



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Habitat Stewardship Program for Species at Risk

Application Guidelines



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1. Background

One of the Government of Canada's conservation results is the recovery of species at risk. The Habitat Stewardship Program (HSP), established in 2000, delivers on these results by providing funding for projects submitted by Canadians that contribute directly to the recovery objectives and population goals of species at risk (SAR) listed on Schedule 1 of the *Species at Risk Act* (SARA). Project activities must take place on private land, provincial Crown land, or Indigenous¹ land across Canada.

This document provides general program information and requirements for making an application to the HSP. Proposals will be evaluated in the context of the Program's funding priorities which are outlined in the HSP Call of Proposals.

Regional coordinators are the primary source of additional information for questions pertaining to information provided in this guideline document, program priorities, and funding options available through the Canadian Wildlife Service of Environment and Climate Change Canada (ECCC). If you have more specific questions related to funding amounts, outcome reporting, species data sharing, and project permits, please contact your Regional HSP Coordinator. Please note that Regional Coordinators are available to answer questions during regular business hours, local time.

Starting in 2019-2020, the Department of Fisheries and Oceans is responsible for the administration of aquatic projects. Applicants wishing to pursue aquatic HSP projects should contact the appropriate [aquatic regional coordinator](#).

For general information about the terrestrial HSP program, please consult the [program website](#) or send your specific questions to ec.pih-hsp.ec@canada.ca.

2. Program Objectives, Expected Results and Intermediate Outcomes

Objectives

The underlying objectives of the HSP program are to:

- Support habitat projects that benefit species at risk;
- Enable Canadians to become actively and concretely involved in stewardship projects for species at risk that will result in tangible and measurable conservation benefits; and
- Improve the scientific, sociological and economic understanding of the role that stewardship has as a conservation tool.

¹ The term "Indigenous" is used in certain instances as it is all-encompassing with respect to Indigenous People. The term "Aboriginal" is used with respect to specific reference to the program's name and wording in Acts (such as the *Species at Risk Act*).



In order to be eligible, proposed projects must demonstrate how they contribute directly to the recovery objectives and population goals of target species. Further, the proposal must contribute to one or more of the following Conserving Nature Core Responsibility expected results and intermediate outcomes.

Program Expected Results:

- Canada's wildlife and habitat is conserved and protected
- Canada's species at risk are recovered
- Indigenous Peoples are engaged in conservation

Program Intermediate Outcomes:

- Sufficient habitat is conserved to support species recovery
- Increased engagement of Indigenous Peoples in nature conservation activities
- Reduced threats affecting species at risk populations
- Enhanced understanding of the impacts of climate change and stressors on ecosystems, biodiversity and species

3. Eligible Recipients

Canadian non-governmental organizations, Indigenous organizations and communities, individuals, private corporations and businesses, as well as provincial, territorial, and municipal governments, and provincial Crown corporations are eligible for funding.

If your proposed project is expected to take place on Indigenous land, either entirely or partially, and you are a non-Indigenous organization, individual and/or you have no rights to the land (e.g., through a permit, lease and/or as a Certificate of Possession holder), you must provide signed letter(s) of support from the affected community, Band or First Nation.

Federal departments, federal agencies and federal Crown corporations are not eligible to receive HSP funds.

4. Eligible Species

The following species are eligible for funding under the HSP:

- Species listed on Schedule 1 of SARA.

Any species that the Governor in Council has declined to list on Schedule 1 of SARA is **not** eligible for funding under the HSP SAR Stream.



For the most up-to-date list of species listed on Schedule 1 of SARA, as well as their recovery strategies, action plans and management plans, please consult the [Species at Risk Public Registry](#).

5. Eligible Activities

You must select from the following activity categories in your application. The examples listed below each activity category are eligible options to consider, with few exceptions. Activities that do not fall under these categories are subject to approval. You should consult your [Regional HSP Coordinator](#) if you would like to undertake activities other than those listed below.

