



Photo Credit: Sheila Colla

NORTHWEST TERRITORIES Species Conservation and Recovery Fund 2024-25 Application Form

The **NWT Species Conservation and Recovery Fund** supports the long-term conservation, recovery and protection of species that are at risk in the Northwest Territories (NWT).

This Fund has been investing in species conservation and recovery efforts since 2010. It has supported more than 70 projects that directly address threats to species at risk, focus on education and outreach, or enhance knowledge, research or conservation planning.

Application Checklist:

- Understand the requirements.
- Ensure you have a letter of support.
- Download/fill out the application in full.
- Prepare an estimated budget identifying costs for the project, ensuring that all costs are eligible for funding.
- Submit your application to SARA@gov.nt.ca by the deadline (**March 1, 2024**).

GOAL

The goal of this fund is to support efforts to conserve, recover and protect species at risk in the Northwest Territories.

OBJECTIVES

The **NWT Species Conservation and Recovery Fund** supports the long-term conservation, recovery and protection of species that are at risk in the NWT by funding projects that:

- Address threats to species, habitats, landscapes or ecosystems
- Fill knowledge gaps related to species, habitats or threats
- Contribute to outreach, education and awareness about species

FOCUSED PRIORITIES

The **NWT Species Conservation and Recovery Fund** focuses on the conservation and recovery of species at risk. To emphasize actions aimed directly at recovery, projects will be granted funding according to a tiered priority system. Priorities have been established based on how projects link to recovery strategies or management plans, species focus and the main purpose or objective of the project.

TIER 1 PRIORITIES (SPECIES)

Rank	Project Type	Eligible Species
1	Project links to a published final or draft NWT species recovery strategy or management plan.	Species that are legally listed under the <i>Species at Risk (NWT) Act</i> with a published management plan or recovery strategy.
2	Project benefits NWT species at risk, pre-listed species or Data Deficient species, but is not linked to a published recovery strategy or management plan.	Species that are legally listed under the <i>Species at Risk (NWT) Act</i> but do not yet have a management plan/ recovery strategy.
	Project benefits NWT species at risk. If a published federal recovery strategy or management plan exists, project should link to the plan/strategy.	Species that have been assessed by the NWT Species at Risk Committee (SARC) as at risk but are not currently listed under the <i>Species at Risk (NWT) Act</i> (also known as pre-listed species).
		Species that have been assessed as Data Deficient by SARC.
		Species that have been assessed by COSEWIC or are legally listed under Schedule 1 of the federal <i>Species at Risk Act</i> and that occur in the NWT and have known or suspected threats in the NWT.

TIER 2 PRIORITIES (PROJECTS)

Rank	Purpose/Objective
A	Addresses threats to species, habitats, landscapes or ecosystems
B	Fills knowledge gaps related to a species, its habitat or its threats
C	Contributes to outreach, education and awareness about the species

WHAT ARE CONSERVATION AND RECOVERY ACTIVITIES FOR SPECIES AT RISK?

Species at risk conservation and recovery activities are efforts to conserve, recover and/or protect species at risk in the NWT. Activities are often undertaken at the local or regional level.

Projects must demonstrate feasible plans that will contribute to the well-being of species at risk (e.g. a specific evaluation component to measure changes to species well-being, reduction in threats or a change to the level of awareness, values, behaviour and/or actions).

WHAT KINDS OF ACTIVITIES ARE NOT ELIGIBLE FOR FUNDING?

Projects or studies that are required by law are not eligible, including activities carried out to fulfill legal requirements or conditions identified in a permit, authorization or regulation. Critical habitat-related projects are considered eligible under this fund.

The obligations and activities outlined in land claim agreement implementation plans, or that are within the scope of core functions/responsibilities of Management Authorities under the *Species at Risk (NWT) Act* (e.g. development of management plans/recovery strategies, development of consensus agreements at any phase, consultation and community/public engagement associated with the development of these documents), do not fall within the scope of this fund.

LETTER OF SUPPORT

Letters of support from community, local decision makers and/or regional organizations (including but not limited to renewable resources boards, renewable resources councils or bands) showing their support or involvement in the project strengthens an application. Letters of support show the project is clearly understood and supported by NWT decision-makers.

