



# Watershed Management Application

PEI Department of Environment, Energy and Forestry  
PEI Employment Development Agency

**2006**

## **Guidelines and Application**

***For further information, contact:***

Department of Environment, Energy and Forestry  
11 Kent Street  
PO Box 2000, Charlottetown  
Prince Edward Island C1A 7N8  
[www.gov.pe.ca/go/wmf](http://www.gov.pe.ca/go/wmf)

Tel: (902) 368-5000  
Fax: (902) 368-5830

# Watershed Management Application

## Introduction

This application is to be used by watershed groups to apply for provincial funding for activities of the organization. **To make the process easier for watershed groups, this is a combined application to apply to the Department of Environment, Energy and Forestry's Watershed Management Fund and Greening Spaces Program, and the labour funds of the PEI Employment Development Agency.** If your group is applying to the Greening Spaces Program or the Employment Development Agency but NOT the Watershed Management Fund, please utilize specific forms for those funds.

## Changes for 2006

- Wildlife Conservation Fund is no longer applied for in this application
- Greening Spaces Program has been added
- Application deadline is January 31, 2006
- Employment Development Agency wage rates have changed
- Watershed Management Fund wage rates are now maximums not requirements
- Insurance premiums are to be indicated on budget

## Who can apply?

Organizations who should use this application include:

- Community watershed organizations
- Other non-government organizations
- Municipalities
- Individuals, in partnership with a watershed organization
- Educational and research institutions

## Eligible Projects

Projects eligible for assistance include:

- Watershed management and planning initiatives
  - Organizational and capacity building initiatives including strategic planning
  - Watershed management plan preparation
- Wildlife habitat enhancement initiatives
  - Upland, wetland, riparian, and stream habitat enhancement
- Specific measures that address non-point source pollution
  - Erosion and sedimentation control
  - Agricultural runoff control
- Research

## Application Process

The application deadline for **2006** is **January 31, 2006**. Applications may be typed or handwritten and must be submitted on the official application form. Applications must be completed in full and clearly state the issues and objectives of the proposal. Only one application will be accepted per organization. The application must indicate all activities for the project and all contributions by others, whether cash or in-kind.

There is no limit on funding. However, funding requests must represent a reasonable and accurate estimate of funding required to carry out the proposed work. Equal distribution of funds to all areas of the province will be considered as well as labour market issues across the province. The ultimate distribution of support will be dependent upon assessment of all applications received. You are strongly advised to consult the specific application guide accompanying the form for details relating to each area to be completed on the form. In addition, an eligible expenses list is available from the Department of Environment, Energy and Forestry on the internet at: [www.gov.pe.ca/go/wmf](http://www.gov.pe.ca/go/wmf). This internet location also lists the watershed coordinators across the province who are available to answer questions on the completion of applications.

# Watershed Management Application Guide

This guide is to help you complete the Watershed Management Application which is used to apply to the following funds at the same time:

**Environment, Energy and Forestry:** Watershed Management Fund      Greening Spaces Program

**Employment Development Agency:** Special Projects      Jobs for Youth

The completed application must cover all of your activities and projects as only one application will be accepted from an organization. Please review and follow this application guide carefully.

<b>Part 1 – General Information</b>
<b>Organization Name</b> – <i>State the full legal name of your organization.</i>
<b>Type of Organization</b> – <i>State the type of your organization. For example: Non-Government Organization (NGO), Community Group, Municipality, Research/Educational Institution, etc.</i>
<b>Date of Incorporation</b> – <i>State the date of incorporation. If unincorporated, check N/A. This provides information on your organization's capacity.</i>
<b>Revenue Canada Business Number</b> – <i>State the full Revenue Canada Business Registration Number. This is used to review staffing information.</i>
<b>Workers Compensation Number</b> – <i>State the Workers Compensation Number for your organization.</i>
<b>Primary/Secondary Contact, Title, and Phone</b> – <i>State the primary contact, position title, and phone number for correspondence and other inquiries related to this application. Please choose a primary contact who is relatively easy to reach and knowledgeable on the project during the work term. State a secondary contact, position title, and phone number in the event that the primary contact cannot be reached. Please ensure that the secondary contact is familiar with project activity progress if the primary contact is unavailable.</i>
<b>E-mail</b> – <i>State your organization's e-mail address, if applicable, preferably for the primary contact.</i>
<b>Fax</b> – <i>State your organization's fax number, if applicable.</i>
<b>Organization Mailing Address</b> – <i>State the mailing address to which correspondence related to the application should be sent.</i>
<b>Public Listing (Optional)</b> - <i>If you wish, state a person to be listed on the Department of Environment, Energy and Forestry's Public List of Watershed Groups. The Department of Environment, Energy and Forestry is often asked for contact information in order to reach watershed groups. If your organization wishes to be included on this list, fill in the listing information of contact name, title, phone number and address. As this listing may cause the person listed to receive queries unrelated to the project being applied for in this application, it is recommended that a chairperson, president, executive director or similar position holder be chosen to be listed. If your organization has already been added to this list by responding to previous correspondence about this list from the Department of Environment, Energy and Forestry and the information has not changed, you do not need to fill out this section to maintain your listing.</i>
<b>Recent Activities Carried Out By Your Organization</b> – <i>State recent activities/accomplishments of your organization. For example: constructed and stocked community tree nursery or enhanced 5 km of Silty Brook. This information helps us understand the scope and objectives of your organization.</i>
<b>Total Provincial Government Funding Requested in This Application</b> – <i>State the total of provincial funds requested in this application. This total funding number is the same value as "Provincial Funds Requested" that you will indicate in the financial part of the application.</i>

