

### 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.

The South Okanagan Conservation Fund encourages proponents to ensure that the Syilx/Okanagan peoples' perspective is reflected and included in this work, and Syilx partnerships or elements that seek to include, are encouraged.

### Section A – GENERAL INFORMATION

- 1. Application Date:** Applications must be received before 4:30 pm on the date of deadline (Sept. 30th, 2019).
- 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 Funding 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, if your past multi-year application has been previously approved, include what year you are applying for (e.g. year 2 of 3, or year 3 of 3). (Limit 100 Words)

### 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 (you can choose more than one). 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.

### Section B – MANDATORY CRITERIA cont'd

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.
6. One or more maps of the project must be attached. Provide regional and site specific context. Can be pdf, jpg, or kmz files (no links). (Remember size limit of entire submission must be less than 7 MB).
7. One letter of support must be attached from either a primary partner, or land manager/owner where project will take place.

### 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: (Limit 500 WORDS)
  - a. The problem addressed by this proposal;
  - b. The overall project objectives;
  - c. Accomplishments to date;
  - d. The objectives of this year's proposed work;
  - e. How objectives will be met (methods);
  - f. How success will be measured (outcomes);
  - g. For this year, include the total cost of the project, partnership funds already obtained, and the amount requested from SOCF in the proposal;
  - h. Specify how the proposed work is important for conservation and how it will benefit the South Okanagan Region.
2. How does the project specifically address threats to biodiversity? Refer to the Themes and Targets for conservation in Sections 4.1 and 4.2 and Section 4.3 of the [SOCF Terms of Reference](#). Include facts and stats that support the need for the project; standards for methods to be applied, and literature references. (Limit 750 WORDS) The framework for the Technical Review is 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. The Technical Review criteria include if there is a clearly demonstrated ability for the results of the project to reduce an identified threat to a biodiversity target. [Go here for more information on the IUCN Threats Classification Scheme](#).
3. How will you measure the success of the project and know that you've met the objectives/goals. (Limit 750 WORDS)
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. (Limit 350 WORDS)
5. Who you will be partnering with on this project and what their roles are (including partners providing funding). The Technical Review criteria include whether the proposed activities involve other agencies and

### Section C – Project Outline cont'd

organizations, and whether it leverages funds from other sources. (Limit 350 WORDS)

**Reminder:** The South Okanagan Conservation Fund encourages proponents to ensure that the Syilx/Okanagan People's perspective is reflected and included in this work, and Syilx partnerships or elements that seek to include, are encouraged.

6. Provide an outline (Project Charter) detailing the steps through to completion of the final report and presentations to RDOS. Include dates where possible. (Limit 750 WORDS)

A Project Charter normally includes a project summary, goals, objectives, methods, intended results, deliverables, milestones, risks, assumptions and constraints, team roles/responsibilities, and other stakeholders. Cost estimates and sources of funding can be included separately in the application budget.

[Helpful resource here.](#)

**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.

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

The Technical Review criteria include whether there is a clearly described extension component of the project. (Limit 400 WORDS)

8. **Location and Map:** Help reviewers understand the regional and site specific context and location of your project. Describe to the best of your ability distance to the nearest town or other known feature, as well as tenure type (Private, Indian Reserve, Locatee Lands, Crown). Attach one or more maps as separate attachments via jpg, pdf or kmz files. DO NOT include links to Google Maps or any other online map. Attachments are mandatory. (Limit 150 WORDS)

9. **Budget.** Include a full project budget using the budget excel template provided on the South Okanagan Conservation Fund Apply page. Submit with your application document at the same time. The Technical Review criteria include 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. 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

# SOUTH OKANAGAN CONSERVATION FUND

## Application Guidance 2019

SOUTH OKANAGAN  
CONSERVATION FUND



Applications must be submitted to the South Okanagan Conservation Fund by 4:30 pm, September 30th, 2019.

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)