This application guide is meant to help you prepare a complete submission. If you have any questions while working on your application, you are always welcome to call or email us and we can provide further clarification or guidance. If you have not had a Water Quality and Habitat Improvement Program staff person out for a site visit, this is a great way to get information and advice about the natural areas on your property and about opportunities that may exist to improve habitat and/or water quality. Feel free to call or email us to schedule a visit.

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Conservation Halton's Water Quality and Habitat Improvement Program
2596 Britannia Road, Burlington, ON
905.336.1158 x2263
stewardship@hrca.on.ca

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Before you complete an application be sure to review Conservation Halton's Water Quality and Habitat Improvement Program Funding Guidelines, available on our website at www.conservationhalton.ca/financial-incentives or we can email or mail a copy to you upon request. Review of the guidelines is important to ensure your project is eligible for funding. The guidelines also stipulate grant rates and caps for the different project categories. If after reviewing the guidelines it is still unclear whether your project is eligible, please contact us to discuss further.

Examples of answers to application questions have been provided for some sections in italics.

PROPERTY OWNER DETAILS

In this section of the application, you must identify the preferred owner to be contacted for the property as well as the mailing address and email address where the owner can be sent communications. We also request that an alternative contact be provided for the property, though this is not required.

If the property is owned by a business, please identify the legal business name.

PROJECT PROPERTY DETAILS

In this section of the application, we ask that you identify the property where the project is taking place. In most cases this is the same property as provided for the Property Owner Details. If this is your situation, please check the box. If the project property differs from the owner's home address, please enter the location.
If the project is being completed by a tenant land user, ie. Tenant Farmer or someone who is renting a property, the Tenant Land User Contact Information must be provided.

PROJECT QUESTIONNAIRE

Within this section of application, we are trying to understand the project you are proposing to undertake, what issue(s) it is meant to resolve, when the project will take place and what is involved in moving the project forward.

Describe the existing conditions on the property and how they affect water or habitat quality.

- Describe positive and negative conditions on the property
- Describe past actions
- Feel free to include photos in this section that illustrate the existing issue

Example: We have owned and operated the farm for 15 years. The majority of our acreage is now in a corn, soy, and wheat rotation, but we still have some pastured livestock on the property. Over the years we have completed some water quality and habitat improvement projects such as tree planting, re-naturalizing creek areas and have re-routed the main creek around the pond to cool water temperatures downstream and improve fish passage. In our front pasture, livestock still have access to the creek. This has resulted in some erosion and potential for nutrients from the animal waste to get into the creek.

Describe the proposed project and explain how it will address the water or habitat quality concern on your property or how it will improve water or habitat quality. Where plant lists have been developed, please attach them.

Example: To address the water quality issue on our farm, we are proposing to install new fencing 3m back from the top of the creek bank. This will prevent our livestock from accessing the creek. Once the fencing is established, we will plant native trees and shrubs along the bank that will grow tall and shade the creek. We will also allow the creek bank area to re-naturalize, which will help prevent runoff of nutrients from the livestock.

We will need to maintain access to the pastureland on either side of the creek and also maintain a water access point for drinking water. To do this we are proposing the installation of a bed level crossing in conjunction with the fencing. This will be a controlled access point, reducing the impacts of the livestock.

The bed level crossing will involve excavating the bed of the creek down 20cm and building it back up with riverstone. This will prevent trampling and erosion from the animals.

The work will take place in the summer when creek levels are lowest. The excavation of the creek bed and the addition of riverstone at the creek crossing will be done without active creek flows. We will build a temporary dam with sandbags and pump the creek water around and back into the creek while we work. This will help us to avoid adding sediment to the creek and harming the fish.

Plant List: White Cedar, Sugar Maple, Silver Maple, White Oak, Black Cherry, Tamarack, Alternate Leaf Dogwood, Spicebush, Black Chokeberry, Nannyberry, Red Osier Dogwood, Serviceberry, Pussy Willow.

Describe who is completing the project management, implementation and long-term maintenance. What long term maintenance requirements exist?

- Projects have varying degrees of complexity and long-term commitments to ensure success. In this section, demonstrate that you have considered who will be responsible for these different project sequences.
- Identify consultants, contractors, volunteers, yourself, etc.
- Complete locates before implementing a project that requires any digging by contacting www.on1call.com
- Consider what long-term maintenance requirements there are for your project. For example: Tree planting may require you to mow down competing vegetation until the trees reach the "free to grow" height.

Example: We intend to oversee the project management ourselves. We have received a quote from (a local contractor) to install fencing along the banks of the creek. We have not yet hired a contractor for the creek crossing but will be doing so. Plantings will be planted by volunteers after the other work is completed. We will check on the plantings occasionally after the work is completed to make sure the grasses and other plants are not outcompeting the trees. We will replace the mulch if necessary, to reduce the competition.

Have you considered whether any permits and/or approvals are required to complete your project? If yes, have you applied, and which permits and/or approvals apply?

