team member who has a management, administrative, leadership or other significant role must be identified along with his/her specific roles and responsibilities in the project as well as his/her qualifications and experience as related to the project.

3. Project Overview

Project overviews should be written in a manner such that reviewers who are unfamiliar with the targeted fishery, habitat or area can gain a full understanding of the project.

3.1 Project title: The project title will be used in all communications related to the proposal (and the project if the proposal is approved for funding) and must therefore be descriptive. *Example:* Enhancing Lake Sturgeon Habitat on the Rainy River.

3.2 Executive summary: Provide a concise yet comprehensive description of the proposed project, capturing the key information as described in sections 3.3 to 3.6 of the Application Form. *This summary, or an edited version thereof, may be made available to the public if the proposal is approved for funding.*

3.3 Project objectives: List in point form the specific objectives of the proposed project.

3.4 Project description: Provide a description of the project, including a general description of the planned activities and how it links to other projects/initiatives, if applicable.

3.5 Target recreational fisheries and threats: Identify the recreational fishery/fisheries that will directly benefit from the proposed project (e.g., Walleye, Rainbow Trout, Chinook Salmon). For each targeted fishery, list the specific threat(s) that will be mitigated by the proposed project (e.g., loss of spawning habitat, migration barrier, lack of nursery habitat).

3.6 Project location: If the proposed project would be undertaken in more than one province/territory, select the province/territory in which the majority of funding would be spent. Bodies of water include rivers, creeks, lakes, etc. on which the proposed project will focus its activities. Various websites (e.g., itouchmap.com) can be utilized free of charge to determine latitude and longitude decimal coordinates.

3.7 Provincial permit: Check the box that applies to the proposed project.

4. Project Benefits

4.1 Planned performance for 2013-14: For each row in the table, enter the number/amount as requested. Actual numbers/amounts will be requested as follow-up during project reporting.

4.2 Planned performance for 2014-15 (for two-year projects only): Complete this section only if project activities will occur between April 1, 2014 and March 31, 2015.

4.3 Long-term benefits to recreational fisheries: Describe how the targeted recreational fishery/fisheries will directly benefit from the project in the long-term (i.e., one to five years after project completion).

5. Communicating Project Results

Describe how the proposed project results would be communicated to the public (e.g., on-site signage, local newspapers, municipality/associations meetings, website posting, radio/tv interviews).

6. Work Plan

Work plans will be closely scrutinized by proposal reviewers and, if the proposal is approved for funding, will form the basis of the contribution agreement, including the reporting template.

Work plans should be written in a manner such that reviewers who are unfamiliar with the targeted fishery, habitat or area can gain a full understanding of the project.

6.1 Annual work plan for 2013-14: Rows a-f must be completed for each activity to be undertaken in the proposed project. Multiple sets of rows a-f can be added to the Application Form. The work plan should only include activities for which RFCPP funding is being requested.

For each specific activity (row 'a'), the estimated cost of the activity must be entered (row 'b') as well as its planned start and end dates (row 'c').

When providing the general overview of the activity (row 'd'), the site photos listed in section 9.1 *must be referenced*.

Use plain language when detailing the specific tasks that must be undertaken to accomplish the activity (row 'e'). Tasks should be understood by someone who is not familiar with the fishery, habitat, area, methodologies, etc. All acronyms must be defined upon first use and the level of detail provided for the tasks should be commensurate with the estimated cost and/or complexity of the activity. Tasks should describe the 'who (position), what, where, when, how, how many' of the project. If applicable, complex tasks should be broken down into discrete sub-tasks.

In row 'f,' list the deliverables that will be provided to Fisheries and Oceans Canada to demonstrate that the activity was accomplished as described.

6.2 Annual work plan for 2014-2015 (for two-year projects only): Complete this section only if project activities will occur between April 1, 2014 and March 31, 2015.

