

# MANITOBA AQUATIC INVASIVE SPECIES PREVENTION FUND - GRANT APPLICATION FORM

**Instructions:** This form is intended to be submitted as part of the Manitoba Aquatic Invasive Species Prevention Fund application package. For more information on the grant program, including eligibility requirements, please refer to the Manitoba Aquatic Invasive Species Prevention Fund - Application Guide. This fund program was created to help provide Aquatic Invasive Species prevention resources to provincial partners.

Submit the completed application form and all supporting documents to [AIS@gov.mb.ca](mailto:AIS@gov.mb.ca) within the Department of Environment and Climate Change. Incomplete submissions may not be considered for funding.

## Section 1 - Contact Information

Legal Name of Organization:

Organization Mailing Address:

City/Town:

Province/Territory:

Postal Code:

Contact Person (Full Name):

Title:

Phone Number:

Alternate Phone Number:

Email:

## Section 2 – Organization Information

Organization Type:

If other, please specify:

Organization Mandate/Purpose:

Established Operation in Manitoba?

Yes

No

Organization Establishment Date:

How did you hear about this grant program?

If other, please specify:

Has this organization previously received funding through this grant program?

Yes

No

If yes, provide the name of the project, location, dates, and outcome:

Will the organization be retaining a contractor to perform the work?

Yes

No

If yes, specify the contractor and the type of work to be performed:

Project Management Capacity - describe any relevant qualifications of the organization and/or contractor:

Project Management Experience - provide examples of other relevant projects successfully completed:

### **Section 3 - Project Description**

Project Title:

Project Summary - provide a brief overview of project (1-2 sentences):

Provide an anticipated project timeline, and how you intend to complete all aspects of the project within the given timeline.

Anticipated Project Start Date:

Anticipated Project End Date:

Eligible Program/Project Streams – Provide rationale as to why the project falls within this category:  
*Please see the Application Guide document for more information on eligible program/project streams.*

What is your geographic area of concern from an AIS standpoint?

Project Location (legal land description, civic address, municipality, etc.):

GPS Coordinates (latitude and longitude or UTM coordinates), if applicable:

Indicate the Eligible Program/Project Streams (select all that apply):

Physical Prevention

Education, Communication, and Outreach

Monitoring

Response

Management

Other

If other, please specify:

Project Description - Provide background about the project, including types of user groups and how the project will operate.

Project Objectives – Provide objectives and goals of the project.

Project Activities - Provide activities that project will undertake. Include the timeline of the activities planned.

Project Equipment and materials – Provide all equipment and materials needed to execute the planed project. Include equipment and materials for all activities outlined above.

Project Outcomes – Provide the intended outcomes of the project. Include what you expect to achieve at the end of the project and who benefits from the successful completion of the project.

Public Support – Provide any known public support for the project, and any suspected public push back against the project.

Additional Information – Provide any additional information you see relevant to the planning and operation of the proposed project:

What is the land use type of the project location? (select all that apply)

Municipal

Education, Communication, and Outreach

Monitoring

Response

Management

Other

If other, please specify:

Are you the responsible authority, or do you otherwise have obtained written authorization from the land manager(s) or land owner(s) to perform the work?

Yes

No

Have verbal authorization or written authorization in progress

Yes

No

If written authorization has not been obtained, provide explanation:

## Section 4 – Project Budget

Provide a detailed project budget that clearly outlines all associated costs, including the total cost of the project and any other sources of funding for the project. Provide line-item costs, cost breakdowns, contractor and supplier quotes, and key milestones. Attach additional pages and supporting documents as necessary. Examples of eligible and ineligible expenses are provided in the Manitoba Aquatic Invasive Species Prevention Fund - Application Guide.

Total grant funding amount being requested (CAD): \$

**Note:** *maximum possible grant is dependant on the AIS Prevention Efforts type*

Have you applied for and/or received additional funding sources for this project?

From whom have you applied for additional funding?

## **Section 5 - Supporting Documents and Authorizations**

Submit the following documents with the application form:

1. Project map (satellite or aerial) if applicable
2. Permits, authorizations, and/or letters of approval
3. Provided financial breakdown spreadsheet – Application Project Budget Form
4. Additional information may be requested

### Permits, Authorizations, and Approvals

- Identify all necessary permits and authorizations needed to carry out the project and indicate whether they have been obtained or are pending. If pending, indicate when they will be obtained.
- Written authorization is required for work on municipal, Indigenous, and private land (e.g., Municipal or Band Council Resolution, letter of permission from the landowner, etc.).
- Provide dated and signed letters of support demonstrating that the applicant engaged with individuals, organizations, and/or communities who may be directly or indirectly impacted by the project, if applicable.
- Describe any communications or engagement planned for the project, including with the public, landowners, local Indigenous communities, municipalities, and/or other stakeholders, as applicable. If possible, include the purpose and expected dates of the communications/engagement. If no communications are planned, explain why not or why they are not required. If engagement/communications have already taken place, describe.
- Provide proof of insurance coverage for employees who may be working on various projects

## **Section 6 – Certification**

### **Conflict of Interest Disclosure:**

A conflict of interest can be real or perceived when the applicant or parties named or related to the application can personally gain from the grant being awarded, beyond normal remuneration for work related to the project. The applicant must disclose any real or perceived conflicts related to their application.

### **Conflict of Interest Declaration:**

I, \_\_\_\_\_, declare

*(Insert First and Last Name)*

### **Select one of the following:**

No conflict of interest

Real or perceived conflict of interest

If applicable, provide description and nature of the conflict of interest:

### **Certification:**

I, \_\_\_\_\_,

certify that the information contained in this form is complete and accurate.

Date:

Signature of Applicant:

## Section 7 - Instructions for Submitting Application Package

The Grant Application Package includes this application form and the following supporting documents:

- Authorizations, permits, and approval letters, as required
- Proof of Insurance
- Estimates and project quotes
- Application Project Budget Form

To submit a grant application, send the completed application form and supporting documents to [AIS@gov.mb.ca](mailto:AIS@gov.mb.ca) by email (preferred) or by mail to the address below:

ATTN: Manitoba Aquatic Invasive Species Prevention Fund  
Water Science and Watershed Management Branch  
Aquatic Invasive Species Unit  
Department of Environment and Climate Change  
Box 12  
14 Fultz Blvd,  
Winnipeg, Manitoba, R3Y 0L6

**Note:** If submitting a grant application by mail, all documents need to be received by the appropriate deadline or they may not be considered for funding.