

General Instructions

- Only registered charities or organizations partnered with registered charities are eligible to apply.
- Additional supporting information can be sent as attachments by email or Google Docs.
- Applications must be submitted by 4:30pm, October 30th, 2026.
- Acceptable forms of delivery include hand delivery, courier, or mail to:
C/O RDOS 101 Martin St., Penticton, BC V2A 5J9 or email to socf.meads@gmail.com
- Proponents are strongly encouraged to use the guidance for applications document in the development of the proposal (found on the website in a Word Document)
- **NOTE:** Please include high quality photos (JPEG) or other supporting materials (designs, media coverage, brochures, etc) as attachments or Google Docs.

Section A – General Information

1. Application Date:
2. Project title:
3. Proponent: Must be a registered charity or is partnered with the registered charity
Legal Name:
 - a. Charity Registration #:
 - b. Mailing Address (include city and postal code):
 - c. Contact Person:
 - d. Phone #:
 - e. Email:
4. Partner (if applicable): Can be but does not have to be a registered charity.
 - a. Legal Name:
 - b. Charity Registration #:
 - c. Mailing Address (include city and postal code):
 - d. Contact Person:
 - e. Phone #:
 - f. Email:
5. Total Funding Requested:
6. Total Project Budget:

7. Multi-Year Projects:

- a) First time application: please indicate if the project is anticipated to extend over multiple years, and if so, indicate for how long and if SOCF support would be requested for the duration of this project (for a maximum of 3 years). Applicants will be required to apply each year of an anticipated multi-year project.
- b) If this is a multi-year project: identify what year this application is for (e.g. year 2 of 3, or year 3 of 3), then summarize the progress so far in your project. (Maximum 3 paragraphs)
- c) Interim report (only attach if this is for an existing application, not for first time applicants).

Section B - Mandatory Criteria

All projects must meet the following requirements to be considered for funding under this program. If the answer is “no” to any question, the project will not be considered further.

Project falls within electoral areas A, C, D, E, F, I or Summerland, Penticton, Oliver or Osoyoos

Project addresses International Union for Conservation of Nature (IUCN) threats to biodiversity targets, specifically at least one of the following: **Check all that apply**

Residential and commercial development

Climate change

Terrestrial and aquatic invasive species

Natural systems modifications

Transportation and service corridors

Human intrusions and disturbance (recreational activities)

Agriculture and aquaculture

Biological resource use

Section C – Project Outline

1. Project Description: Briefly describe what your project will accomplish. SOCF will use this summary for communications and reports.

- Additionally, include an image (JPEG) that represents your project for use in communications (Max 3 sentences).

2. The Executive Summary should clearly and concisely summarize the entire proposal.

(3-5 Paragraphs)

- The problem addressed by this proposal and how it is important for conservation and how it will benefit the South Okanagan Region.
- The overall project objectives, general methods and measures of success.
- For this year, include the total cost of the project, partnership funds already obtained, and the amount requested from SOCF in the proposal.

3. Threats to Biodiversity: How does the project specifically address IUCN threats to biodiversity targets? (referencing Sections 4.1–4.3 of the SOCF Terms of Reference)?

- Include facts, statistics, methodologies/standards, and literature references that support the need and approach (3–5 paragraphs or structured bullet points).

4. Project Steps and Deliverables:

Provide an outline for your project detailing the steps through to completion.

- Include main objectives, methods (how to achieve the objective) deliverables/measures of success (MOS) (examples such as # of plants, # acres, # of volunteers etc.) and proposed timeline.
- Please be specific to the current year of funding.
- Example below, please delete and replace with your answers

Objective 1:

Methods	MOS/Deliverables	Timeline

Objective 2:

Methods	MOS/Deliverables	Timeline

Objective 3:

Methods	MOS/Deliverables	Timeline

Objective 4:

Methods	MOS/Deliverables	Timeline

Objective 5:

Methods	MOS/Deliverables	Timeline

5. Partnerships: Who will you be partnering with on this project and what are their roles (including partners providing funding). Provide one letter of support from the primary partner, and/or land manager/owner where the project will be delivered.

6. Indigenous Engagement: Many projects take place on the unceded ancestral territory of the *syilx* people of the Okanagan Nation.

- SOCF actively prioritizes collaborations with Indigenous communities in joint leadership roles or having projects primarily led by Indigenous communities.
- Please detail how you have been engaging with Indigenous communities about your proposal and include the contacts and a summary of any feedback that you have received.
(2-4 paragraphs)

7. Public Awareness: How will the public be made aware of the project and the South Okanagan Conservation Fund contribution? Please include where you would present and/or publicize the outcome of your project (2–4 paragraphs, or structured bullet points).

8. Location and Map:

- Provide a description of the project location within the RDOS (e.g., Electoral Area or Municipality), distance to nearest landmarks, and land tenure type (Crown, Private, Indian Reserve, Locatee Lands).
- Attach one or more maps (JPEG, PDF, or KMZ format).
- Do not submit links to online maps.

9. Permits: Are any permits required for the project?

- If so list them and when you expect to receive approval for said permits.

10. Provide a budget using the budget template (Excel document) provided on the South Okanagan Conservation Fund page.

- Any additional comments regarding the budget please use the space below.

Submission Checklist

Please ensure all required components are completed and attached before submitting:

Completed Application Form (PDF form)

Completed Excel Budget (using the official SOCF template)

Project Location Map(s) (JPEG, PDF, or KMZ format)

High-Resolution Project Photo (JPEG format for communication purposes)

Letter(s) of Support (from primary partner and/or landowner/manager)

Interim Progress Report (Required only for continuing multi-year projects)

Additional Supporting Materials (Optional: permits, brochures, media coverage, technical designs)

Applicant Declaration & Sign-Off

I confirm that:

- 1) The information contained in this application and its attachments is accurate and complete to the best of my knowledge.
- 2) The applicant organization meets all SOCF eligibility requirements and has authorized this submission.
- 3) If approved, the applicant is prepared to submit required reporting and could be asked to deliver an annual presentation on project outcomes.

Authorized Signatory Details

Authorized Representative Name:

Title / Role in Organization:

Signature:

Date (MM-DD-YYYY):