



Photo Credit: Sheila Colla

# NORTHWEST TERRITORIES Species Conservation and Recovery Fund (Application)

Supporting efforts to conserve, recover, and protect species at risk in the Northwest Territories.

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

The NWT Species Conservation and Recovery Fund was formerly the NWT Species at Risk Stewardship Program (prior to 2019). This Fund has been investing in species conservation and recovery efforts since 2010 and has supported over 50 projects. Past projects have either addressed threats directly or have focused on education/outreach, knowledge/research, or conservation planning.

## Application Checklist:

- Understand the requirements.
- Ensure that 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](mailto:SARA@gov.nt.ca) by the deadline (March 1).

# NWT SPECIES CONSERVATION AND RECOVERY FUND – APPLICATION FORM

## 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. This includes 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. In order 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 final/draft management plan/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.  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 are legally listed under the <i>Species at Risk (NWT) Act</i> but no management plan/recovery strategy has been developed yet.
		Species that have been assessed by 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).
		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.

# NWT SPECIES CONSERVATION AND RECOVERY FUND – APPLICATION FORM

## WHAT ARE SPECIES AT RISK CONSERVATION AND RECOVERY ACTIVITIES?

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, 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 that the project is clearly understood and supported by NWT decision-maker(s).

## WHO CAN APPLY?

All projects must take place in the NWT and projects should demonstrate benefits to the species at a local/territorial level. Eligible applicants could 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

\* Please note – federal and territorial governments are not eligible for funding. The NWT Species Conservation and Recovery Fund is not intended to fund a commercial operation.

## TIMELINES

There are several key dates to note:

- January 15 – Call for Applications
  - **March 1** – Application deadline
  - April 1 – Project start date
  - March 31\* – Project end date
  - April 30\* – Project report due
- \* of the following year

# NWT SPECIES CONSERVATION AND RECOVERY FUND – APPLICATION FORM

## HOW MUCH FUNDING IS AVAILABLE?

The maximum amount of funding available is \$60,000 per year, to be split among several projects. Projects typically range from \$5,000 to \$10,000, however, there is no maximum allowable funding cap per project.

## HOW TO APPLY?

Completed applications must be submitted to the NWT Species at Risk Secretariat using the template application form.

Applications must include:

1. Completed application form (this form)
2. Budget (included in this form)
3. Letter of support, if required

Application packages are available online: [www.nwt-speciesatrisk.ca/StewardshipFund](http://www.nwt-speciesatrisk.ca/StewardshipFund)

## APPLICATION STEPS

- Understand the requirements including project eligibility, species eligibility, criteria and priorities (refer to the Proposal Rating Criteria within the application form).
- Include a letter of support from NWT decision-makers showing support and understanding of the project.
- Download and fill out the application. Applications must be filled out in full.
- Prepare an estimated budget identifying costs for the project and ensuring that all costs are eligible for funding (refer to the Terms and Conditions of the Fund contained within this application form).
- Submit your application to [SARA@gov.nt.ca](mailto:SARA@gov.nt.ca) by the deadline (March 1). Late applications will not be accepted.

## 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 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](mailto: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, 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 completed. 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
- Results 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. These reports will be due within 60 days after project completion and results reports will be made publically available.

## 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 Proposal Rating Criteria page found at the end of the application form.

## SPECIES AT RISK SECRETARIAT

Species at Risk Implementation Specialist  
c/o Department of Environment and  
Natural Resources  
Government of the Northwest Territories  
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](mailto:SARA@gov.nt.ca)



**NWT SPECIES CONSERVATION AND RECOVERY FUND – APPLICATION FORM**

**PROJECT OVERVIEW** (Complete/Incomplete)

*Applicants should read the Proposal Rating Criteria document for additional information about how the funding application will be evaluated. Please complete the form electronically, if possible.*

<b>TITLE OF PROJECT</b> Short title descriptive of project.		
<b>APPLICANT/ORGANIZATION</b>		
<b>PROJECT LEAD</b> Name of primary contact person, and brief description of project lead background.		
<b>PROJECT LOCATION</b> 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:		
<b>CONTACT INFORMATION</b> Contact information for project lead.		
Address:		
Telephone:		
Fax:		
Email:		
<b>SIGNATURES</b> 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 including goals/objectives, methods/process, and the deliverables, results and/or outcome.

