

Manitoba Aquatic Invasive Species Prevention Fund – Application Guide

Guidelines for Project Proposals

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1 INTRODUCTION

The Manitoba government recognizes the negative impact that aquatic invasive species (AIS) have on Manitoba's aquatic ecosystems and biodiversity, and the importance of increasing AIS prevention across the province. AIS pose a social, economic, and ecological risk to Crown waterbodies and the public, and thus the prevention of outward AIS spread, and containment of AIS, is vitally important to all Manitobans. This fund aims to provide funding to Municipal governments, Indigenous governments, non-government organizations, research organizations, and water-user groups, to aid in the implementation of AIS prevention programs and projects.

1.1 PURPOSE OF THIS GUIDE

The purpose of this guide is to provide information for prospective applicants to the Manitoba government's Aquatic Invasive Species Prevention Fund ("The Fund"). This guide includes details on The Fund itself, applicant eligibility, project eligibility, eligible expenditures, project funding, and the application process.

1.2 ABOUT THE MANITOBA AQUATIC INVASIVE SPECIES PREVENTION FUND

The Fund provides application-based funding to a variety of groups, and supports a range of AIS related projects. Funding approval and amount is based on the type of project, project length, required input, etc. The Fund is a part of the broader provincial AIS Unit's Partnership program which provides guidance to partners on how they, and the Manitoba government, can work together to further important AIS initiatives. The focus of the Partnership program and the Fund are on partners who are positioned to help prevent the introduction and spread of AIS in areas of local interest.

The priorities of The Fund are to:

- ▶ Contribute to the prevention of AIS introductions into uninvaded waterbodies.
- ▶ Contribute to the containment of existing AIS invasions.
- ▶ Promote AIS education through local initiatives.
- ▶ Mitigate the social and economic impacts of AIS invasions.

The Fund supports discrete time-bound projects and does not provide indeterminate funding to an organization.

2 APPLICANT ELIGIBILITY

2.1 ELIGIBLE APPLICANTS

Eligible applicants include the following:

- ▶ Indigenous communities, organizations, or governments
- ▶ Municipal governments
- ▶ Research and academic organizations
- ▶ Non-government organizations
- ▶ Community and resource-user groups

2.2 INELIGIBLE APPLICANTS

Ineligible applicants include the following:

- ▶ Manitoba government departments or agencies
- ▶ Government of Canada departments or agencies
- ▶ Crown corporations
- ▶ Individuals
- ▶ For-profit businesses
- ▶ Projects that occur outside of Manitoba

3 PROJECT ELIGIBILITY

3.1 ELIGIBLE PROJECTS

Proposed projects must be time bound (i.e., have a concrete start and end date such as the open-water season), or for longer term projects, funding requests must be submitted annually. The applicant must be clearly identify which aspect of the project they are seeking to fund..

Multiple organizations/applicants may partner together to apply to The Fund however a lead applicant must be identified as the entity who will be responsible for submitting only one application for the proposed project and would complete all reporting requirements on behalf of the group.

Eligible project/program streams may include, but are not limited to:

Physical Prevention - Contributing to the direct physical prevention of AIS entering uninvaded waterbodies, such as:

- ▶ Inspection and/or decontamination efforts related to Municipal or Indigenous government by-laws, surrounding the use of Municipal or Indigenous government owned property and infrastructure.

Education, Communication, and Outreach - Promoting activities that relate to AIS prevention and education, such as:

- ▶ Development and distribution of education materials within local areas.
- ▶ Erecting signage related to the AIS prevention, regulations, by-laws, or best practices.
- ▶ Outreach and education efforts outside of the broad public outreach conducted by the Manitoba government.
- ▶ Promoting Clean, Drain, Dry as a standard for AIS prevention and containment.

Monitoring - Contributing to the early detection and monitoring of AIS, such as:

- ▶ Implementation of a passive monitoring program at a localized level.
- ▶ Implementation of an active monitoring program in collaboration with the Manitoba government.

Response – Contributing to AIS response efforts, such as:

- ▶ Control and eradication of some AIS under the direction of the Manitoba government.

Management - Mitigate the social and economic impacts of AIS invasion.