WHO CAN APPLY?

All projects must take place in the NWT and projects should demonstrate benefits to the species at a local/territorial level. Examples of eligible applicants include:

- Management Authorities
- Non-profit organizations
- Schools
- Community-based groups or non-government organizations
- Individuals
- Co-management boards
- Municipalities
- Academics/researchers
- Indigenous organizations, including renewable resources councils and hunters and trappers committees

We do **not** accept applications from federal and territorial governments. The NWT Species Conservation and Recovery Fund is not intended to fund "for-profit" initiatives.

TIMELINES

There are several key dates to note:

- **January 15, 2024** – Call for Applications
- **March 1, 2024** – Application deadline
- **April 1, 2024** – Project start date
- **March 31, 2025** – Project end date
- **April 30, 2025** – Project report due

HOW MUCH FUNDING IS AVAILABLE?

A total of \$60,000 in funding is available per year. The maximum amount of funding that may be requested is \$10,000 per project. Funding awarded may be more or less than the amount requested.

HOW TO APPLY?

Completed applications must be submitted to the NWT Species at Risk Secretariat using the template application form (pages 6-15).

Applications must include:

1. Application form completed in full
2. Budget (included in this form)
3. Letter of support, if required

Application packages are available online: www.nwtspeciesatrisk.ca/SCARF

APPLICATION STEPS

- Understand the requirements including project eligibility, species eligibility, criteria and priorities (refer to the Application Rating Criteria on page 17).
- Include a letter of support from NWT decision-makers showing support and understanding of the project.
- Download and fill out the application (electronically, if possible). Applications not filled out in full may not be considered for funding.
- Prepare an estimated budget identifying costs for the project and ensuring all costs are eligible for funding (refer to the Terms and Conditions on page 16).
- Submit your application to SARA@gov.nt.ca by the deadline (**March 1, 2024**).

EVALUATION

Applications will be reviewed and evaluated by a subcommittee of the [Conference of Management Authorities](#) (CMA). A standard set of evaluation criteria will be used to evaluate applications. Proposals must:

- Be completed in full;
- Demonstrate eligibility;
- Clearly show how the project will meet one or more Fund objectives; and
- Be well-planned and feasible.

CONSIDERATIONS

Fill in as much of the form as possible electronically. If your computer does not have electronic signatures enabled, please fill in the form electronically, print and sign where required, and e-mail the package to SARA@gov.nt.ca or fax to (867) 873-0293.

An application will not be granted funding if it does not meet the requirements or if the application is determined to be incomplete (e.g. missing information or includes inaccurate or misleading information).

SUCCESSFUL PROJECTS

If your application is successful, the NWT Species at Risk Secretariat will notify you in writing and work with you to fill out a contribution agreement to start your project and release funds. An initial advance payment equal to approximately 80% of the project total will be released after the contribution agreement paperwork is complete. A final payment will be released after receipt and acceptance of the reporting requirements.

REPORTING

Successful applicants will be required to submit two reports:

- Financial Report
- Project Summary Report

The Financial Report will outline project expenditures. The Project Summary Report will outline the results and/or deliverables of your project. A template reporting form is available for download from the [NWT Species at Risk website](#).

Both reports are due by **April 30, 2025**. Project summary information will be made publicly available. Photos of individuals must be accompanied by a photo release form (provided at the end of this form).

CONTACT

Before filling in the application form, applicants are encouraged to contact the Species at Risk Secretariat to discuss proposal ideas. Applicants should also review the Application Rating Criteria on page 17 of this application form.

NWT Species at Risk Secretariat

P.O. Box 1320

Yellowknife, NT X1A 2L9

Phone: 867-767-9237 Ext. 53215

Toll-free: 1-855-783-4301

Fax: 867-873-0293

Email: SARA@gov.nt.ca

PROJECT OVERVIEW (Complete/Incomplete)

Applicants should read the Application Rating Criteria (page 17) for additional information about how the funding application will be evaluated. Please complete the form electronically, if possible.

