



Send completed application form to:

Ministry of Environment, Conservation and Parks  
Species at Risk Branch  
Attention: **Allison Marinich**  
Telephone: 705 755-5649  
E-mail: [SAR.stewardship@ontario.ca](mailto:SAR.stewardship@ontario.ca)

<b>Ministry Use Only</b> Application Number
Date Submitted (yyyy/mm/dd)

Please refer to the **2019/20 Species at Risk Stewardship Program (SARSP) Guidelines** when filling out this application form.

Applications must be received electronically at [SAR.stewardship@ontario.ca](mailto:SAR.stewardship@ontario.ca)

You will receive a confirmation email upon submitting your application. If you do not receive an email within two full business days, please contact us at 705-755-5649.

All applicants will be notified of the proposal evaluation outcome in writing.

Incomplete applications will not be considered for funding (i.e., all sections should be completed fully to be considered).

Before submitting an application, all applicants must refer to the Legal Authorizations section of the 2019/20 SARSP Guidelines.

The final date to submit all final reporting and financial documentation will be February 29, 2020.

**Freedom of Information and Protection of Privacy Notice of Collection:** Personal information collected on the application form will be used for the proper administration of the SARSP.

When filling out the application please do not add additional personal information (beyond what is requested) about yourself or another individual. Personal information will only be used or disclosed in accordance with the *Freedom of Information and Protection of Privacy Act*.

**Previous Funding**

If you have received funding from the Species at Risk Stewardship Fund (SARSF) or Species at Risk Research Fund of Ontario (SARRFO) in previous years, please select the years you were funded.

- 2007/08  
  2008/09  
  2009/10  
  2010/11  
  2011/12  
  2012/13  
  2013/14  
  2014/15  
 2015/16  
  2016/17  
  2017/18  
  2018/19  
  N/A

Please provide the tracking number(s) of the project(s) funded by SARSF or SARRFO as indicated in the signed Transfer Payment Agreement(s):

If this new proposed project builds on past work funded by SARSF or SARRFO, please explain how:

**Project Title**

Please provide a descriptive title of the proposed project. **(300 characters maximum)**

**Proposed Project Timeline**

Start Date (Ex. June 1 2019):

End Date (Ex. January 30 2020):

**Brief Project Summary**

In the space provided, briefly describe your proposed project. This summary may be used on websites, news announcements and communication materials regarding the SARSP. **(450 character maximum)**

**Priorities**

Please indicate which priority category (ies) this proposal addresses. Refer to the 2019/20 SARSP Guidelines for details on each priority category.

**Priority Categories**

<input type="checkbox"/>	<b>1. Species Specific Priorities</b>
<input type="checkbox"/>	<b>2. Filling Knowledge Gaps</b>
<input type="checkbox"/>	<b>3. Stewardship Projects that address the threats and needs for Species at Risk outlined in Priority 3 of 2019/20 SARSP Guidelines.</b>
<input type="checkbox"/>	<b>4. Landscape/Ecosystem Priorities</b>

**Applicant Information**

Name of Person, Business and/or Organization, as applicable (Please indicate legal name of business or organization. The name must correspond to the name to be used on any cheques if the application is approved. Applicant **must** be an incorporated entity or individual).

**Lead Applicant**

First Name	Last Name
Position	

Signing Authority (if different from above)

Mailing Address

Full Legal Name of Organization (if applicable)

Unit No.	Street No.	Street Name	PO Box
Region/County		City/Town	Postal Code
Telephone No. (incl. ext.)		Mobile Phone No. (incl. ext.)	Fax No.

Is the mailing address same as the business address?

Yes  No (if no, provide the business address below)

**Business Address**

Unit No.	Street No.	Street Name	PO Box
Region/County		City/Town	Postal Code
Telephone No. (incl. ext.)		Mobile Phone No. (incl. ext.)	Fax No.
Email Address (Email address is critical for notification purposes)			Language <input type="checkbox"/> English <input type="checkbox"/> French

Website (if applicable)

Type of Organization (please choose one)

- |  |  |
|--|--|
| <input type="checkbox"/> Aboriginal Organization/Community<br><input type="checkbox"/> Academic Institution<br><input type="checkbox"/> Conservation Authority<br><input type="checkbox"/> Environmental Non-Government Organization<br><input type="checkbox"/> Individual Business | <input type="checkbox"/> Industry Organization<br><input type="checkbox"/> Landowner or Farmer<br><input type="checkbox"/> Municipal and Local Government<br><input type="checkbox"/> Non-Government Organization or Non-Profit Organization<br><input type="checkbox"/> Other (please specify): |
|--|--|

**Species Expert Contact**

It is recommended that applicants contact species experts to receive advice and direction during proposal development.

Please provide the names (maximum of 3) and contact information of the professionals who you contacted with respect to this project.

**PLEASE NOTE: this section is not intended to identify support for your proposal.**

Species Expert	Organization / Position	Email Address	Telephone No.

**Target Species**

Please list species at risk targeted by this project and their provincial status. Please limit your list to **only** SAR that will directly benefit (or most benefit) from your proposed activities; listing several SAR will not directly result in a higher chance of funding. Project proposals should target provincially Extirpated (EXT), Endangered (END), Threatened (THR), and/or Special Concern (SC) species that have been assessed and are listed in O. Reg. 230/08 (Species at Risk in Ontario List). For provincial status, please refer to the Species at Risk in Ontario List found at: <https://www.ontario.ca/page/species-risk-ontario>

Common Species Name	Is this a priority species listed in the Guidelines?	Is this a Primary Target Species in the project proposal?	Provincial Status
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> EXT <input type="checkbox"/> END <input type="checkbox"/> THR <input type="checkbox"/> SC
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> EXT <input type="checkbox"/> END <input type="checkbox"/> THR <input type="checkbox"/> SC
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> EXT <input type="checkbox"/> END <input type="checkbox"/> THR <input type="checkbox"/> SC
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> EXT <input type="checkbox"/> END <input type="checkbox"/> THR <input type="checkbox"/> SC
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> EXT <input type="checkbox"/> END <input type="checkbox"/> THR <input type="checkbox"/> SC
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> EXT <input type="checkbox"/> END <input type="checkbox"/> THR <input type="checkbox"/> SC
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> EXT <input type="checkbox"/> END <input type="checkbox"/> THR <input type="checkbox"/> SC

**Project Location**

Please provide the following geographic information in relation to your proposed project. Attach any maps and project location sketches, if applicable. Please provide all requested information for multiple project locations.

- Land Tenure
- First Nation Reserve       Private       Provincial Park (please specify):
- Crown       Federal Lands       Other (please specify):
- Municipal       Conservation Reserve       Across Ontario

Property Name(s)

Property Size (hectares)

Property Civic Address

Unit No.	Street No.	Street Name	PO Box
County		City/Town	Province
Postal Code		UTM Coordinates	Easting:
UTM Zone:		Northing:	UTM Zone:

Please indicate whether GPS unit was set to NAD83 or WGS84 or whether coordinates were estimated off Google Earth or topographical map:

Nearest City or Town

**Human Resource requirements**

List the people who will be working on the project and a brief description of their related experience.

Position/Person	Job Description	Job Experience

**Project Approach or Methods**

Approach or methods (including detailed description of sampling or monitoring techniques or protocols) **(25 line maximum):**

## Measuring Success

How will you measure the success of your project? Describe any performance measures, evaluations or follow-up monitoring that will be used to assess the effectiveness of the proposed activities. **(2000 character maximum):**

**Workplan 2019-2020**

Please identify and describe each activity, detailing key actions, associated milestones for each activity, the timing required to complete the project by **February 28, 2020** and the estimated percentage amount of the total budget request from the SARSP.

- For detailed information pertaining to each of the eligible activity categories, please refer to the 2019/20 SARSP Guidelines.
- If funded, content listed in ‘Milestone of Activity’ column will be used in the Transfer Payment Agreement and referenced during interim and final reporting periods to ensure the milestones have been accomplished so that payment can be issued.

Using the following **Activity Categories**; please describe how you will accomplish your proposed project in the table below:

- |  |  |                                  |
|--|--|----------------------------------|
| <b>1. Direct Threat Mitigation</b>               | <b>4. Habitat Management/Restoration</b>       | <b>6. Outreach and Education</b> |
| <b>2. Research</b>                               | <b>5. Survey, Inventory, and/or Monitoring</b> | <b>7. Other</b>                  |
| <b>3. Local Traditional Ecological Knowledge</b> |  |                                  |