3.2 INELIGIBLE PROJECTS

Examples of ineligible projects and activities include, but are not limited to, the following:

- ▶ Activities that do not relate to any of the project streams outlined above.
- ▶ Projects directly related to enforcement or compliance with provincial or federal legislation.
- ▶ Activities that require enforcement obligations from the Manitoba government.
- ▶ Projects or programs that conflict with current provincial mandates.
- ▶ Activities that are not compliant with provincial or federal legislation.
- ▶ Activities intended to support businesses or for-profit entities.

Manitoba will evaluate the funding for eligible expenditures that, in the opinion of the department overseeing The Fund, are reasonable and required to achieve overall project objectives and outcomes.

4 ELIGIBLE EXPENDITURES

4.1 ELIGIBLE PROJECT EXPENDITURES

Examples of eligible expenditures may include, but are not limited to:

- ▶ Materials, supplies, and equipment related to AIS projects.
- ▶ Equipment and vehicle rentals and operational costs.
- ▶ Staffing and human resource expenditures directly related to the project.
- ▶ Administration and overhead costs directly associated with the project (only up to a maximum of 10 per cent of the total project cost).
- ▶ Management and professional service costs (e.g., accounting, communications, design).

4.2 INELIGIBLE PROJECT EXPENDITURES

Examples of ineligible expenditures include, but are not limited to, the following:

- ▶ Expenditures and costs associated with future fund proposals (i.e., funds used outside of the applicable provincial fiscal year).
- ▶ Core organizational funding and general overhead costs.
- ▶ Expenditures incurred in previous fiscal years.
- ▶ Core organizational and human resources expenditures that are not directly related to the project.
- ▶ Hospitality and travel expenditures not aligned with Manitoba government guidelines.
- ▶ Expenditures incurred for cancelled projects.

5 PROJECT FUNDING

The maximum grant per applicant per fiscal year (i.e., ending March 31) is dependant on the stream of project (see 5.1 below). The Manitoba government reserves the right to limit funding per applicant stream, as listed in Section 3.1.

Applications are not required to match project funding with funds from other eligible sources. However, eligible matching funds (cash and/or in-kind) can contribute positively to the application assessment. In cases where other external funding sources are reliant on The Fund's matching amount, no more than the maximum funding amount within a given stream will be delivered.

The maximum level, or stacked limit, of total government assistance (i.e., federal, provincial, and municipal assistance for the same eligible costs) will not exceed 100 per cent of eligible costs. If total funding exceeds the stacked limit, The Fund will adjust the level of funding so that the stacked limit is not exceeded and there is no duplication of funding.

5.1 FUNDING AMOUNTS

Total funding will be capped based on the project stream as follows:

- ▶ **Physical Prevention and Containment Stream** - \$100,000
- ▶ **Education, Communication and Outreach Stream** - \$10,000
- ▶ **AIS Monitoring Stream** - \$10,000
- ▶ **Rapid Response Stream** - \$10,000
- ▶ **Management Stream** - \$50,000

An individual applicant can apply for funding from multiple streams by explicitly demonstrating within their application how funding will go towards each funding stream. Streams can be applied together for amounts which exceed the funding limit of on individual stream. For example, if an applicant applies for applicable funding from both the Physical Prevention Stream, and the Education, Communication and Outreach Stream, a total of \$85,000 can be requested during the application process.

5.2 TIMELINES AND NOTIFICATIONS

Applications are due January 31 of each calendar year. The final reporting deadline is December 31 of the project year. For the most up-to-date fund information, visit: www.manitoba.ca/stopais/partnerships.html.

6 APPLICATION PROCESS

Project application submissions will be reviewed on a case-by-case basis by a review committee. The review committee is made up of staff from the Manitoba AIS Unit, and where appropriate, in consultation with other professionals from the broader Environment and Climate Change department. The review committee has the authority to assess each application on its own merits and will exercise discretion in project application approvals. The review committee makes recommendations to the AIS Director and then to the Minister for approval.

The application intake period begins in November and is open for approximately three months. Application screening and review occurs following the intake period with payments sent for the beginning of the open water season.

