



PROJECT PROPOSAL APPLICATION 2020/21

General Instructions

- Only registered non-profit organizations or organizations partnered with a eligible organization are eligible to apply.
- The application information on this form must be limited to the space allotted. Additional supporting information as attachments provided by email cannot exceed 7 MB.
- Applications must be submitted **by 4:30 pm, September 30, 2020**. Please email your completed form to occp123@gmail.com.

Section A – GENERAL INFORMATION

1. **Application Date:** _____

2. **Project Title:** _____

3. **Proponent:** *Must be a registered non-profit organization, or is partnered with a qualified organization.*

a) Legal Name: _____

b) Organization Registration #: _____

c) Mailing Address: _____ Postal Code: _____

d) Contact: _____

e) Telephone #: _____ f) Fax #: _____

g) Email: _____

4. **Partner** (if applicable): *Can be, but does not have to be a registered non-profit organization.*

a) Legal Name: _____

b) Organization Registration #: _____

c) Mailing Address: _____ Postal Code: _____

d) Contact: _____

e) Telephone #: _____ f) Fax #: _____

g) Email: _____

5. **Total Funding Requested:** _____ 6. **Total Project Budget:** _____

7. **Multi-Year Projects: First time application:** *please indicate if the project is anticipated to extend over multiple years, and if so, indicate for how long and if NOCF support would be requested for the duration of this project. Applicants will be required to apply each year of an anticipated multi year project. **If this is a multi-year project:** identify what year this application is for (e.g. year 2 of 3, or 3 of 3)*

(Limit 775 characters - approx., 100 words at 10pt, with no styling or paragraph breaks)

NORTH OKANAGAN CONSERVATION FUND (NOCF)

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Section B – MANDATORY CRITERIA

All projects must meet the following requirements to be considered for funding under this program. If the answer is “no” to any question, the project will not be considered further.

1. Project falls within Electoral Areas B, C, D, E or F, Armstrong or Lumby YES NO

2. Project addresses International Union for Conservation of Nature (IUCN) threats to biodiversity targets, specifically at least one of the following: YES NO
 - a. Residential and commercial development;
 - b. Climate change;
 - c. Terrestrial and aquatic invasive species;
 - d. Natural systems modifications;
 - e. Transportation and service corridors;
 - f. Human intrusions and disturbance (recreational activities);
 - g. Agriculture and aquaculture; or
 - h. Biological resource use.

3. Project meets the basic requirements for an eligible activity (refer to Terms of Reference). YES NO

4. Proponent is a registered non-profit organization or is partnered with a qualified organization. YES NO

5. Proponent is prepared to make a presentation on the outcomes of their work and submit a written report on an annual basis. YES NO

6. Proponent has attached a map of the project. YES NO

7. Proponent has attached a letter of support from primary partner, or land manager/owner where project will take place. YES NO

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Section C – Project Outline

1. Executive Summary

The executive summary should clearly and concisely summarize the entire proposal. Include 1 or 2 sentences on each of the following:

- The problem addressed by this proposal;
- The overall project objectives;
- Accomplishments to date;
- The objectives of this year's proposed work;
- How objectives will be met (methods);
- How success will be measured (outcomes);
- For this year, include the total cost of the project, partnership funds already obtained, and the amount requested from NOCF in the proposal;
- Specify how the proposed work is important for conservation and how it will benefit the North Okanagan Region.

(Limit 4000 characters - approx., 500 words at 10pt, with no styling or paragraph breaks)

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Section C - Project Outline

2. How does the project specifically address threats to biodiversity? Include facts and stats that support the need for the project, including standards that would be applied, and literature references.

(Limit 5864 characters - approx., 750 words at 10pt, with no styling or paragraph breaks)

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Section C - Project Outline

3. How you will measure the success of the project and know that you've met the objectives/goals.

(Limit 5864 characters - approx., 750 words at 10pt, with no styling or paragraph breaks)

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4. Identify who will be primarily responsible for delivering the project along with their experience and qualifications and provide a relevant work reference (name, phone number or email) for the project lead.
(Limit 2725 characters - approx., 350 words at 10pt, with no styling or paragraph breaks)

5. Who will you be partnering with on this project and what are their roles (including partners providing funding). Provide one letter of support from the primary partner, and/or land manager/owner where the project will be delivered.
(Limit 2725 characters - approx., 350 words at 10pt, with no styling or paragraph breaks)

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6. Provide an outline (Project Charter) detailing the steps through to completion of the final report and presentations. Project Charters include a summary, goals, objectives, methods, intended results, deliverables, mile-stones, risks, assumptions and constraints, team roles/responsibilities, and other stakeholders. Include dates where possible.

(Limit 5864 characters - approx., 750 words at 10pt, with no styling or paragraph breaks)

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7. How the public will be made aware of the project and the North Okanagan Conservation Fund contribution? Please include ideas on where you would like to present the outcome of your project.

(Limit 2900 characters - approx., 400 words at 10pt, with no styling or paragraph breaks)

8. Location and Map: provide a description that includes distance to the nearest town or other known feature, well as highlight the type of tenure on which the project will occur. Provide one or more maps as separate attachments (jpg., pdf., or KMZ) to help reviewers with an overview and site specific orientation to the project.

(Limit 1050 characters - approx., 150 words at 10pt, with no styling or paragraph breaks)

9. Provide as a separate attachment, a full project budget using the budget template provided on the **North Okanagan Conservation Fund page.**

A completed budget has been included in the application submission

YES

NO

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North Okanagan Conservation Fund by 4:30 pm, Sept. 30 2020

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