

MANITOBA FISHERIES ENHANCEMENT INITIATIVE

Funding Application Form

All information should either be: 1) typed or printed in the space provided or
2) presented on separate sheets following the same format.

General Information

Applicant: _____ Position: _____

Organization: _____

Mailing Address: _____

Telephone No.: _____

Facsimile: _____

Funding Request to FEI: \$ _____

in 19__/__. \$ _____ in 19__/__.

Submission Date: _____

Duration of project (years): _____

Project Cooperator(s)/Sponsor(s) - if any:

Name: _____

Telephone No.: _____

Address: _____

Project Information

Project title (max. 10 words): _____

Location of project(neighbourhood, town, range etc., give address if possible
or provide a map): _____

Date project will start: _____

Finish: _____

Project Information (continued)

Main project objective(s); identify expected benefits (environmental/educational):

Project description: provide a brief outline of project. Include background information and reference to existing literature, if any, and enhancement techniques. Indicate commitment and role of **all** partner organizations.

Project Information (continued)

What fisheries problem/need are you addressing?

What work did you do or information do you have to define the problem/need? (i.e. what work was done to measure existing environmental conditions at project start):

What are the project's key activities? When will they take place? (i.e. schedule of work events: pre-assessment April 15-18; hauling rock June 15; building shoal June 17-18 etc.)

Description of activity

Target Date

Have you received approval of your plan from appropriate authorities – environmental licence, water rights, etc.?

_____yes _____no _____not applicable _____upon FEI approval

Project Information (continued)_____

Indicate whether negative environmental effects of the project are:

_____significant

_____insignificant

_____non-existent

_____unknown

Describe any measures you are planning, either to determine negative effects which are unknown or to minimize known effects:

Project Management/Promotion_____

How will the project be supervised (yourselves, consultant, DNR, etc.)?

Describe measures you will use to publicize the benefits of the project.

Indicate how and when FEI's involvement will be recognized?

Evaluation Strategy and Follow-up_____

Describe your monitoring/evaluation plan for project. Indicate regular and systematic review of the project, including final evaluation on project completion. This plan should provide the framework for progress and final reports.

Evaluation Strategy and Follow-up (continued)_____

Describe your follow-up activities and future management needs after project completion.

Funding Information_____

Expenditures	Total Cost	Request to FEI	Other Partner's Contribution*	
			Cash	In-kind/Voluntary (\$)
Labour (salaries)		not available		
Management/				
Professional Services**				
Equipment (rental / Purchase)				
Material and Supplies				
Other Costs				
Total				

*List of other partners by agency and indicate status of contribution: c-confirmed or p-pending.

**Management/Professional Services include technical (biologists/technicians), computer time, analytical work, administrative, accounting and auditing.

Note: Salaries and equipment rentals should be broken down into cost/hour, time required and total cost.

Fencing Limits: First mile - \$1,700.00; each additional mile - \$610.00; custom fencer - \$1,400 / mile

Refer to the FEI guidelines for what is included in the first mile. Requests amounting to higher than these guidelines require justification.

Please append additional information if there is insufficient space or there is something more you would like to include.

Send your application to: Manitoba Water Stewardship, Fisheries Branch, Box 20, 200 Saulteaux Crescent, R3J 3W3 Attn: Joe O'Connor or email to [LJanusz@gov.mb.ca](mailto:ljanusz@gov.mb.ca)

MANITOBA FISHERIES ENHANCEMENT INITIATIVE

Submission Guidelines and Funding Application Form

Introduction The Manitoba Fisheries Enhancement Initiative (FEI) was established in 1992 as a government fund dedicated to conservation, restoration and enhancement of Manitoba's fish populations and fish habitat. Working in cooperation with community groups, associations, and agencies, FEI is helping identify and examine habitat problems and issues across Manitoba and to promote programs that address them. Revenue for the FEI is generated through a portion of sport and commercial fishing licence sales and is recognized by a stamp affixed to each licence sold.