Activity Categories

- **Habitat Protection and Securement:** Through acquisition (purchase or donation) or other securement means; protecting target species habitat by assisting recipients in acquiring properties or establishing conservation easements, leases or other types of agreements with property owners.
Legally binding measures:
 - Securing land by acquiring title (fee simple)
 - Securing land by an easement, covenant or servitude
 - Securing land through a leaseNon-legally binding measures:
 - Protection of land through a written conservation agreement
- **Habitat Improvement:** Enhancing or restoring habitat of target species; changing land management or land use practices to benefit target species and improve habitat quality.
 - Restoration, enhancement and/or management of target species habitat
 - Vegetation planting or removal of exotics/invasive species in the habitat of, in the immediate area of, and for the direct benefit of a known target species
 - Residence creation (hibernacula, bird boxes, turtle nesting sites, etc.)
 - Implementation of beneficial management practices or land use guidelines
- **Species and Habitat Threat Abatement:** Direct intervention for target species under immediate threat from human activity or proactive/preventative activities.
 - Prevention of damage to target species habitats (e.g. educational signage)



- Protection and rescue²/prevention of harm to target species (disentanglement, nest relocation, enabling species migration around roadways, fences for the exclusion of habitat disturbances, etc.)
- Application of modified or new technology to prevent accidental harm (e.g., using modified harvesting methods to reduce incidental take of target species)
- **Conservation Planning:** Developing target species conservation strategies, land use guidelines/best practices, and planning the implementation of stewardship programs, including target audience engagement strategies.
 - Development of target species conservation strategies to improve habitat and reduce threats
 - Planning of stewardship programs, including target audience engagement strategies
 - Compilation and dissemination of resource/land use guidelines and beneficial management practices
- **Surveys, Inventories and Monitoring:** Activities such as identifying potential sites for habitat restoration; or assessing the presence of a target species and its habitat in order to target, design and carry out a current (or future) stewardship project.

*These activities will only be funded if they are part of a larger stewardship project that is clearly defined in the proposal and that will be implemented within the next two years. You will be required to demonstrate how your monitoring and data collection activity will lead to on-the-ground recovery action as part of your application.**

- Identifying potential sites for habitat restoration; includes mapping and analysis (needed to support target species stewardship activities)
- Assessing the presence of target species through surveying and/or monitoring
- Creation and/or maintenance of inventories or databases for habitat and species data
- Collection of Traditional Ecological Knowledge

***Note:** Section 4.2 of the online Application Form enables you to demonstrate how your surveys, inventories and monitoring activities will lead to conservation of the species' habitat within the two-year time frame.

- **Project Evaluation:** Assess the social and biological results and effectiveness of stewardship activities.
 - Conduct project or program results assessment(s)

² Some rescue activities may only be approved if carried out by qualified professionals or established networks. Applicants wishing to include rescue activities in their application should submit an Expression of Interest and discuss with their Regional HSP Coordinator



- **Outreach and Education:** Providing information to appropriate target audiences on specific actions to be taken to protect target species; raising awareness about target species conservation needs; educating resource users about alternative methods that minimize impacts on target species and their habitat; promoting stewardship at the community level to improve attitudes and change behaviour.

*The activity should lead to direct target species recovery action; general outreach or non-targeted activities are not eligible. **

- Development of targeted outreach materials emphasizing the importance of target species and the benefits of the action to be undertaken
- Training of individuals/community members in stewardship practices related to target species
- Informing and engaging community members/target audiences (e.g., land managers, fishers, resources users) about their potential contributions towards target species recovery
- Engaging landowners directly in future habitat protection activities

Any proposed outreach or awareness-building activity will need to be framed as a necessary component of a larger project plan, unless they are sufficiently targeted and well supported to stand alone. Project proposals will need to describe in detail how each outreach activity will lead to action in implementing on-the-ground species recovery and include a plan for measuring the implementation, either within the time frame of the project, or within a defined period afterward.

Instructions on how to demonstrate this aspect of your outreach activities are included in the online Application Form.

***Note:** Section 4.4 of the online Application Form enables you to demonstrate how your outreach activity will lead to on-the-ground recovery action.

Important:

- Activities must be closely linked to prescribed recovery actions in completed recovery strategies, action plans or management plans when available for Species at Risk Act – listed species
- The creation of promotional merchandise (such as hats or mugs) is not eligible for HSP funding.
- Scientific research activities, captive breeding, captive rearing, extirpated species reintroductions, the development of Recovery Strategies or Action Plans (including the identification of Critical Habitat, as required under SARA) are **not** eligible for HSP funding. However, HSP-funded activities can contribute to the content of recovery documents, such as through the collection of species data that can be used to inform on habitat needs, threat mitigation measures, etc.



6. Consolidating Projects and Multi-Year Funding

If an applicant wishes to submit more than one project for HSP funding, they are encouraged to consolidate multiple, small proposals on the same target species or in the same area into a single, large application that outlines the different activities.

Projects are administered at the regional scale. Applicants whose project crosses regional boundaries should identify a primary region based on where the majority of activities will take place. It is strongly recommended that applicants with projects crossing over regional boundaries submit an Expression of Interest and discuss their project with the primary region's coordinator early in the application process.

Multi-year project proposals are encouraged because they consider the longer-term conservation outcome and, once approved, offer assurance of funding from one year to the next, provided the project remains on track.

Current recipients of HSP multi-year funding can apply to receive additional HSP funding to undertake new and additional activities as part of their current project, by way of an amendment to their existing contribution agreement. Contact your [HSP Regional Coordinator](#) for details.

7. Matching Contributions

You must obtain contributions of non-federal support (cash and/or in-kind) to obtain HSP funds.

- Provincial agencies, non-governmental organizations, private landowners, the private sector, and you, the applicant, are all eligible sources of matching funds.
- **A minimum of 1:1 matching contributions (from non-federal sources) is required** (\$1 confirmed match for \$1 HSP funding). However, preference will be given to projects with matching contributions in excess of 1:1 and to projects with higher cash-matching contributions in relation to in-kind contributions.
- For **multi-year projects**, the program's requirement for matching contributions is based on the ability of the applicant to obtain that support **over the entire length of the project**, and approval is not contingent on securement of all matching funds up front.³

³ Note that each year's match will be verified. If the match is insufficient by the last year of the project, the final year's funding may be reduced accordingly.



- Federal funds (e.g., EcoAction, Aboriginal Fund for Species at Risk [AFSAR] and federal funds administered by third-party non-governmental organizations) are **not** eligible as match for HSP funding.
- Please note that Band contributions for projects are considered as eligible sources of matching contributions.
- All proposed contributions must be listed in your proposal. If your HSP application is successful, all confirmed contributions must be identified in the Contribution Agreement you will sign with Environment and Climate Change Canada. If the applicant is not sure where the funding will come from precisely at the time of application, he or she can specify “Anticipated funding from other project funders.”
- Examples of in-kind resources are equipment loans, donations of building materials and volunteer labour. In-kind costs should be associated only with the portion used in the project, not the total cost of the materials and supplies. For specifics on the eligibility of and limitations on in-kind resources, please contact your HSP Regional Coordinator.

8. Project Funding and Eligible Expenses

Project Funding

Funding is variable and dependant on project activities. In an effort to promote collaboration and multi-year projects, the minimum funding request suggested for new and multi-year projects is \$25,000.

Applicants are strongly encouraged to consider the potential impact of variable timing of funding decisions on proposed project activities and budgets.

Eligible Expenses

For all eligible expenses, only those deemed to be a reasonable share for completing the project shall be considered eligible.

Eligible expenses may include reasonable and properly itemized costs for:

- **Human Resource Costs**
 - Salaries and benefits (directly associated with the project activities)
- **Management and professional service costs**
 - Accounting, appraisal, Elders/knowledge-holders fees, insurance (related to the project), land surveys, legal (other than litigation) costs, official languages translations⁴ and other professional fees (other than travel)

⁴ Translation costs for other languages (e.g., Inuktitut) may be eligible; contact your Regional Coordinator for further information.



- Projects over \$100,000 may be required to submit an independently verified financial report at the end of the project
- **Contractors**
 - Consultants and contractors fees associated with the project (subject to regional limits)⁵
- **Hospitality, travel, venues/conference expenses (as per the Treasury Board Secretariat's [Directive](#))**
 - Travel expenses (to a maximum of current Treasury Board Secretariat rates), including mileage and accommodation
- **Materials and supplies costs**
 - Office supplies and material
 - Field equipment and field supplies
 - Includes equipment purchase costs under \$10,000
- **Printing, production, and distribution costs**
- **Equipment and Capital Assets purchase or rental**
 - Lease, rental and/or repair (subject to regional limits)
 - Purchase of a single, tangible asset (with a useful life of more than one year) costing more than \$10,000 (subject to Regional Management Team approval in advance and in line with Environment and Climate Change Canada (ECCC) Contribution Agreement administrative rules)
- **Vehicle rental and operation costs**
- **Land acquisition or other means of land securement**
 - Costs associated with land acquisition or other means of land securement (i.e. leases , easements, covenants, or servitudes).
 - May include appraisal fees and legal costs
- **Overhead**
 - Administrative costs (salaries and benefits of support staff, office utilities and rent, etc.) directly attributable to the carrying out of the project up to a maximum of 10% of the HSP program contribution; note that overhead costs are not included as part of the other eligible expenditures categories.
- **Other costs**
 - Meeting and training fees (e.g., materials and hall rental), and registration fees for courses, conferences, workshops or seminars

⁵ Hourly rates for contractors, consultants, HR costs and other services, including those used as match, will be evaluated and may be adjusted to be consistent with standard rates for these services in a specific region or for a specific service



- **Further disbursement of Environment and Climate Change Canada (ECCC) funding to final recipients**
 - Organizations wishing to coordinate work for a specific species or threat, or within a certain geographic area may wish to consider a further disbursement project. A further disbursement project is one where a recipient distributes funds to third parties by means of their own competitive contribution-type program and agreements. Please contact your Regional HSP Coordinator for further details.

Note:

- GST/HST/QST is an eligible project expenditure, therefore ECCC may reimburse recipients for the taxes they paid while undertaking the activities of the agreement. The amount of ECCC's contribution includes the reimbursement for GST/HST/QST. For example, if ECCC's contribution is \$25,000, this \$25,000 includes ECCC's reimbursement for all eligible expenditures including GST/HST. ECCC will **not** reimburse the recipient \$25,000 plus GST/HST/QST; the \$25,000 is all-inclusive.
- The use of universal day rates is **not** accepted. Costs must be broken down by expense category in order for the Contribution Agreement to be considered legally binding after signing. When costs are broken down into their respective categories, various clauses are triggered in your Contribution Agreement.
- Costs, other than those identified herein, are ineligible unless specifically approved in writing by the Minister of Environment and Climate Change or his or her delegate at the time of project approval and are necessary for the successful completion of the project.

9. Other Requirements

Non-federal Lands

Funds can only be used for activities on non-federal lands. Federal lands (e.g., National Parks, National Wildlife Areas) are not eligible; however, First Nation Reserve lands are considered eligible lands under the HSP program.

Canadian Environmental Assessment Act, 2012

The Canadian Environmental Assessment Act, 2012 (CEAA 2012) requires departments to determine whether the carrying-out of a project on federal lands (e.g., First Nation reserve lands in the case of HSP) is likely to cause significant adverse environmental effects. Consult your HSP Regional Coordinator to help you evaluate whether the consideration of the environmental effects of a project may be required under CEAA 2012.

<http://ceaa-acee.gc.ca/default.asp?lang=en&n=6E01A733-1&offset=3&toc=hide>



10. To Apply

See The Habitat Stewardship Program for Species at Risk Call for Proposals for specific deadlines.

Expression of Interest

Prior to submitting a complete proposal to the HSP program, applicants are encouraged to submit an Expression of interest (EOI). The EOI is not mandatory but will give you the opportunity to receive feedback on your proposal and to verify that it is aligned with program priorities and expected results.

This process will improve the quality of the proposal, but it does **not** guarantee that the project will receive funding. Applicants are strongly encouraged to contact their HSP Regional Coordinator during the EOI phase. All EOIs must be submitted by the EOI deadline. Early submissions are encouraged!

Application Form

To apply to the HSP program, **you must fill in the Application Form through the program's online application system**. Request login information from your Regional HSP Coordinator.

Please note that extensions to the application deadline will not be granted due to personal considerations, minor technical malfunctions, or other reasons. Applicants are encouraged to submit their applications early as online systems can become slower as the deadline nears due to a high volume of proponents accessing the system.

Due to Government of Canada policy, communication with applicants regarding proposal status during the project review and selection phase is prohibited until the final administrative approvals have been granted. ECCC will notify all applicants of funding decisions and will do so for each individual proposal submitted. ECCC aims to send these notifications as early as possible. Therefore, applicants should expect variation in the timing of notifications within a program and between ECCC or other Government of Canada funding programs. Applicants will be notified as soon as funding decisions have been made, and negotiation of the Contribution Agreement will follow. The program is unable to reimburse applicants for any expenses incurred prior to the official notification.

11. How Projects Are Reviewed

As the demand for funding from HSP regularly exceeds the funds available, there is no guarantee that your project will be funded. Every effort will be made to provide you with the earliest possible notice once a decision has been made. Applicants are strongly



encouraged to work with their Regional Coordinators and submit an Expression of Interest, to ensure projects meet the Program priorities.

General

Project proposals are reviewed based on a range of considerations:

- **Program objectives**
 - Eligibility requirements for i) applicants, ii) activities, iii) expenses, iv) matching funds, etc.;
 - Alignment with program priorities (see Call for Proposal)
- **Quality criteria**
 - Links to conservation activities identified in recovery strategies/action plans for endangered or threatened species, or management plans for species of special concern, where these documents exist;
 - Applicant's ability to plan, manage and complete projects successfully (e.g., description of the issues and solutions to be implemented);
 - Appropriateness of budget and schedules. These must be realistic given the time frame and objectives of the project;
 - Clarity, conciseness and quality of the application;
 - Other funding sources (matching contributions) and the demonstration of the applicant's ability to raise funds from non-federal sources;
 - Implementation of evaluation and performance measures;
 - Coordination with other habitat conservation programs, for both recovery actions and cost-efficiency; and
 - Other regional considerations mentioned in the Call for proposals.

Proposal Evaluation Criteria

Eligible applications will be evaluated and prioritized using the following criteria:

- 60% for alignment with program objectives, including program priorities; and
- 40% for quality of criteria related to program and project administration criteria of the project proposal.

Please note: The ability of applicants to complete all reporting and administration requirements under the Habitat Stewardship Program will be considered during the evaluation. To this end project evaluators will consider past performance in meeting reporting and administration deadlines for all contribution agreements with ECCC. Inability to meet these reporting requirements may result in disqualification of an applicant for future funding.



A high-quality project is one that:

- Addresses and delivers stewardship directly related to the Program priorities;
- Integrates with and supports other existing stewardship programs;
- Implements high-priority stewardship activities listed in recovery strategies and action plans or other SAR management and conservation plans;
- Addresses the critical habitat;
- Benefits multiple species, with targeted species being Level 1 or Level 2 Priority Species;
- Was developed with the involvement of recovery expert(s) for the target species and/or with the understanding of recovery activities outlined in recovery documents;
- Has secured over 50% of total matched funding from non-federal sources in cash;
- Has a proposal presented in a clear and logical manner;
- Has a well-developed workplan;
- Has a plan to measure project results;
- Demonstrates a high degree of local and regional support from a variety of partners;
- Involves individuals and communities with local experience/knowledge; and
- Has a high likelihood of success based on applicant experience and realistic deliverables.

12. For Accepted Applications

Once you have received confirmation of approval of your project, you will be required to submit additional information, including but not limited to the following:

Cash Flow Statement

You will be required to develop a detailed cash flow statement of all sources of revenue (including all in-kind contributions) and expenditures that are part of the approved project.

Reporting Obligations

The Contribution Agreement, between your organization and ECCC, will specify project report deadlines and will include the required forms. Reporting will be completed online, and you will need to provide regular progress reports, annual reports (for multi-year projects) as well as a final report at the end of the project. These reports will describe



your project revenue, expenses, accomplishments and detailed descriptions/quantifications of project outputs and outcomes. Project expected results are basic quantifiable project achievements while project intermediate outcomes include longer-term indicators of effectiveness of project activities in supporting the recovery of species and their habitats.

Project expected results for annual or final project reports could include:

- total land area secured, protected, improved or restored,
- number of species targeted for protection,
- target species monitoring results
- number of individuals directly or indirectly engaged through outreach

Project intermediate outcomes for annual or final project reports could include:

- effectiveness of stewardship agreements in improving habitat quality
- effectiveness of management or restoration actions or threat reduction activities
- effectiveness of directed outreach efforts in improving stakeholder engagement

Outcomes and accomplishments must be reported using the performance indicators identified in the Contribution Agreement. It is important to note that different projects may have different reporting requirements. Your HSP Regional Coordinator will advise you on specific reporting requirements.

Survey Data Sharing

You will be required to provide species occurrence or habitat data collected using HSP funds to your provincial/territorial wildlife data repository centre or to ECCC or Parks Canada, as however relevant to your project. You will be asked to confirm in your final report the submission of data to provincial/territorial wildlife data repository centres.

Intellectual Property Rights

Any Intellectual Property Rights created by the Recipient in association with their obligations and responsibilities under this Agreement shall vest in and remain the property of the Recipient. ECCC shall have no rights to this intellectual property for any purpose without the express written permission of the Recipient.

Permitting

You will be responsible for obtaining the appropriate permits associated with your project from relevant federal and/or provincial authorities (including those required under SARA, the *Migratory Birds Convention Act*, and any other provincial or territorial wildlife acts that may apply) wherever your project triggers the need for a permit (e.g., it could impact target species).



As permits take time to arrange, you should address this need several months before the project start date to reduce delays once a funding announcement is made (see [the SARA registry](#)).

Public Acknowledgement

You are responsible to provide ECCC with final copies of any document or material utilizing the ECCC identifier, wordmark and/or acknowledgement statements prior to printing or distribution, for ECCC approval of the use of said logos and/or acknowledgement statements. The HSP Regional Coordinator will need to be consulted prior to making any communications products such as publications, public information releases, advertising, promotional announcements, activities, speeches, lectures, interviews, ceremonies and websites. All such communications products originating from your project must acknowledge ECCC's contribution by displaying the ECCC identifier with the public acknowledgement text, along with the ECCC wordmark.

Official Languages

The [Official Languages Act](#) (Part VII) requires that the Government of Canada promote both official languages and enhance the vitality of Official Language Minority Communities ([OLMC](#)) across Canada. It is recognized that projects or organizations funded by Environment and Climate Change Canada through a grants and contributions program may:

- have an impact on OLMC; and/or
- provide potential opportunities to promote the use of both English and French; and/or
- make it possible to promote Canada's bilingual nature.

Applicants whose project may be delivered in a geographic area with OLMCs or which includes any public events, signage, promotional or other communications may need to consider official language requirements. For example, a project may be required to:

- Offer materials produced with project funds (brochures, kits, handouts, newsletters, reports, etc.) in both official languages
- Have directional and educational signs produced in both official languages
- Offer workshop facilitation in both official languages

Cost directly related to official language translation required under the Official Languages Act for your project is an eligible cost under the program.

Applicants will be required to complete the [Official Language Questionnaire](#) for Funding Applicants (Section 7 of the application form) in order to assess the official language requirements that may apply to the project. Applicants should discuss any potential official language requirements and opportunities with their Regional HSP Coordinator.



Note: Overlap with Other Federal Funding Programs

You can only receive funding from one federal funding program for each proposed activity. Any applications submitted to the other federal funding programs (e.g., AFSAR, Interdepartmental Recovery Fund, EcoAction, etc.) must be for different activities than those listed in your HSP application.

13. Main links

Please see the following websites for additional information that may be useful for your application:

- [Habitat Stewardship Program](#)
- [List of Species at Risk listed on Schedule 1 of SARA](#)
- [List of Species at Risk recovery strategies and action plans](#)
- [SARA Permitting information](#) Expression of Interest
- HSP e-mail: ec.pih-hsp.ec@canada.ca
- [Canadian Environmental Assessment Agency website](#)
- [Official Languages Act](#)
- [Official Language Questionnaire for Funding Applicants](#)
- Official Language Minority Communities ([OLMC](#))
- [Species at Risk Public Registry](#)
- [Treasury Board Travel Directive](#)

If you have any further questions, please contact us at ec.pih-hsp.ec@canada.ca or contact your HSP [Regional Coordinator](#). Please note that Regional HSP Coordinators are available to answer questions during regular business hours, local time.



Appendix 1 – Official Language Questionnaire for Funding Applicants

Please respond to the questionnaire and provide your answers to your Regional Coordinator early in the application process to allow the assessment of your project's official language requirements. .

Q1. Is your **organization** international, national, provincial or territorial in scope?

YES NO

Additional information:

Q2. Is the **project** international, national, provincial or territorial in scope?

YES, proceed to Q4 NO, proceed to Q3

Additional information:

Q3. Is the project delivered in a **geographic area** with official language **minority** communities?

I don't know : [Map](#).

YES, proceed to Q4 NO, proceed to Q9

Additional information:

Q4. Is the project's **target audience** composed of individuals or groups belonging to **both** official language communities?

YES, proceed to Q6 NO, proceed to Q5

Additional information:

Q5. Is the **target audience** composed of individuals or groups belonging **exclusively** to an official language minority community?

YES, proceed to Q6 NO, proceed to Q6

Additional information:

Q6. Do the project activities include any **public events, signage, promotional** or other **communication** activities?

YES, proceed to Q8 NO, proceed to Q7

Additional information:

Q7. Could the project activities **concern, impact** or **interest** official language **minority** communities in your area?

YES, proceed to Q8 NO, proceed to Q9

Additional information:

Q8. Please **consult** the official language **minority** communities within the project scope. Is there an **opportunity** for their **involvement**? Are they interested in participating?

YES NO

Additional information:

Q9. Do you currently offer **activities** or **services in both official languages**?

YES, please complete the table on the following page NO

Additional information:



Appendix 1 – cont’d

Which of the following activities or services do you currently offer **in both official languages?**

COMMUNICATION		100%	75%	50%	25%	0%	n/a
Website and/or social media account(s)							
Materials (brochures, kits, handouts, newsletters, reports, etc.)							
Directional and educational signs							
Advertising in official language minority community (OLMC) media (newspapers, radio, social media)							
Offer workshop facilitation							
Send out invitations							
Include translation costs in your budget							
Have a bilingual project coordinator or other bilingual staff	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> n/a						
Other communication activities (please specify):							
ACTIVITIES AND OUTREACH		100%	75%	50%	25%	0%	n/a
Include one or more OLMCs in invitations to events							
Include members of one or more OLMCs as in-kind or cash partners in projects							
Include one or more OLMCs in project target groups							
Include costs associated with travel to OLMCs in your budget							
Provide a bilingual MC at events							
Other activities (please specify):							



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