### Goals/Objectives ( /4):

### Methods/Process ( /3):

### Deliverables ( /3):

## 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 the Tier 1 priority (Rank 1 or 2) and Tier 2 priority (Rank A, B or C) that best suits your project. Only two checks should appear in the tables below.

## TIER 1 PRIORITIES (SPECIES)

## TIER 2 PRIORITIES (PROJECTS)

Rank	Project Type	Eligible Species
<input type="checkbox"/> <b>1</b> (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 final/draft management plan/recovery strategy.
<input type="checkbox"/> <b>2</b> (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 no management plan/recovery strategy has been developed yet.
	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 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).  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.

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

<p><b>HOW DOES YOUR PROJECT MEET THE PRIORITIES SELECTED?</b> (5 POINTS)</p>



# LETTER OF SUPPORT

(Pass/Fail)

*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 are strongly encouraged and may be required in some situations.*

<b>DO YOU HAVE A LETTER OF SUPPORT?</b>	
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.
<b>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):</b>	

# KNOWLEDGE SOURCES

(5 Points)

<b>KNOWLEDGE SOURCES</b>	
Describe what types of knowledge sources will be used to complete your project (e.g. traditional knowledge, community knowledge and/or scientific knowledge).	
<b>KNOWLEDGE PARTICIPANTS</b>	
Who do you intend to involve in your project?	
Name:	Position:
Name:	Position:
Name:	Position:
<b>How do you plan to access regional sources of knowledge? Do you have letters of support from these people or organizations?</b>	

## NWT SPECIES CONSERVATION AND RECOVERY FUND – APPLICATION FORM

<b>How do you plan to use or share the knowledge gathered from this project?</b>	
<b>Are there 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 Aurora Research Institute research permit)?</b>	
<b>A project summary report may be made public. Do you consent to making the applicant's email address public as well, in support of data requests related to your project?</b>	
<input type="checkbox"/> Yes – I consent to making my email address public.	<input type="checkbox"/> No – I do <u>not</u> consent to making my email address public.

## BUDGET

(Complete/Incomplete)

<b>TOTAL PROJECT BUDGET:</b> Total budget for the project including funding <u>outside</u> of this Fund.	\$	
<b>TOTAL REQUESTED:</b> 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:		
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 (formerly the NWT Stewardship Program)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If former funding through this Fund was provided, please indicate year.		

## NWT SPECIES CONSERVATION AND RECOVERY FUND – APPLICATION FORM

# EXAMPLE BUDGET

Prepare an estimated budget in table format (see example provided). Identify all costs for the project and show which costs would be covered by NWT Species Conservation and Recovery Fund.

<b>Project Costs</b>	<b>Description of Cost</b>	<b>Total Estimated Costs</b>	<b>Total Requested from Fund</b>
Equipment	Microscope, mosquito netting, compasses, traps and feeders	\$2,000	\$1,750
Materials and supplies	Waterproof notebooks, nets, gas for quads.	\$700	\$500
Communications or public relations	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
<b>Total Costs</b>		<b>\$10,000</b>	<b>\$6,000</b>

# DETAILED PROJECT BUDGET (10 Points)

Prepare an estimated budget in table format (see example provided). Please identify all costs for the project and show which costs would be covered by NWT Species Conservation and Recovery Fund. Include: (1) Brief description of the project costs, (2) Estimated costs, and (3) Total needed from the NWT Species Conservation and Recovery Fund.