TITLE OF PROJECT Short title descriptive of project		
APPLICANT/ORGANIZATION		
PROJECT LEAD Name of primary contact person, and brief description of project lead background		
PROJECT LOCATION Which region are you from? OR, in which region is your organization based?		
<input type="checkbox"/> Beaufort-Delta	<input type="checkbox"/> South Slave	
<input type="checkbox"/> Sahtú	<input type="checkbox"/> North Slave (excluding Yellowknife)	
<input type="checkbox"/> Dehcho	<input type="checkbox"/> Yellowknife	
Latitude:		
Longitude:		
CONTACT INFORMATION Contact information for project lead		
Address:		
Telephone:		
Fax:		
Email:		
SIGNATURES Signature of applicant and authorized official from organization		
Applicant Signature:		Signature of Authorized Official:
Date:	Name of Official (please print):	

PROJECT DETAILS

(10 Points)

PROJECT SUMMARY (10 POINTS)

Briefly describe your project. What do you plan to do and how? Show how the project is feasible and clearly demonstrate how it will contribute to the well-being of species at risk.

Goals and Objectives (4 POINTS):

Methods/Process (3 POINTS):

Deliverables/Outcomes (3 POINTS):

PROJECT HISTORY (NO POINT VALUE)

Has there been any similar work done, taking place or expected to take place in the future? Is this project part of a larger project?

SPECIES FOCUS

(Eligible/Ineligible)

SPECIES OF FOCUS (5 POINTS)

Which NWT species at risk will benefit from your project? If multiple, please list.

FOCUSED PRIORITIES

(15 Points)

Select **only one** Tier 1 priority (Rank 1 or 2) **and one** Tier 2 priority (Rank A, B or C). Select the rank that best suits your project for each Tier. Applicants that select more than one rank in a Tier will be awarded the lesser of the values. Explain below how your project meets these two priorities.

TIER 1 PRIORITIES (SPECIES)

Rank	Project Type	Eligible Species
<input type="checkbox"/> 1 (5 points)	Project links to a published final or draft NWT species recovery strategy or management plan.	Species that are legally listed under the <i>Species at Risk (NWT) Act</i> with a published management plan or recovery strategy.
<input type="checkbox"/> 2 (2 points)	Project benefits NWT species at risk, pre-listed species or Data Deficient species, but is not linked to a published recovery strategy or management plan.	Species that are legally listed under the <i>Species at Risk (NWT) Act</i> but do not yet have a management plan/recovery strategy.
	Project benefits NWT species at risk. If a published federal recovery strategy or management plan exists, project should link to the plan/strategy.	Species that have been assessed by the NWT Species at Risk Committee (SARC) as at risk but are not currently listed under the <i>Species at Risk (NWT) Act</i> (also known as pre-listed species). Species that have been assessed as Data Deficient by SARC. Species that have been assessed by COSEWIC or are legally listed under Schedule 1 of the federal <i>Species at Risk Act</i> and that occur in the NWT and have known or suspected threats in the NWT.

TIER 2 PRIORITIES (PROJECTS)

Rank	Purpose/Objective
<input type="checkbox"/> A (5 points)	Addresses threats to species, habitats, landscapes, or ecosystems.
<input type="checkbox"/> B (3 points)	Fills knowledge gaps related to a species, its habitat, or its threats.
<input type="checkbox"/> C (2 points)	Contributes to outreach, education, and awareness about the species.

**HOW DOES YOUR PROJECT MEET THE PRIORITIES SELECTED?
(5 POINTS)**

Explain how your project addresses links to a recovery strategy or management plan or directly benefits an NWT species at risk. How will you measure the success of your project?

LETTER OF SUPPORT

(Pass/Fail)

A letter of support from community, local decision makers and/or regional organizations (including but not limited to renewable resources boards and councils, hunting and trapping organizations, or bands) closest to your study area showing support or involvement in the project is strongly encouraged and may be required in some situations.

If a letter of support is not included, rationale must be provided.

DO YOU HAVE A LETTER OF SUPPORT?

The letter of support must be directly relevant to this project/application.

<input type="checkbox"/> Yes – I have a letter of support.	Ensure that your letter of support is attached to this application.
<input type="checkbox"/> No – I do <u>not</u> have a letter of support	Provide rationale below.