## Part 2 – Project Information

**Project Title** – State the title of your project. For example: Silty Brook Watershed Management 2006.

**Project Location (attach map)** – Describe the location of your project and include a map of the project area. Please mark the work areas on the map. For example: Silty Brook upper watershed - work areas highlighted.

**Watershed(s)** – State the watershed or watersheds where the project will take place.

**Type of Project (check all that apply)** – Check all applicable project types; please specify if “Other.”

**2006 Project Goals** – List what you hope to achieve with this project. For example:

- Start watershed planning process
- Enhance the membership and capacity of our organization
- Enhance 5 km of Silty Brook

**Long Term Project and/or Organizational Goals** – List the long-term objectives of your project and/or organization. For example:

- Strengthen the organizational capacity of our watershed group
- Develop a watershed management plan
- Address non-point source pollution problems
- Restore good water quality to Silty Brook

### 2006 Project Summary

**Project Activity** – List the main activities of your project. For example:

Start watershed planning process.

Enhance 5 km Silty Brook.

**Anticipated Results** – List the anticipated outcomes of the corresponding project activities on the left. For example:

Hold four planning meetings; produce watershed management plan; implement top priority strategy; produce summary brochure for public distribution.

Clear dead trees; install brush mats; plant 200 trees; restore fish passage at one culvert.

**Please outline plans for future maintenance of the proposed work:** State anticipated future funding requirements or maintenance activities. For example:

- Watershed management plan will require ongoing updates
- Silty Brook will require annual maintenance
- Riparian zone tree planting will require annual maintenance

Government does not have the ability to predict future funding availability; your organization should think about how and by whom the proposed work will be maintained. If the proposed project will require financial assistance for future maintenance, it may score a lower rating than a project requiring no future financial commitment for maintenance.

## Part 3 – Greening Spaces Program Information (optional)

### Project Information required by the Greening Spaces Program

This section only needs to be filled out if you are applying to the Greening Spaces Program (GSP) for trees, shrubs and funds for planting materials.

#### Why do you want to do the tree and shrub planting component of the project?

Indicate the reasons why you wish to plant trees and shrubs. Please include a description of the educational, community and/or environmental benefits of the project. In order for the Greening Spaces administrators to understand the holistic picture, please prepare a five year-plan for your watershed or refer to an existing five-year plan.

**Do you have a letter of permission from the landowner where the trees and shrubs are to be planted?**  
*You must obtain permission from the landowner or person / organization that manage the property. Indicate whether you have a letter of permission to conduct the plantings. Please attach a copy if you have already obtained this.*

**How many and which species of trees and shrubs do you propose to plant?**  
*Please list the numbers and species of trees and shrubs you are requesting. There is no cost to this item and it does not need to be indicated on the budget. Indicate the total number of trees and shrubs requested. For a list of the trees and shrubs available, please contact the J. Frank Gaudet Tree Nursery or your watershed coordinator.*

**What equipment and supplies will you need for the planting component of your project?**  
*List equipment and supplies needed to complete the planting such as rental of a roto-tiller or the purchase of items such as mulch, shovels, etc.*

**When do you plan to begin your project (fall or spring)?**  
*Indicate the approximate date when your planting project would begin.*