7. Support

Recall: A *maximum of 50%* of the total project cost can come from the following federal, provincial, territorial and municipal sources:

- grants and contributions funding;
- all new investments in your business in the form of capital stock or equity from a Crown corporation or government department or agency;
- implicit subsidies, including low-interest or interest-free loans;
- forgivable loans; and
- investment tax credits.

Accordingly, *to be eligible for RFCPP funding, a minimum of 50% of the total value of your project must come from a source of funds not identified in the above list* (e.g., private sector, conservation organization, in-kind support). This minimum 50% includes in-kind support, for example, equipment loans, donations of building materials and volunteer labour. It can also include federal, provincial, territorial and municipal support not identified in the above list.

7.1 Project support for 2013-14: In column ‘a,’ enter the names of the organizations providing cash or in-kind support to the project. This includes support from the applicant organization as well as all support from federal (including RFCPP), provincial, municipal, private sector, foundation, non-government and other sources.

In column ‘b,’ describe what the cash or in-kind support will be directed towards and the rate (or other breakdown) of that support (e.g., field biologist – \$15/hour for 10 hours/week for 40 weeks).

Cash support (column ‘c’) means that income has been, or will be, received by your organization as paid by the organization named in column ‘a.’ In-kind support (column ‘d’) means that that your organization has, or will, receive a service, product, equipment, etc. for the proposed project but is not being invoiced for that service, product, equipment, etc.

Choose from the drop-down list (column ‘f’) whether, at the time of completing the Application Form, the funding is approved or not by the organization named in column ‘a’. *If confirmed, a copy of the confirmation notice must be submitted with this Application Form.*

In column ‘g,’ identify the first date the support from the organization is expected to be received.

7.2 Project support for 2014-15 (for two-year projects only): Complete this section only if project activities will occur between April 1, 2014 and March 31, 2015.

Example

Support for 2013-14						
a) Organization Name	b) Description and valuation of support offered	c) \$Value (Cash)	d) \$ Value (In-kind)	e) Total	f) Confirmed (yes/no)	g) First date to be received
RFCPP	See project budget for details	\$75,000	0	\$75,000	No	January 1, 2014
Hydro Manitoba	Consultant fees: \$900/day for 30 days	0	\$27,000	\$27,000	Yes	August 1, 2013
XYZ University	Travel for community meetings for information sharing	0	\$1,000	\$1,000	Yes	October 15, 2013
DEF Angling Association	Project manager: \$275/day * 90 days Field tech: \$175/day * 90 days Equipment for sampling	0	\$40,050	\$40,050	Yes	May 1, 2013
ABC Nature	Administrative support: \$115/day for 20 days	0	\$2,300	\$2,300	Yes	May 1, 2013
ABC Nature	Cash support field techs wages - \$300/day * 30 days x 2 techs In-kind support for ABC Nature Program Manager (3 days @ \$500/day), jet boat for project use - 20 days @ \$150/day; field sampling gear (20 days @ \$100/day)	\$18,000	\$6,500	\$24,500	Yes	May 1, 2013
Total:		\$93,000	\$76,850	\$169,850		

8. Project Budget

8.1 Project budget for 2013-14: There can be multiple rows for one expense category (column ‘a’ drop-down list); the ‘other’ category applies only to expenses funded by a source of funds other than the RFCPP. The RFCPP can support expenses incurred as of June 6, 2013. Costs must be detailed into specific rates, salaries, fees, costs, etc (column ‘b’). All costs must be directly related to carrying out the activities identified in the work plan. Travel and related expenses funded by the RFCPP must not exceed those set out in the Treasury Board Travel Directive: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>.