Your project may require permits from several sources. It is your responsibility to ensure that all permits are obtained prior to commencing the project. Permits that may be required could include:
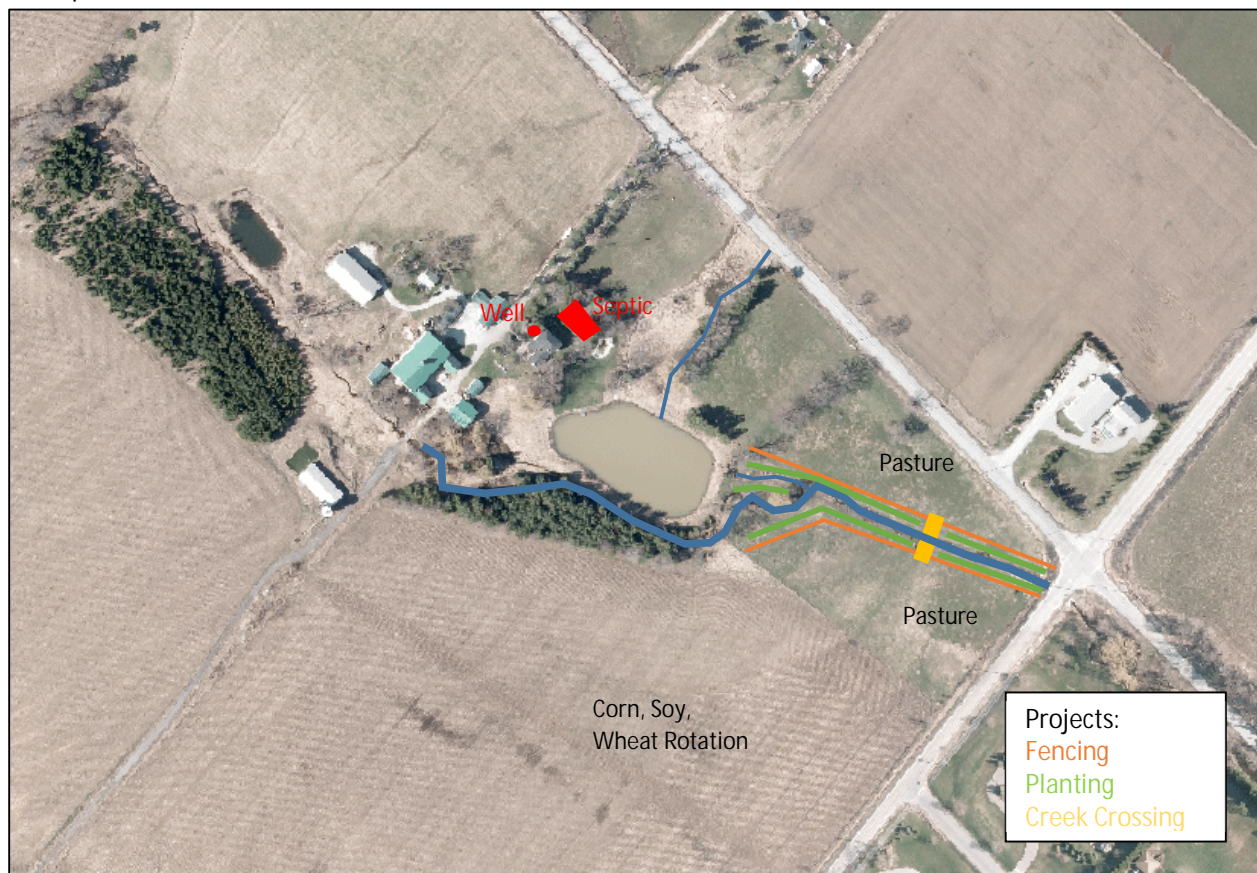
- Site Alteration Permit: Filling, excavating or grading;
- Building Permit: Construction, renovation and septic;
- Conservation Authorities Permit: Alterations to a watercourse or wetland;
- Lakes and Rivers Improvement Act Permit: Alteration to a weir or dam or;
- Endangered Species Act Permit: Projects within species at risk habitat.

This is not a complete list. Please check with your local municipality to confirm whether any other permits are required. A tool you may use to help you identify Conservation Authority permit requirements is Conservation Halton's online mapping tool. https://conservationhalton-camaps.opendata.arcgis.com/pages/web-maps

> Please attach a sketch of the property labeling and locating structures, infrastructure (e.g., wells, septic systems, ponds, tile drain inlet) and natural features (e.g., streams, springs, and forests). Please include the location of the proposed project with dimensions.

For this section, feel free to use Google Satellite Imagery, or Conservation Halton's online mapping tool. https://conservationhalton-camaps.opendata.arcgis.com/pages/web-maps . Also, feel free to include multiple sketches and drawings if you feel that it will help the reviewers to understand what is taking place. Please remove any reference to address that might help the review committee identify your location. This is to help eliminate any bias from the committee.

Example:

ESTIMATED PROJECT BUDGET

Include your best estimate for the project budget. If you have quoted prices include them. If you do not have a quote, use your best estimate. Upon completion of your project, you will be asked to submit a financial tracking form with the actual project costs. The funding amount from the Water Quality and Habitat Improvement Program will be based on the final paid costs.

Example:

Item or Service Description	Item/Service Cost
Install Livestock Fencing (Contractor Quoted)	$8,000
Install Bed Level Crossing (Contractor) This includes contractors labour, equipment and riverstone materials to construct the crossing	$3,000
120 Native Trees and Shrubs for Creek Banks. Species to be identified by stewardship technician at Conservation Halton	$1,200
120 Mulch Mats for Trees and Shrubs	$120
120 Rodent Guards for Trees and Shrubs	$120
TOTAL	$12,440

FUNDING SOURCES

Identify any other funding sources that you have secured to date or that you have applied for to help offset your project cost.

Example:

Additional Project Funding Sources	Funding Amount
Species at Risk Farm Stewardship Program (Applied for, not confirmed)	$5,000
TOTAL	$5,000

When you are ready to submit your application, please forward it to stewardship@hrca.on.ca

We look forward to working with you on your project.