**Who will prepare the site, plant the trees, and maintain the site with regular watering, weeding, mulching, pruning, and general cleanup?**  
*Generally describe who will complete the activities associated with the planting and plant maintenance. Include any in-kind time, expertise, materials, etc. that is to be volunteered.*

**Outline your plans for communications, recognition and promotion of your Greening Spaces Program project.**  
*Describe your plans / arrangements for media involvement, public awareness, project announcement, and recognition of the Department's contributions. This should be designed to help others learn about your work and how they could benefit from the Greening Spaces Program.*

**Attach a photograph of the planting site or sketch the proposed planting site in this box.**  
*Include dimensions, in metres, of the area(s) to be planted.*

## Part 4 – Financial Information

**Budget Summary By Expenditure Category** – *State the total overall cost for each category in the appropriate column.*

**Labour** – *Provide a summary of the number of workers and number of work weeks, and state the anticipated labour costs of the project. Note that positions approved by the Employment Development Agency (EDA) must be filled by workers referred to your organization by the EDA. Organizations can not choose people to fill Special Projects and Jobs For Youth positions.*

**Supervisor** – *Indicate whether a supervisor is required (maximum of one).*

**Labourers** – *State the total number of labourers that the project requires.*

**Volunteers** – *State the total number of volunteers and typical contribution anticipated from each.*

**Weeks** – *State the total number of work weeks that the project requires.*

*For example: 2 workers @ 12 weeks each + 1 worker @ 14 weeks = 38 weeks.*

**Total Cost** – *Calculate the total cost of labour required to complete the project.*

The wage rate funded from the Employment Development Agency is \$7.45 /hour for labourers and \$7.50 /hour for supervisors. While this wage rate may be topped up to a maximum wage rate of \$8/hour for labourers and \$10/hour for supervisory positions with WMF funds, it is NOT required. Organizations are free to set their own wage rates as long as the rates are at least the EDA rates (if the wage rate is partially funded by the EDA) and do not exceed the maximum WMF rates (if WMF funds are utilized as part of the wage). The maximum WMF wage rates do not apply if WMF funds are not utilized as part of the wage. These wage rates already **INCLUDE** vacation pay but not MERC (see section on MERC below). For volunteers, value the labour anticipated at \$10/hour in the in-kind column.

**MERC** – *Mandatory employer related costs (MERC) are those costs that the employer must remit to the federal government and the Workers Compensation Board (WCB). They include Employment Insurance, Canada Pension Plan and WCB premiums. Calculate these costs as the total of labour costs for both the supervisor and labourers multiplied by 10.5%. (Do not include volunteers.) The applicant organization is responsible to pay ALL MERC so it is very important to fill in this value so that you have the resources to make these payments.*

**Watershed Planning** - *State the total cost of watershed planning activities.*

**Equipment/Rental** – *State the total cost for equipment purchase, maintenance and/or rental.* Equipment owned by your organization is not eligible for rental costs and must be included as an in-kind contribution. For the Greening Spaces Program, include rental of equipment such as a roto-tiller or a tractor.

**Materials/Supplies** – *State the total cost for materials and supplies.* For the Greening Spaces Program, include materials such as mulch, tree guards, shovels, etc. Also for the Greening Spaces Program, there is no cost for trees and shrubs but be sure to indicate in Section 3 of the form the numbers and species required.

**Travel** – *State the total cost for travel.* Only travel incurred in actual project activities is eligible and detailed travel logs must be maintained. The rate per kilometre must be reasonable and should not exceed provincial government rates.

**Office/Administration** – *State the total cost for office and administration.* Eligible costs include bookkeeping, photocopying, telephone, and office supplies that are directly associated with project activities, to a maximum of 2% of total project costs. Note that for the Employment Development Agency Special Projects and Jobs For Youth Program, administration and mileage expenses are not eligible.

**Insurance** - *State the cost of liability insurance.* All projects require liability insurance. The cost of this insurance is an eligible expense for the Watershed Management Fund up to a maximum of \$100.

**Professional Services** – *State the total cost for professional services.* Eligible costs might include training for directors, facilitation, etc. For the Greening Spaces Program, this could include fees for a professional planting plan.