Project Costs	Description of cost	Total Estimated costs	Total requested from NWT Species Conservation and Recovery Fund
Equipment			
Materials and supplies			
Communications or public relations			
Travel and field expense			
Other			
<b>Total Costs</b>			

## 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.nwt-species-at-risk.ca](http://www.nwt-species-at-risk.ca).

## ELIGIBLE COSTS

- a. **Materials and Supplies costs:** including materials other than equipment (e.g. trees for planting).
- b. **Vehicle Rental, 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. If the Species Conservation and Recovery Fund Committee decide to allow funding of honorariums, at a rate of \$225 per day consistent with ENR's Policy Statement on Honoraria. For more information on these rates, please visit <http://www.hr.gov.nt.ca/library/DutyTravel.htm> or contact our office for a copy of rates (toll-free: 855-783-4301 or [sara@gov.nt.ca](mailto:sara@gov.nt.ca)).
- c. **Communications and Printing costs:** including print materials, mailing costs, signs, etc.
- d. **Equipment costs:** In general, equipment costs will not be funded. However, the Species Conservation and Recovery Fund Committee may agree to fund the purchase of necessary equipment specific to the project. For example, the Species Conservation and Recovery Fund Committee 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.

## INELIGIBLE COSTS

- a. **Human Resource costs:** including wages and project management costs (e.g. 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 as part of the project may be considered on an individual project basis and at the discretion of the Species Conservation and Recovery Fund Committee.
- b. **Administrative costs:** including rental of office space and/or rental or purchase of phone, computer, fax and photocopiers.
- c. **Equipment purchases:** In general, equipment purchases will not be funded. The Species Conservation and Recovery Fund Committee 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/results report) must be submitted by April 30 using the guidelines provided by the Species Conservation and Recovery Fund Committee. 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 Committee may approve a project in principle, but may request changes, clarification or additional information, if necessary.

The Species Conservation and Recovery Fund Committee may decide not to consider an application if the Committee believes the application contains inaccurate, misleading or incomplete information. The Committee 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 Committee 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 Species Conservation and Recovery Fund Committee should be notified of all media inquiries related to Species Conservation and Recovery Fund projects.



# NWT SPECIES CONSERVATION AND RECOVERY FUND – APPLICATION FORM

## APPLICATION RATING CRITERIA

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

<b>1. Project Details</b> <i>*Applications with clear and concise details will receive more points.</i>			<b>/10</b>	
Eligibility of Applicant			Yes/No	
<b>Goals/Objectives</b> (Were the goals/objectives identified? Do the goals/objectives align with the Fund? Are the goals/objectives achievable?)			/4	
<b>Methods/Process</b> (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	
<b>Deliverables/Results/Outcomes</b> 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	
<b>2. Species Focus</b> <i>*Eligible species must be indigenous to the NWT.</i>			<b>Eligible/Ineligible</b>	
Is the focal species eligible for funding?			Yes/No	
<b>3. Focused Priorities</b> <i>*Projects must meet the priorities outlined. If not, the application will be considered ineligible for funding and the evaluation will end here. Points will only be awarded if the evaluation committee agrees that the project meets the priorities selected.</i>			<b>/15</b>	
<b>TIER 1 PRIORITIES (SPECIES)</b>			<b>TIER 2 PRIORITIES (PROJECTS)</b>	
<b>Rank</b>	<b>Project Type</b>	<b>Species Focus</b>	<b>Rank</b>	<b>Purpose/Objective</b>
<input type="checkbox"/> <b>1</b> (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 final/draft management plan/recovery strategy.	<input type="checkbox"/> <b>A</b> (5 points)	Addresses threats to species, habitats, landscapes, or ecosystems.
<input type="checkbox"/> <b>2</b> (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.  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 are legally listed under the <i>Species at Risk (NWT) Act</i> but no management plan/recovery strategy has been developed yet.  Species that have been assessed by 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).  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"/> <b>B</b> (3 points)	Fills knowledge gaps related to a species, its habitat, or its threats.
<input type="checkbox"/> <b>C</b> (2 points)			<input type="checkbox"/> <b>C</b> (2 points)	Contributes to outreach, education, and awareness about the species.
Describe how the project meets the priorities and objectives selected?			/5	
<b>4. Letter of Support</b> <i>*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.</i>			<b>Pass/Fail</b>	
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	
<b>5. Knowledge Sources</b> <i>*Applications with clear and concise details will receive more points.</i>			<b>/5</b>	
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	
<b>6. Project Budget</b> <i>*Applications with clear and concise details will receive more points.</i>			<b>/15</b>	
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	
<b>Total Points Awarded</b>				
<b>Maximum Points</b>			<b>45</b>	