If you selected 'No' above, please indicate why a letter of support for your project will not be included (e.g. the applicant is a landowner or a Management Authority in the project area):

KNOWLEDGE SOURCES

(5 Points)

<p>KNOWLEDGE SOURCES Describe what types of knowledge sources will be used to complete your project (e.g. Indigenous knowledge, community knowledge and/or scientific knowledge).</p>	
<p>KNOWLEDGE PARTICIPANTS Who do you intend to involve in your project? Provide names and positions, if available.</p>	
<p>How do you plan to access regional sources of knowledge? Do you have letters of support from these people or organizations?</p>	
<p>How do you plan to use or share the knowledge gathered from this project?</p>	
<p>Are there any protocols required to access this information from regional sources of knowledge? Describe how you will address these requirements. e.g. regional research guidelines, traditional knowledge protocols, scientific research licence. See www.nwtresearch.com/licensing.</p>	
<p>A project summary report may be made available to the public. Do you consent to making the applicant's email address public as well, in support of data requests related to your project?</p>	
<p><input type="checkbox"/> Yes – I consent to making my email address public.</p>	<p><input type="checkbox"/> No – I do <u>not</u> consent to making my email address public.</p>

BUDGET

(Complete/Incomplete)

TOTAL PROJECT BUDGET: Total budget for the project including funding <u>outside</u> of this Fund		\$	
TOTAL REQUESTED: Total budget requested from this Fund		\$	
Is this project being funded outside of the NWT Species Conservation and Recovery Fund?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, indicate name of additional funding source:	<input type="checkbox"/> Take a Family on the Land Program <input type="checkbox"/> Take a Kid Trapping Program <input type="checkbox"/> NWT On the Land Collaborative <input type="checkbox"/> Habitat Stewardship Program for Species at Risk <input type="checkbox"/> Aboriginal Fund for Species at Risk <input type="checkbox"/> Other: _____		
If so, have additional funds been confirmed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can this project be completed with only partial funding from the NWT Species Conservation and Recovery Fund?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant applied for funding through this fund in the past?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If former funding through this Fund was provided, please indicate year.			

DETAILED PROJECT BUDGET (10 Points)

Prepare an estimated budget in table format (see example provided below).

Identify **all costs** for the project and show which costs would be covered by NWT Species Conservation and Recovery Fund. For each category, please include: (1) A brief description of the project cost, (2) Total estimated cost, and (3) Amount requested from the NWT Species Conservation and Recovery Fund.

Please refer to the **Terms and Conditions on page 16** for details on eligible and ineligible costs.

Project Costs	Description of Cost	Total Estimated Cost	Amount Requested from Fund
Equipment			
Materials and supplies			
Communications (including printing)			
Travel and field expense			
Other			
Total Costs			

EXAMPLE BUDGET

Project Costs	Description of Cost	Total Estimated Costs	Total Requested from Fund
Equipment	Microscope, mosquito netting, compasses, traps and feeders	\$2,000	\$1,750
Materials and supplies	Waterproof notebooks, nets, gas for quads	\$700	\$500
Communications (including printing)	Printing materials, postage, signage, photo printing and poster board	\$500	\$250
Travel and field expense	Rental bus, fuel, accommodations and meals	\$3,800	\$1,500
Other	Elder honorarium, guide	\$3,000	\$2,000
Total Costs		\$10,000	\$6,000

ADDITIONAL PROJECT INFORMATION

Please use this space to provide additional relevant information about your project.

TERMS AND CONDITIONS

Please read through the following Terms and Conditions of the NWT Species Conservation and Recovery Fund. If you have any questions, please visit www.nwtspeciesatrisk.ca/SCARF.