**Other** – *State the total cost for other services and specify.*

**Budget Summary By Funding Partners/Contributors** – *State the total cash or in-kind contribution for each funding partner/contributor.* Note that **Provincial Funds Requested** will be the total of all funding anticipated from the Province, and will include the following:

<i>Department of Environment, Energy and Forestry:</i>	<i>Watershed Management Fund</i>
	<i>Greening Spaces Program</i>
<i>Employment Development Agency:</i>	<i>Special Projects</i>
	<i>Jobs for Youth</i>

A separate application to these funds is **NOT** required as they are included in this combined application. Note that the maximum value for the funds requested from the Greening Spaces Program is \$500.

### **Authorizing Signature**

**Signature, Printed Name, Title, and Date:** *The authorizing signature should be of your organization's chair, president, or other official authorized to sign on behalf of the organization.* Include the printed name, title, and date of the signature.



# Watershed Management Application

This is a combined application to be used by watershed groups to apply to the following funds at the same time:

**Environment, Energy and Forestry:** Watershed Management Fund  
Greening Spaces Program

**Employment Development Agency:** Special Projects  
Jobs for Youth

Please refer to the guidelines before completing the application.  
This application can be downloaded as a PDF form at [www.gov.pe.ca/go/wmf](http://www.gov.pe.ca/go/wmf)

Personal information on this form is collected under Section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for evaluating applications for funding and will be used for making decisions regarding the acceptability of the proposed funding request and contacting the client. If you have any questions about this collection of personal information, you may contact the Watershed Management Section Manager, Department of Environment, Energy and Forestry, (902) 368-5054.

<p><b>Submit Application to:</b> Watershed Management Section PEI Department of Environment, Energy and Forestry 4<sup>th</sup> Floor, 11 Kent Street PO Box 2000 Charlottetown, PE C1A 7N8</p>	<p><b>For Office Use Only</b></p> <p>Date Received: _____</p> <p>WMF Zone: _____</p> <p>WMF Project Number: _____</p>
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## Part 1 – General Information

Organization Name:	
Type of Organization:	Date of Incorporation: ___/___/___ or ___ N/A
Revenue Canada Business Number:	Workers Compensation Number:
Primary Contact:	Secondary Contact:
Primary Contact Title:	Secondary Contact Title:
Primary Contact Phone:	Secondary Contact Phone:
E-mail Address:	Fax:
Organization Mailing Address:	Public Listing (Optional):  Public Contact: _____  Title: _____ Phone: _____  Address: _____  _____

Recent Activities Carried Out By Your Organization: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Total Provincial Government Funding Requested in This Application:	\$ _____
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## Part 2 – Project Information

Project Title:

Project Location (attach map with working area marked):

Watershed(s):

2006 Project Goals:

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Long-term Project and/or Organizational Goals:

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### 2006 Project Summary

Project Activity	Anticipated Results

Project Dates: start date \_\_\_\_\_ (mm/dd/yy) finish date \_\_\_\_\_ (mm/dd/yy)

Please Outline Plans for Future Maintenance of the Proposed Work:

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- 
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**Part 3 – Greening Spaces Program Information** (optional)

**Project Information required by the Greening Spaces Program**

Why do you want to do the tree and shrub planting component of the project?

Do you have a letter of permission from the landowner where the trees and shrubs are to be planted? Please attach.

How many and which species of trees and shrubs do you propose to plant?

What equipment and supplies will you need for the planting component of your project?

When do you plan to begin your project (fall or spring)?

Who will prepare the site, plant the trees, and maintain the site with regular watering, weeding, mulching, pruning, and general cleanup?

Outline your plans for communications, recognition and promotion of your GSP project.

Attach a photograph of the planting site or sketch the proposed planting site in this box.

## Part 4 – Financial Information

### Budget Summary by Expenditure Category

Expenditure Category			Total Cost (\$)		
	# Workers	# Weeks	Cash		In-kind
			WMF/EDA/JFY/ Other Funders	GSP	
Supervisor					
Labourers					
Volunteers					
MERC (Mandatory Employer Related Costs)					
Watershed Planning Expenses					
Equipment/Rental					
Materials/Supplies					
Travel					
Office/Administration					
Insurance					
Professional Services					
Other (Specify)					
<b>Subtotals</b>			\$	\$	
<b>Total Project Value</b>			\$		\$

### Budget Summary by Funding Partners/Contributors

Funding Partner/Contributor	Cash (\$)	In-kind (\$)
Watershed Management Fund (WMF)		
Greening Spaces Program (GSP)		
Employment Development Agency (EDA/JFY)		
<b>Total Project Value</b>	\$	\$

### Authorizing Signature

Signature:		Title:
Printed Name:		Date: