



Application Guidelines: Conservation Projects

Coast Opportunity Funds

Project Summary (1-2 pages)

Download a project summary template at: www.coastfunds.ca/apply-first-nations-conservation-funding

1. Applicant information: Name of applicant, primary contact person(s) and their email, address, phone/fax numbers
2. Project title
3. Project start and end dates
4. Total funding requested
5. Project description
6. Overview of the objectives of the project
7. Summary of key activities and expected outcomes
8. Brief rationale for the project
9. Summary of funding sources, proposed timing and amounts of award payments, use of funds
10. Next steps to be taken upon completion of the project

Project Information (less than 10 pages, not including supporting documents)

1. Project Description:

- **Background and Rationale**—why this project and why now? How does the project address a conservation need and/or take advantage of opportunities? What are the anticipated benefits to the First Nation or community?
- **Scope of Work**—in broad terms, what do you intend to do and accomplish? What outcomes (products, services, activities, information, etc.) will result from this project?
- **Goals and Objectives**—list the specific goals and objectives of the project.
- **Next Steps**—once completed, what do you intend to do with the outcomes/outputs from this project? How does this project fit in to the First Nation's long-term plans? If these next steps require additional funding, indicate anticipated sources and amounts of those funds.

2. Resource Management Arrangements and Structures: Diagram and/or describe the departments or other entities involved in resource management / conservation in your First Nation, and describe each of their roles. Please also explain the role of your Board (if any), Band/Tribal Council, and/or their appointed committees in reviewing, approving, managing, and /or overseeing the project.

3. Work Plan (including timeline and budget): The work plan should clearly lay out the steps needed to achieve the Project's goals and objectives. It should map out each proposed activity, who will carry it out, and the expected outcome, cost, and timeline. Below is an example of Column Headers for a work plan.

Outcome / Deliverable	Actions / Activities	Individual(s) or Agency responsible for action/activity	Budget (for specific action/activity)	Start Date (for specific action/activity)	End Date (for specific action/activity)
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COAST OPPORTUNITY FUNDS

Application Guidelines: Conservation Projects (cont'd.)

Coast Opportunity Funds

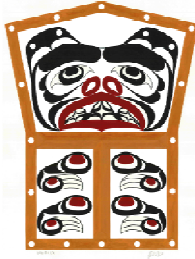
Please note:

- The activities should be of sufficient detail to show that you have thought through the range of issues you are likely to confront as well as the necessary sequencing of the various activities.
- Include the necessary details to support your budget estimates.
- The timelines and budgets should support the award payments proposed in section 9 of the Project Summary.
- If you are seeking retroactive funding, please indicate which activities those are and the total amount of retroactive funding.

4. **Human Resources:** Describe how you intend to staff the project, including who the key individuals are and their roles in planning, managing, and implementing the project. If your human resource team does not currently have the expertise to successfully complete the project, please explain your plans to build the necessary capacity.
5. **Financial Information:** If not fully addressed in the work plan, please provide a budget for the project that makes clear how the request to Coast Funds fits in to the overall budget. In addition, please list all sources and amounts of secured, pending, and potential funding.
6. **Success Factors / Risks:** Describe critical factors for success for the project. Explain the key risks that threaten the project's success as well as how you intend to mitigate them.
7. **Appendices:** List any documents, if any, that you are submitting in support of this application. We welcome submission of strategic plans, operating plans, or other documents that provide greater clarity and detail regarding the project or the natural resource management within your Nation.
8. **Submission and Review:** *Please note—we strongly encourage applicants to submit a Project Summary and discuss the proposed project with us well in advance of developing a complete application.* Project summaries and completed applications should be emailed to Scott Rehms, CEO, at scott@coastfunds.ca. Each application will first be reviewed by Coast Funds staff and then by a Project Review Committee made up of members of our Board of Directors. The Project Review Committee will develop a recommendation to the full Board, and the full Board in turn makes the final decision on how to respond to the application. The calendar for reviewing applications is as follows:

Application Deadlines 2012:	Reviewed by Coast Funds Board by:
February 3	March 27
April 27	June 14
August 10	September 25
October 19	December 4

COAST OPPORTUNITY FUNDS



Administrative Requirements for Conservation Applications

Coast Opportunity Funds

1. Introduction

This document serves as an administrative guide for conservation applications to Coast Opportunity Funds (Coast Funds). Coast Funds can accept and process applications from an entity so long as:

- the First Nation is eligible (see section 2); and,
- the applicant is eligible (see section 3).

2. Eligible First Nations

In order to apply for funding, you must be a First Nation who has been allocated a portion of the Conservation Endowment Fund. The list of eligible First Nations is:

Campbell River
Cape Mudge
Da'naxda'xw Awaetlatla
Gitga'at
Gwa'gala 'Nakwaxda'xw
Haida
Haisla
Heiltsuk
Homalko
K'omoks
Kitasoo
Kitkatla/ Gitxaala
Kitselas
Kwiakah
Lax Kw'alaams
Mamalilikulla Que'Qua'Sot'Em
Metlakatla
Nangis
Nisga'a
Nuxalk
Tlowitsis
Wuikinuxv

3. Eligible applicants

Coast Funds must comply with federal laws and regulations that dictate who can receive funds from us. In most cases, these requirements means the applicant will likely be a

Coast Opportunity Funds

1455 – 409 Granville Street, Vancouver, BC V6C 1T2

T: 604-684-0223, F: 604-684-0204

www.coastfunds.ca

Application Requirements (cont'd.)

Coast Opportunity Funds

First Nation's Band Council. An organization created by the First Nation to operate or administer its conservation or resource management activities will only be eligible to receive an award if that organization is a registered charity. Individuals are never eligible.

4. Administrative requirements for an application from a Band Council:

Document	Timing
a. List of the Band Council members who will endorse the application	Provide once, with updates when changes occur
b. Most recent financial statements for the Band Council (one year required; three years when available)	Provide once, with updates when available
c. Application	Provide for each application
d. Resolution from the Band Council endorsing the application. The resolution should reference that: <ul style="list-style-type: none">i. the application has been reviewed by the Band Council;ii. the application to Coast Opportunity Funds (include project title, amount, and date of application) is approved.	Provide for each application

Please contact us to discuss your specific situation.