



## BC Federation of Fly Fishers

PO Box 41023  
RPO Woodgrove  
Nanaimo BC  
V9T6M7  
bcfff.bc.ca  
[general@bcfff.bc.ca](mailto:general@bcfff.bc.ca)

### **APPLICATION PROCESS FOR BCFFF CONSERVATION FUNDS**

The purpose of this document is to inform BCFFF members and potential applicants about the process and criteria used to adjudicate applications for BCFFF targeted funds.

Presently, the BCFFF manages a conservation fund called the Gilly Fund. Initially, revenues were generated through sales of a book, "The Gilly", and subsequently a dedicated capital investment was set up to provide future monies for projects. The Gilly Fund set a number of precedents that can be used to guide the management of a BCFFF conservation operational account. First a committee was set up to adjudicate these funds, and to assess project applications. A set of "Project Criteria Principles" was set up to guide applicants and committee members. And a Gilly Fund application form was developed to provide a consistent format and process.

This document will borrow greatly from the Gilly Fund procedures, but will add some other details .

#### **Eligibility**

1. Applicants must be BCFFF member clubs. Also, direct members can apply if they can show they meet project criteria, and, with partners, can show ability to carry out the project.

#### **Project criteria**

2. Projects must be consistent with the purposes of the Federation as set out in the Constitution. The following may be considered:
  - a) projects that benefit a fishery by enhancement, or protection, or restoration of habitat
  - b) projects that promote or educate about flyfishing, fish conservation, fish habitat stewardship, and sustainability of fish populations.
  - c) projects that enhance fly fishing experience.
3. Projects must be conducted within the Province of British Columbia, and must follow all Federal, Provincial or Municipal laws and regulations.

4. Multi-year projects will not be considered. In this respect, “multi-year” means projects that cannot be completed in one year and depend on winning additional funds in a following year. This guideline is needed because of limited funds available and a fair prioritization process is necessary for all applicants, each year. On the other hand, an approved project may require more than one year to complete, or committed funds may be used in a subsequent year if unexpected events cause delays. Also, member clubs may apply for funds in sequential years, subject to meeting competing priorities and availability of funds. (ie. different projects)
5. A conservation fund committee (which might be the Gilly Fund committee) will be responsible for adjudicating applications.
6. The “Gilly Fund Conservation Grant Application” form may be used to make an application for Gilly funds. There are new form requirements for BCFFF Conservation grants.
7. The use of funds to leverage funding from other sources is encouraged. Funds may be conditionally committed to assist a project applicant requesting financing from the Habitat Conservation Trust Fund, Fisheries Renewal BC or similar funding agencies which require complementary grants from other sources as a funding condition. However, in those cases, BCFFF funds would be contingent on those other funds being approved (ie. to assure the viability of the project).
8. All project signage must give recognition to the Federation.
9. The applicant must agree to provide a report back to BCFFF on completion of the project, preferably with a live presentation, within one year of approval and use of funds. An interim report (written) will be necessary if the project takes more than one year to complete.
10. Calculation of project costs must use the same criteria for skilled and unskilled labour, professional consultants, or equipment rentals as Fisheries Renewal BC or other equivalent government agencies. This means that volunteer labour performed by club members is usually costed at approximately \$15.00 per hour. (This does not imply that volunteers will be paid—it is merely a means of computing the value of volunteer input to a project.)
11. All applicants must apply using the forms and methods prescribed by the committee.
12. Funding must be approved by the adjudication committee, and once approved will be committed. However, depending on the project, funding may be paid in stages that relate to the status of the work, and that 10% of funds shall be withheld pending completion of the work and submission of a satisfactory final report.
13. Project proposals must not be in isolation, but must verify that the local authorities have been informed and the necessary permits are available. Where a project is proposed in

an area claimed by a First Nations band, the band must be given a copy of the proposal and asked to comment if they consider it detrimental.

14. Applications must be submitted with enough lead time to allow consideration by the committee (at least 2 months). Where the committee may need more information, or possibly an independent evaluation by an expert, more time might be needed.
15. Where projects involve fisheries enhancement work, endorsement by fisheries expert or provincial fisheries biologist may be required.
16. Where a number of applications are being submitted, a number of criteria will be considered when attributing the highest priority: how early (in each calendar year) each application is submitted, the \$ available in each year, the number of BCFFF clubs contributing to the project, the total value of the project (total number of contributors), the viability window (ie. outside considerations may affect a priority), public visibility, how closely the projects supports the purpose of the BCFFF; a safety audit and contingency plan provided (if heavy equipment is used, a flag person might be needed to direct traffic, or if boat are used, lifejackets should be supplied, etc).
17. Liabilities:
  - a. The project proponents (and participants) must have adequate liability insurance
  - b. The project must have all necessary approvals: landowners, government, etc.
  - c. Safety audit and contingency plans must be developed before work starts.
  - d. Communications (cell phone, satellite phone, etc) must be made available at the work site as part of safety.
18. Project funds are not normally used to acquire equipment, but can be used for equipment rental.

Q.? What can funds be used for? : supplies (concrete, rebar, pipe)

Equipment rentals (tents, etc), facility rentals

Promotional materials

Professional services