ELIGIBLE COSTS

- a. **Equipment costs:** in general, equipment costs will not be funded. However, the Species Conservation and Recovery Fund Subcommittee may agree to fund the purchase of necessary equipment specific to the project. For example, the Species Conservation and Recovery Fund Subcommittee may decide to fund the purchase of traps or collars for a specific project, but would not provide funding for general equipment such as digital cameras, GPS units, etc.
- b. **Materials and Supplies costs:** including materials other than equipment (e.g. trees for planting).
- c. **Communications and Printing costs:** including print materials, mailing costs, signs, etc.
- d. **Travel and Fieldwork expenses:** including bus rentals, operational costs (e.g. fuel), accommodations and meals. Costs must be reasonable for activities proposed. Honorarium funding will depend on the project objectives. The Species Conservation and Recovery Fund Subcommittee may allow funding of honorariums, at a rate of \$250 per day consistent with the GNWT's Policy on Honoraria. For more information on these rates, please visit www.fin.gov.nt.ca/en/financial-administration-manual/700-purchasing-cycle/740-honoraria/ib-74001-honoraria or contact our office for a copy of rates (toll-free: 855-783-4301 or SARA@gov.nt.ca).

INELIGIBLE COSTS

- a. **Human Resource costs:** including project management, planning and logistical positions, or accounting for resources that will be directly involved in the implementation of the project. The use of consultants or experts or wages for specialized work as part of the project may be considered on an individual project basis and at the discretion of the Species Conservation and Recovery Fund Subcommittee. Number of hours, hourly rate and description of work must be included in the application for funding.
- b. **Administrative costs:** including rental of office space and/or rental or purchase of phone, computer, fax and photocopiers.
- c. **Equipment costs:** in general, equipment costs will not be funded. The Species Conservation and Recovery Fund Subcommittee may agree to fund the purchase of specific items necessary for the project.

AGREEMENT AND PAYMENT

Species Conservation and Recovery Fund project activities must be completed and funds granted must be spent by March 31. All project summary reports and documentation (Financial/Project Summary Report) must be submitted by April 30 using the guidelines provided by the Species Conservation and Recovery Fund Subcommittee. The Species Conservation and Recovery Fund will only reimburse for eligible costs. This call for applications is not intended to be a formal, legally-binding procurement process.

The Species Conservation and Recovery Fund Subcommittee may approve a project in principle, but may request changes, clarification or additional information, if necessary.

The Species Conservation and Recovery Fund Subcommittee may decide not to consider an application if the Subcommittee believes the application contains inaccurate, misleading or incomplete information. The Subcommittee may also revoke funding if the applicant is ineligible to receive money from the GNWT for any reason.

Once an application has been submitted, it cannot be substantially modified or changed after the submission deadline. Applicants may request reasons for the approval or denial of funding from the Species Conservation and Recovery Fund Subcommittee at the time of notification.

Project leaders engaging with the media about a Species Conservation and Recovery Fund project that received funding are expected to acknowledge the Fund as a source of funds whenever possible. The NWT Species at Risk Secretariat should be notified of all media inquiries related to Species Conservation and Recovery Fund projects.

NWT SPECIES AT RISK SECRETARIAT

PO Box 1320 Yellowknife, NT X1A 2L9

Tel: (867) 767-9237 Ext. 53216 • Toll Free: (855) 783-4301 • WWW.NWTSPECIESATRISK.CA



APPLICATION RATING CRITERIA

The Species Conservation and Recovery Fund Subcommittee will use this table to award marks to proposals. Applicants should use it as a guide to fill out the application form.

