

### General Instructions

This document is intended to help you in preparing and writing your proposal. It provides guidance on the content required for review and assessment of your proposed project.

#### Section A – GENERAL INFORMATION

1. Application Date: Applications must be received before 4:30 pm on the date of deadline (Sept 29 th 2017)
2. Project Title: Select a title that concisely identifies the project – try for 10 words or less.
3. Proponent: Identify who is the eligible proponent that will enter into a legal funding agreement with RDOS (must be a registered non-profit organization and will be asked to provide proof of registration if project approved). Include who will lead this project and be the primary contact. The proponent email address is where all correspondence, including notification of approval status, grant agreement information and other project details will be sent.
4. Partner: If there is another partner organization involved in delivering the project, identify them here. They can be another registered non-profit society or non-eligible organization.
5. Total Project Requested: Indicate the cash amount that you are requesting from the South Okanagan Conservation Fund.
6. Total Project Budget: Identify the total cost estimated for the completion of the project.
7. Multi-Year Projects: Multi-year projects up to a maximum of three years may be approved, although applicants must apply each year. Indicate if you are seeking support for multiple years for the first time, or, that your past multi-year application has been previously approved and include what year you are applying for (e.g. year 2 of 3, or year 3 of 3).

#### Section B – MANDATORY CRITERIA

1. Project falls within participating areas: Make sure that the project location falls into the participating areas. If in doubt, check the [RDOS online mapping system](#).
2. Project addresses International Union for Conservation of Nature (IUCN) threats to biodiversity targets. Make sure that your project addresses at least one of the listed threats. See page 5 of the [SOCF Terms of Reference](#).
3. Project meets the basic requirements for an eligible activity: See Appendix 1 Ineligible Activities in the [SOCF Terms of Reference](#).
4. Proponent is a registered non-profit organization. You will be required to provide proof of registration upon being approved for funding.
5. Proponent is prepared to make a presentation on the outcomes of their work and submit a written interim and final report on an annual basis.

### Section C – Project Outline

1. Why is this project important for conservation and how it will benefit the South Okanagan region. Refer to the Themes and Targets for conservation in Section 4.1 and 4.2. in the [SOCF Terms of Reference](#).
2. What are the goals/objectives of the project and how does the project address International Union for Conservation of Nature's (IUCN's) threats to biodiversity.

The framework for the Technical Review will be based on the IUCN classification of direct threats (sources of stress and proximate pressures) that may be past, ongoing, and/or likely to occur in the future. Refer to Section 4.3 of the [SOCF Terms of Reference](#).

[Go here for more information on the IUCN Actions Needed](#). The framework for the Technical Review will assess if there is a clearly demonstrated ability for the results of the project to reduce an identified threat to a biodiversity target.

**Goals** are broad statements that are visionary about what you wish to accomplish, the ultimate impact or outcome of your project.

**Objectives** represent the steps toward accomplishing a goal. Objectives are narrow, and precise, concrete, and measurable. SMART objectives are Specific, Measurable, Achievable, Realistic and Time Bound. State your objectives in quantifiable terms, as outcomes or results of an activity and are realistic and able to be accomplished within the grant period.

3. How will you measure the success of the project and know that you've met the objectives/goals. A helpful evaluation resource: [Conducting Program and Project Evaluations: A guide for Resource Program Managers in BC. FORREX](#)
4. Identify who will be primarily responsible for delivering the project along with their qualifications and provide a reference (name, phone number, email address) for each individual. The Technical Review will assess the capacity of the individuals who will deliver the project.
5. Who you will be partnering with on this project and what their roles are (including partners providing funding). The Technical Review will include whether the proposed activities involve other agencies and organizations, including leveraging funds from other sources.
6. Provide an outline (Project Charter) detailing the steps through to completion of the final report and presentations to RDOS. Include dates where possible. A Project Charter normally includes a project summary, goals, objectives, intended results, what is in-scope/out of scope, deliverables, milestones, risks, assumptions and constraints, team roles and responsibilities and stakeholders. Cost estimates and sources of funding can be included separately in the application budget. [Helpful resource here](#).
7. How will the public will be made aware of the project and the South Okanagan Conservation Fund's Contribution. Please include ideas on where you would like to present the outcome of your project. The Technical Review will assess whether there is a clearly described extension component of the project
8. Include a full project budget using the budget excel template provided on the South Okanagan Conservation Fund Apply page. Submit in addition to this application document within the same deadline. The Technical Review will include an assessment of value for funding requested, cost benefits of the project, including project costs and in-kind costs, and leverage of funds from other sources.

# SOUTH OKANAGAN CONSERVATION FUND

## Application Guidance 2017

SOUTH OKANAGAN  
CONSERVATION FUND



Applications must be submitted to the South Okanagan Conservation Fund by 4:30 pm, September 29th, 2017.

Acceptable forms of delivery include hand delivery, courier, or mail to:

**C/O RDOS 101 Martin St. Penticton BC V2A 5J9**

Or, by email to:

**[bryn.white@gov.bc.ca](mailto:bryn.white@gov.bc.ca)**