Eligibility Proposals for funding are accepted from individuals or associations such as game and fish associations, local government agencies, business and citizen organizations, service clubs, conservation groups, environmental groups and school and youth groups. Cooperative funding from proponents and/or other partners is encouraged.

Contact Persons Prior to submitting an application form please discuss your project with local fisheries staff:

Eastern Region Lac du Bonnet, MB (204)345-1450	Western Region Brandon, MB (204)726-6452	Winnipeg, MB (204) 945-7789
Western Region Dauphin, MB (204)622-2205	Western Region Swan River, MB (204)734-3429	Western Region Roblin, MB (204)937-2510
Central Region Gimli, MB (204) 642-6099	Northwest Region The Pas, MB (204)627-8296	Northeast Region Thompson, MB (204)677-6650

**Contact Persons
(continued)**

Instructions on preparing a complete submission are in the attached Funding Application form. Questions about the Initiative can be directed to:

Fisheries Enhancement Initiative
C/o Laureen Janusz Tel: (204) 945-7789
Box 20 Fax: (204) 948-2308
200 Saulteaux Cr.
Winnipeg, MB R3J 3W3

Basic Qualifications Project proposals must meet the following criteria to be considered further. The proposals must:

- be biologically and ecologically sound
- encourage local involvement and participation in fish and fish habitat conservation and enhancement activities.
- be consistent with existing cooperative agreements with other agencies or the private sector (e.g. lodge owners, First Nations, commercial fishing groups).
- present a positive and environmentally sound image.
- have obtained approval from the appropriate Regional or Fisheries Branch Manager.
- have any required external approvals or a firm commitment in writing for approvals, such as environmental licences (see other considerations), water rights licences, and land access or tenure.
- be designed to minimize the liability of the Manitoba Government and conform to government work safety standards.

Generally, the Fisheries Enhancement Initiative supports projects that:

- Provide plans that result in the physical improvement of habitat or the increase in fish populations at a specific site
- Result in fish stocks that are biologically sustainable over the long term.
- Provide public awareness and education related to fish and their habitat, and to activities being conducted under the initiative.

Other Considerations

- Project Planning** The cost of hiring consultants to do habitat inventories and to prepare site specific project plans is allowed. Proponents are encouraged to volunteer labor as their contribution. Include maps, plans, sketches whenever appropriate.
- 10% Holdback** For projects requesting \$5,000 or more, 10% of the funds are held back until the project is complete. To receive the holdback proponents must send in a summary of expenses with a covering letter requesting the 10%. The can be done prior to fulfilling their obligations to submit a final report (see below and grant conditions).
- Project Evaluation, Auditing and Reporting** Proponents must provide a final report. The report should include:
- ... a discussion and evaluation of results
 - ... information on technique(s) applied
 - ... a summary of project expenses for auditing purposes
- When a more detailed report is necessary the cost for preparation and printing can be included as a project cost. For projects extending beyond one year, progress reports are required at the end of each fiscal year (March 31).
- Project Intent** Projects designed to improve wild fish populations and their habitat are preferable. Operating hatcheries and rearing ponds with the intent to add fry or fingerlings to a waterbody is an acceptable project where:
- ... the waterbodies natural habitat has been enhanced and/or existing natural populations have been weakened.
 - ... a new fisheries is created where none existed before.
- Project Maintenance** Proponents are responsible for the operation and maintenance costs of any machinery or other works originally installed on a project funded by the Initiative. Proposals with low operation and maintenance cost requirements are preferred.
- Multi Year Projects** The Initiative will fund projects that take more than a year to complete; however, as grants are awarded on an annual basis, multi-year projects will be approved in principle only. Applicants must submit progress reports and reapply for grants in subsequent years.