Describe Specific Activity in Detail	Milestone of Activity	Activity Category	Proposed Start Date dd-mm-yy	Proposed End Date dd-mm-yy	Estimated % of total SARSP budget request
<i>Example: Survey of Blanding’s Turtle population to be conducted in location X using mark and recapture techniques.</i>	<i>Example: An interim report which may include a summary of preliminary results, survey techniques used or actions taken.</i>	<i>Example: 2</i>	<i>Example: 18-06-19</i>	<i>Example: 18-08-19</i>	<i>Example: 25%</i>



<b>Describe Specific Activity in Detail</b>	<b>Milestone of Activity</b>	<b>Activity Category</b>	<b>Proposed Start Date dd-mm-yy</b>	<b>Proposed End Date dd-mm-yy</b>	<b>Estimated % of total SARSP budget request</b>

Describe Specific Activity in Detail	Milestone of Activity	Activity Category	Proposed Start Date dd-mm-yy	Proposed End Date dd-mm-yy	Estimated % of total SARSP budget request

**Threats and Knowledge Gaps**

Explain in the table below how your project activities (from your work plan) address specific threats and/or knowledge gaps identified in Government Response Statements (GRS), Recovery Strategies (RS), Management Plans or Status Reports.

<b>Species</b>	<b>Threats and Knowledge Gaps</b> Describe the specific threat(s) or knowledge gap(s) stated within a Government Response Statement, Recovery Strategy, or Status Report that will be addressed by the project.	<b>Endorsed Actions/Activities</b> What actions/activities do the Government Response Statement Recovery Strategy, or Status Report endorse to address the threat(s) or knowledge gap(s)? (include only the actions that will be addressed by this project).	<b>Proposed Activities</b> How will your proposed activities address the endorsed threat(s) or knowledge gap(s)? Describe the proposed activities in relation to your work plan).
<i>Example:</i> <i>Deerberry</i>	<i>Example:</i> <i>Erosion and Soil Slumping</i>	<i>Example:</i> <i>Government Response Statement:</i> <i>5. Investigate techniques used successfully in the past to reduce erosion and implement actions to mitigate this threat where possible.</i>	<i>Example:</i> <i>Conduct assessment of various techniques and use technique 'x' in target location to reduce further slumping.</i>

Species	Threats and Knowledge Gaps	Endorsed Actions/Activities	Proposed Activities

## Budget

Complete the following budget breakdown specifying the costs associated with your project. **Please remember to relate these costs to the activities outlined in the Workplan table above.** Include matching funds (cash or in-kind), and indicate how much funding is sought from the SARSP.

Consult the 2019/20 SARSP Guidelines for eligible costs and matching funds, and the Agreement and Payment section for details on reporting requirements for payment.

### Eligible Expense Categories:

- a) **Human Resources:** includes wages and mandatory benefits (as required by law) for human resources that will be directly involved in the implementation of the project. Project management costs are excluded from Human Resources. Please provide the position title, rate of pay, length of contract, total and source for each position. For example,
  - Project Biologist \$26/hour x 24 week= \$24,960 (in-kind)
  - Field Tech \$18/hour x 16 weeks= \$11,520 (SARSP)
  - Outreach assistant \$18/hour x 8 weeks= \$5,760 (\$2,880 from SARSP, \$2,880 match)
  - Licensed pesticide contractor, \$15000/week x 2 weeks= \$3,000 (SARSP)
- b) **Administrative** includes office supplies, phone, computer, fax and photocopy costs, as well as any project management expenses (e.g. project management, planning and logistical positions, and accounting). **Administration costs cannot exceed 10% of the total funding requested.**
- c) **Equipment:** includes the lease and/or rental of equipment required for the completion of the project. In some cases, equipment purchase may be considered with proper justification.
- d) **Materials and Supplies:** includes materials other than equipment (e.g., trees for planting).
- e) **Vehicle Rental, Travel and Fieldwork:** includes accommodations, meals, vehicle leases, operational costs (e.g., fuel, insurance) **or** mileage. Mileage rate cannot exceed \$0.41/km. Costs must be reasonable for activities proposed. Following the formal review and approval of applications, proponents may be asked to ensure that costs associated with rentals and leases over \$5,000 have gone through a competitive process (e.g., sought out quotes for rentals and leases).
- f) **Publication Design, Printing and Distribution:** includes print material, signs, mailing, French translation costs. Describe what is being produced, how many units and at what cost per unit.

**BUDGET REQUEST – YEAR 2019-2020**

<b>Project Expenses</b> (Detailed descriptions for each expense are required)	<b>Amount requested from SARSP</b>	<b>Matching Funds: In-kind amount</b>	<b>Matching Funds: Cash amount</b>	<b>Total Cost (= amount requested + matching funds columns)</b>
<b>Human Resources expenses</b> (please provide the position title, rate of pay and length of contract for each employee):				
<b>Administrative expenses</b> (describe and list expenses):				

**BUDGET REQUEST – YEAR 2019-2020**

<b>Project Expenses</b> <b>(Detailed descriptions for each expense are required)</b>	<b>Amount requested from SARSP</b>	<b>Matching Funds: In-kind amount</b>	<b>Matching Funds: Cash amount</b>	<b>Total Cost (= amount requested + matching funds columns)</b>
<b>Equipment and its lease or rental expenses</b> (describe and list expenses):          				
<b>Materials and supplies and associated expenses</b> (describe and list expenses):          				

**BUDGET REQUEST – YEAR 2019-2020**

<b>Project Expenses</b> (Detailed descriptions for each expense are required)	<b>Amount requested from SARSP</b>	<b>Matching Funds: In-kind amount</b>	<b>Matching Funds: Cash amount</b>	<b>Total Cost (= amount requested + matching funds columns)</b>
<b>Vehicle rental, travel and fieldwork expenses</b> (describe travel expenses and identify how many people will be traveling):				
<b>Design, printing and distribution expenses</b> (describe what is being produced, how many units and the cost per unit):				
	<b>Total funding requested from SARSP</b>	<b>*Total in-kind matching funds</b>	<b>*Total cash matching funds</b>	<b>Total project cost</b>
<b>TOTAL:</b> (Please ensure correct calculations)	\$	\$	\$	\$

**\*Total Amount of in-kind and cash Matching Funds in Budget table should correspond to the total Partnership Support in table below.**



**Partnership Support**

Please list the names of all partnering individuals or organizations that will be in this project. Partners may be contacted to confirm their support and/or participation in this project.

Note: if any in-kind or cash amounts are identified in the budget request tables above, they should also be identified in the following table.

Partner	Contact Information (primary contact name, e-mail, phone)	Description of Partner Involvement	Cash Amount \$	In-kind Amount \$	Confirmed? (yes/no)
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
<b>TOTAL:</b>					
(Please ensure correct calculations)					

**\*Total Amount in Partnership Support should correspond to Total Matching Funds in Budget table above.**

## Agreements and Signatures

### Signing Authority Signature

**Charitable, non-profit (other than a university) or for-profit organization** applications must be accompanied by a signature of an authorized officer of that organization.

- I hereby declare that the information being included in this SARSP application is complete and accurate, and I am aware that providing incomplete, false or misleading information may make this application ineligible or result in it not being considered by the Ministry.
- I hereby agree to all conditions and requirements, including those related to eligibility and acquiring appropriate authorizations outlined in the 2019/20 SARSP Guidelines.
- Please check this box if you are interested in future communication opportunities with the Ministry. Please note, we will follow-up on this at an appropriate future time.

Name (if different from above)	Title/Position	Date (yyyy/mm/dd)

## Legal Authorizations

- I hereby declare that the proposed activity (ies) are not being undertaken to fulfill legal requirements/conditions identified in an ESA permit, authorization or regulation.

Do any proposed project activities require a *Fish and Wildlife Conservation Act* authorization?

- Yes    No

Do any proposed project activities involve a species listed as Extirpated, Endangered, Threatened under the ESA?

- Yes    No

If yes, please indicate which of the following applies:

- A notice of activity under ESA regulation 242/08 (S23.17) will be submitted before undertaking the funded activity;
- An ESA 17(2)(b) permit is required and will be obtained before undertaking the funded activity; or
- The proposed activity does not require an authorization under the ESA

### **IMPORTANT INFORMATION BEFORE SUBMITTING AN APPLICATION**

As an applicant to the SARSP, it is your responsibility to obtain any necessary authorizations required in order to begin and/or complete the project. For example; an Ontario Parks authorization, an authorization under the ESA and/or a license under the *Fish and Wildlife Conservation Act* may be required for your project.

If your project involves a species listed as Extirpated, Endangered or Threatened under the ESA, please contact [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca) to determine whether an authorization under the ESA may be required.

Please refer to the Legal Authorizations Section in the 2019/20 SARSP Guidelines for further details on this and other MECP and federal authorizations that may be required.

Failure to apply for all relevant authorizations will jeopardize your project.