6.1 APPLICATION INTAKE PERIOD

Only eligible applications received during the application intake period will be assessed during the screening period. It is the applicant's responsibility to complete the online application on time, and to provide clear and comprehensive information in their application.

Applications submitted outside of the above intake period may not be accepted.

In addition to the application form, applicants must also provide the following supporting documents to form the grant application package:

- ▶ Project map (satellite or aerial) if applicable.
- ▶ Permits, authorizations, and/or letters of approval as required.
- ▶ The provided and completed Application Project Budget form.

Additional information may be requested throughout the application and screening period.

6.2 INITIAL APPLICATION SCREENING

As applications arrive, they will be pre-screened against the eligibility criteria outlined in Section 3 of this document and assessed for completeness. Applicants may be contacted by the department during the pre-screening period if an application is incomplete.

A completed application is required for screening but is not a guarantee of funding. If an application is deemed ineligible at any stage in the screening process it will not be assessed further.

6.3 PROGRAM/PROJECT REVIEW PERIOD

Applications that pass the initial screening will then be evaluated by the review committee based on the following:

- ▶ Required Criteria
- ▶ Project Description
- ▶ Organization Capacity and Support
- ▶ Project Budget
- ▶ Authorizations
- ▶ Project Impact

7 PROCESSING AND PAYMENT

If an application is approved, the applicant will be contacted by department staff to discuss next steps. Any remaining outstanding documents, such as insurance certificates, permits, or other authorizations must be submitted at this time.

Selection decisions are final and cannot be appealed. Amount of funding provided for approved projects is subject to the total funds available within The Fund's fiscal year and the total number of projects being funded. The actual amount of funding awarded may be less than the requested amount.

A signed grant funding agreement will be required prior to disbursement of funds. The agreement must be signed by an individual who has legal signing authority and/or is authorized to act on behalf of the organization.

Grant recipients will be responsible for covering any costs that exceed the original estimate; additional funding will not be available to cover cost overruns. Any unused grant amounts must be repaid upon project completion. Government staff may require audits or site visits at any time throughout the duration of the project to ensure deliverables and timelines are being met.

Grant recipients and project information (e.g., hours of operation, project locations, project duration) may be published on the Manitoba government's website, in news releases, or through other forms of communication.

8 REPORTING OF OUTCOMES AND RESULTS

The project, and all associated activities and deliverables outlined in the grant funding agreement must be completed by the agreement's end date.

Reporting on results provides accountability for the use of public funds and information on successes and challenges. A Final Project Report is required from the applicant's project team within 90 days of project completion, or by the final deadline identified in the grant funding agreement, whichever is sooner.

As part of the Final Project Report, the Project Summary Report and signed Financial Summary Report, including any raw data gathered from project operations (i.e., inspection and decontamination data, by-law or observed provincial regulation compliance data, attendance numbers, etc.), must be completed and submitted in full.

The Final Project Report must include the following:

- ▶ Project Summary Report:
 - A description of the project type, project length, and project area.
 - A summary of the activities completed, and the results achieved.
 - Indicate the status of project (i.e., complete/incomplete). If not completed, provide explanation (e.g., exceeded funds, adverse conditions, etc.).
 - Indicate the outcome of project - i.e., successes, barriers, and challenges.
 - Any raw data gathered during the project operations.
- ▶ A signed Financial Summary Report.
 - Include total project costs and detailed cost breakdown for the project. Report all revenues and expenditures relating to project activities.
 - Submit copies of all documentation for all incurred project expenditures (e.g., bills, receipts, invoices, etc.).

Final payment of any remaining balances will not be awarded until both reporting forms have been approved by the Manitoba government. Recipients that do not provide required reports or do not complete project deliverables, may be disqualified from future funding opportunities or funds may be withheld until reporting requirements have been satisfied.

9 CONTACT INFORMATION

Send application and supporting documents by mail or email to:

Aquatic Invasive Species Unit

ATTN: Manitoba Aquatic Invasive Species Prevention Fund

Department of Environment and Climate Change

14 Fultz Blvd.

Winnipeg, MB. R3Y 0L6

AIS@gov.mb.ca

Please include Manitoba Aquatic Invasive Species Prevention Fund in the email subject line.