Example

Budget 2013-14					
a) Expense category	b) Detailed description (rates, fees, transportation, etc.)	c) Amount requested from RFCPP	Other support		f) Total amount (RFCPP + other support)
			d) Cash Amount	e) In-kind Amount	
Human resource costs	Project manager: \$275/day * 90 days Field tech: \$175/day * 90 days	\$18,000		\$22,050	\$40,050
Contract or professional service costs	Hydro Manitoba Consultant fees: \$900/day for 30 days			\$27,000	\$27,000
Travel and related costs	Travel for community meetings for information sharing	\$7,000		\$1,000	\$8,000
Purchase, lease, maintenance or repair of equipment, materials or supplies	Sampling, equipment purchase	\$45,000		\$18,000	\$63,000
Vehicle rental and/or operations costs	Cash support field techs wages - \$300/day * 30 days x 2 techs In-kind support for ABC Nature Fisheries Program Manager (3 days @ \$500/day), jet boat for project use - 20 days @ \$150/day; field sampling gear (20 days @ \$100/day)		\$18,000	\$6,500	\$24,500
Communications and distribution costs	Publication in the Association website	\$5,000			\$5,000
Other	Administrative support: \$115/day for 20 days			\$2,300	\$2,300
	Total:	\$75,000	\$18,000	\$76,850	\$169,850

8.2 Project budget for 2014-15 (for two-year projects only): Complete this section only if project activities will occur between April 1, 2014 and March 31, 2015.

8.3 Projected cash flow for 2013-14: In the last column, enter the total planned RFCPP expenditures for 2013-14. RFCPP can support expenses incurred as of June 6, 2013. Expenditures prior to this date cannot be funded by the RFCPP.

9. Photographs, Supporting Documents and Signatures

Recall that the proposal must be accompanied by photographs of the project site(s). Digital photographs can be submitted as .jpeg files (or other suitable format with the highest resolution possible) by e-mail directly with you Application Form.

9.1 Photographs of the project site: Enter the file name of each photograph that will be submitted along with your application form (column ‘a’) and the photo credit (column ‘b’) that should be used (i.e., who took or owns the photograph) in the case that the photograph is used for media/promotion purposes. Only photographs without faces or other identifiable features may be used; in all other cases consent will be sought prior to use. A brief description of the site in the photo, as referenced in the work plan, must also be included (column ‘c’). If the project is approved, photos of the site(s) upon project completion must be submitted as part of reporting requirements.

9.2 Additional documentation: List the attachments (e.g., *mandatory - notices of confirmed support from other sources*, résumés, permits, maps) that will be submitted along with your completed application form and photographs.

9.3 Signatures: The Application Form must be signed once it has been completed and printed.

10. Submitting the Application Form

Once the Application Form has been completed it must be printed immediately as you cannot save data typed into the form. Once printed and signed, it must be scanned and e-mailed, along with supporting documents and photographs, to the appropriate Fisheries and Oceans Canada e-mail address listed on the RFCPP website. Questions regarding the program or the application process can also be addressed sent to this e-mail address.

11. Annex 1: General Application Information

Program Objective and Result

The RFCPP forms a key component of the Government of Canada's conservation agenda as outlined in Budget 2013 and aligns with the Government's commitment to better protect against threats to Canada's fisheries. It supports a key priority identified in Economic Action Plan 2013, namely, promoting a clean and sustainable environment.

The RFCPP aims to bring like-minded partners and their resources together with the common goal of conserving and protecting Canada's recreational fisheries. The long-term goal of the program is to enhance the sustainability and ongoing productivity of Canada's recreational fisheries, which would be achieved through the following program objective: *Restore, rebuild and rehabilitate recreational fisheries habitat.*

The result of the RFCPP, which is expected to be achieved upon project completion, is that *recreational fisheries habitat has been restored.*

Recipient Eligibility

Eligible recipients for the RFCPP are limited to established recreational fishing and angling groups as well as established conservation groups.

Eligible Activities

Activities directly related to rebuilding, restoring or rehabilitating recreational fisheries habitat in Canada are eligible for funding under the RFCPP. Examples of activities that improve the quality of recreational fisheries habitat include mitigating streamside practices; habitat enhancement (e.g., artificial habitat construction/restoration); riparian management (e.g., construction/restoration of buffer zones; new plantations; erosion management); and enhancing connectivity (e.g., barrier removal/modification, enhancing/restoring fishways, modification of minimum streamflows; tidal flow restoration). Program funding cannot be used to meet existing regulatory requirements.