1. Project Details - Applications with clear and concise details will receive more points.			/10	
Eligibility of Applicant			Yes/No	
Goals/Objectives (Were the goals/objectives identified? Do the goals/objectives align with the Fund? Are the goals/objectives achievable?)			/4	
Methods/Process (Did the applicant provide a description of how the goals/objectives will be achieved? Is the project well-planned and feasible? Were there any apparent omissions from the methods/process?)			/3	
Deliverables/Results/Outcomes (Did the applicant describe the project outcomes? Do the outcomes contribute to species conservation, recovery or protection? Does the project show a strong likelihood of yielding positive results within the given time frame?)			/3	
2. Species Focus - Eligible species must occur in the NWT.			Eligible/Ineligible	
Is the focal species eligible for funding?			Yes/No	
3. Focused Priorities - Projects must meet the priorities outlined. If not, the application will be considered ineligible for funding. Points will only be awarded if the committee agrees the project meets the priorities selected.			/15	
TIER 1 PRIORITIES (SPECIES)			TIER 2 PRIORITIES (PROJECTS)	
Rank	Project Type	Species Focus	Rank	Purpose/Objective
<input type="checkbox"/> 1 (5 points)	Project links to a published final or draft NWT species recovery strategy or management plan.	Species that are legally listed under the <i>Species at Risk (NWT) Act</i> with a published management plan or recovery strategy.	<input type="checkbox"/> A (5 points)	Addresses threats to species, habitats, landscapes or ecosystems.
<input type="checkbox"/> 2 (2 points)	Project benefits NWT species at risk, pre-listed species or Data Deficient species, but is not linked to a published recovery strategy or management plan.	Species that are legally listed under the <i>Species at Risk (NWT) Act</i> but do not yet have a management plan/recovery strategy. Species that have been assessed by the NWT Species at Risk Committee (SARC) as at risk but are not currently legally listed under the <i>Species at Risk (NWT) Act</i> (also known as pre-listed species).	<input type="checkbox"/> B (3 points)	Fills knowledge gaps related to a species, its habitat or its threats.
	Project benefits NWT species at risk. If a published federal recovery strategy or management plan exists, project should link to the plan/strategy.	Species that have been assessed as Data Deficient by SARC. Species that have been assessed by COSEWIC or are legally listed under Schedule 1 of the federal <i>Species at Risk Act</i> and that occur in the NWT and have known or suspected threats in the NWT.	<input type="checkbox"/> C (2 points)	Contributes to outreach, education and awareness about the species.
Describe how the project meets the priorities selected?			/5	
4. Letter of Support - If no letter of support was provided and there is no rationale exempting the project from requiring a letter of support, then the project is ineligible for funding and the evaluation will end here.			Pass/Fail	
Did the applicant provide one or more letters of support?			Yes/No	
Is the letter of support relevant and satisfactory with regard to the project?			Yes/No	
If no letter of support was provided, does the rationale provided exempt the project from requiring a letter of support (e.g. the applicant is a landowner or Management Authority in the area of the project)?			Yes/No	
5. Knowledge Sources - Applications with clear and concise details will receive more points.			/5	
Has the applicant identified appropriate knowledge sources and methods for accessing and using knowledge?			/2	
Has the applicant identified how they plan on sharing the knowledge gathered from this project?			/2	
Has the applicant identified any protocols in place that need to be followed in order to access this information from regional sources of knowledge (i.e. Traditional Knowledge protocols or research permits)?			/1	
6. Project Budget - Applications with clear and concise details will receive more points.			/15	
Can the project be accomplished with requested funds?			/5	
Does the project demonstrate a good use of funds?			/5	
Do the budget items align with the Fund objectives?			/5	
Total Points Awarded				
Maximum Points			45	

MEDIA USAGE CONSENT FORM

Name: _____

Address: _____

Phone: _____

I hereby give the NWT Species at Risk Secretariat permission to record and/or reproduce my

photograph **video image** **audio clip**

and I waive any proprietary rights I may have to it/them. I understand the Species at Risk Secretariat may wish to use this media in a number of ways, including on the NWT Species at Risk website, or in publications or advertising, to provide information to the public and/or promote species at risk programs and activities, and I grant it permission to do so. I also consent to the release of my name and hometown for identification purposes, if that is required.

I hereby release the Species at Risk Secretariat, its employees, agents and subcontractors from any and all claims or actions, and from liability for damages, losses, or expenses of any sort which may arise in connection with the use of this media.

I acknowledge I have read this form and understand it and have been given full opportunity to discuss the implications of providing my consent. My decision is not based upon any representations or advice provided by representatives of the Species at Risk Secretariat.

I hereby give my consent, dated this _____ day of _____, _____.

Signature: _____

Signature of Parent or Guardian: _____
(if subject is under age 19)

Print Name: _____

The NWT Species at Risk Secretariat is committed to respecting your privacy and protecting your personal information. You have the right to revoke your consent at any time by contacting us at the address below. If you have any questions, please contact us at this address: NWT Species at Risk Secretariat, P.O. Box 1320, Yellowknife, NT, X1A 2L9, SARA@gov.nt.ca or phone toll-free: 1 (855) 783-4301.