Environmental Licencing Habitat enhancement projects generally affect fish migration and fish habitat. Under the Environment Act, Reg 164/88 works such as: constructing riffles and pools; building shoals in lakes; fish passage structures; streambank rehabilitation and water control structures are classified as Class 2 Water Development and Control projects and require Environmental Act Licencing. This approval procedure takes 8-10 weeks. Contact Manitoba Environment, 123 Main Street, Suite 160, Winnipeg, Manitoba R3C 1A5 or call 945-7038 for an Environment Act Proposal Form. Have your form ready to submit upon receiving FEI funding.

Funding Limits To ensure that a large number of groups have access to funds, requests up to \$25,000 per project per year are preferred. Special projects which require funding in excess of \$25,000 are considered; however, proponents are encouraged to investigate cooperative funding arrangements with other agencies or user groups listed as project cooperators.

In general, it is the Fisheries Enhancement Initiative's policy NOT to fund:

... Management activities that are the basic responsibility of the Water Stewardship Department: i.e. annual inventories, monitoring, or any other such functions identified as main program responsibility.

... Long term operating costs associated with a project. The Fisheries Enhancement Initiative will fund first time start-up costs

Submission Deadline and Format FEI grants are awarded on a fiscal year basis (April 1st to March 31st). Proposals are accepted throughout the fiscal year. Project applications received in the 4th quarter of the fiscal year may be held over. Fill out and send the enclosed Funding Application to: Fisheries Branch, Box 20, 200 Saulteaux Crs., Winnipeg, Manitoba R3J 3W3. Attention: Joe O'Connor

Review Process Projects are reviewed by regional and head office fisheries staff, then forwarded for Departmental review and decision. Approval may be conditional upon project modification or necessary external approvals. Applicants are notified when:

- ... their proposal is received
- ... there is additional information required
- ... their proposal will be held for review in the upcoming fiscal year
- ... their proposal is approved/rejected.

Project Evaluation Criteria Project proposals are evaluated using a scoring system based on the following criteria. Projects that score less than 70 points are deemed a lower fisheries priority and will be held until the end of the fiscal year and may be funded then if money is available.

Education/Habitat/Stock Benefits	40 pts
Fish Management Value	20 pts
Value for \$ /Partnerships	20 pts
Proposal/Proponent Merit	20 pts

(technically sound, biologically and environmentally sustainable, consistent with other agreements, required approvals/permits, worked with fisheries staff, capable of completing project, previous track record)

Specific Project Limits

Fencing: As there are a number of riparian restoration projects involving fencing we have developed guidelines/limits for fencing. Generally FEI will only cover **exclusion** fencing up to the following amounts:

First mile - \$1,700

- includes solar panel, energizer, 1-20' gate, deep cycle battery and grounding kit
- based on 2 strand electric with 65' space between posts

Each additional mile - \$610.00

Custom Fencing - \$1,400 /mile

These are guidelines and exceptions may be made where appropriate justification is submitted.

Aeration: FEI will fund first time operation costs for aeration units but the proponent must submit the following with their application form: a letter indicating who is legally responsible for the aeration unit which involves carrying appropriate insurance coverage and providing due diligence in notifying and protecting the public.

Grant Conditions

1. It is the proponent's responsibility to account for all project and associated administration costs in budget preparation, including taxes.
2. FEI grants are awarded on a fiscal year basis (April 1st to March 31st). A summary of financial expenditures is required at the end of each fiscal year (March 31st) and within 60 days of project completion.

3. A final report must be provided within six months of the end of FEI's funding involvement. This report should include:
 - project goal & objectives
 - an outline or work completed to date
 - techniques applied
 - results
 - recommendations for project follow-up steps
 - a summary of financial expenditures
4. Any data must be made available to FEI upon request. Subsequent publications must acknowledge FEI's contribution, and a copy must be forwarded to FEI.
5. During the period of funding and also upon request, the proponent must provide FEI with slides and/or photographs. Slides/photographs are used in the annual report and communications products. Proper acknowledgement to the photographer will be made. Slides will be returned to the proponent.
6. The proponent must give FEI appropriate credit and acknowledge FEI's financial contribution in any product or any publicity (including articles written about the project by others) relating to the project.