Eligible Costs

Eligible costs for contributions under the RFCPP are limited to:

- human resource costs, including salaries and benefits;
- contract and professional service costs that are directly attributable to carrying out the project (excludes litigation costs);
- travel and related expenses;
- insurance expenses related to activities under the agreement;
- purchase, lease, maintenance or repair costs for equipment, material and supplies, as directly related to carrying out the activities in the agreement;

- printing and production costs;
- communications and distribution costs;
- vehicle rental and operation costs; and
- any GST/HST that is not reimbursable by Canada Revenue Agency and any PST not reimbursable by the provinces.

Note the human resource costs, including salaries and benefits can only be used to fund temporary/seasonal employees hired specifically to undertake the project; this eligible cost category cannot be used to fund existing/core personnel.

Other Sources of Support

A maximum of 50% of the total project cost can come from the following federal, provincial, territorial and municipal sources:

- grants and contributions funding;
- all new investments in your business in the form of capital stock or equity from a Crown corporation or government department or agency;
- implicit subsidies, including low-interest or interest-free loans;
- forgivable loans; and
- investment tax credits.

Accordingly, a minimum of 50% of the total value of your project must come from a source of funds not identified in the above list (e.g., private sector, conservation organization). This minimum 50% includes in-kind support, for example, equipment loans, donations of building materials and volunteer labour. It can also include federal, provincial, territorial and municipal support not identified in the above list.

Preference will be given to projects seeking federal contributions of 33.3% or less of total project funding.

Contribution Amounts and Funding Duration

The maximum request under the RFCPP is \$250,000 per project per fiscal year. Note, however, that preference will be given to funding requests in the \$20,000 to \$100,000 range.

Project funding can be requested from the RFCPP for 2013-14 and 2014-15, for expenditures incurred as of June 6, 2013 and ending on March 31, 2015. It is expected that up to 200 projects will be funded over the duration of the program.

Reporting Obligations

If your proposal is approved for funding, the contribution agreement between your organization and Fisheries and Oceans Canada will specify when reports must be provided to Fisheries and Oceans Canada and the information that must be contained in those reports. For example, actual project expenditures must be reported on, as well as the results of your project, including the amount/area of habitat restored. Reporting obligations must be fulfilled in order for reimbursement payments to be made to your organization.

Site Photographs

The proposal must be accompanied by 3 to 4 photographs of the project site(s). Digital photographs can be submitted as .jpeg files (or other suitable format with the highest resolution possible) by e-mail directly with you application form. Reference to the photographs must be included in the work plan(s) developed in section 6 of the Application form.

12. Annex 2: Proposal Evaluation

Before submitting your application to your Fisheries and Oceans Canada you are strongly encouraged to review your application form, or have your application reviewed by someone else, to ensure that it was completely and properly filled in as per [Application Guidelines](#).

Upon the proposal submission deadline, Fisheries and Oceans Canada regional personnel will screen all proposals to ensure that they meet program eligibility requirements. Regional and national personnel will then assess the proposal against the following criteria (the assessment may include consultation with government partners):

- Alignment with the program objective and expected result;
- Number of partners involved in the project;
- Project feasibility;
- Experience and capacity;
- Sound and realistic budget and work plan;
- Amount requested from RFCPP (preference given to requests in the \$20,000 to \$100,000 range);
- Amount of funding leveraged from sources other than the federal government (preference given to proposed projects having a maximum of 33% federal support);
- Amount of funding leveraged from sources other than federal, provincial, territorial and municipal government (minimum 50%);
- Manner in which project results will be measured/evaluated;
- Benefits to the recreational fishery (preference will be given to projects that result in long-term, sustainable benefits) ; and
- Overall quality of the proposal (i.e., presented in a clear, logical and concise manner that is easily understood).

Information provided to Fisheries and Oceans Canada will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies.