



# Application Information Package

Outline of information to be submitted by those proposals that are short-listed for further consideration.

This Package is for information purposes only:

The Adams River Salmon Society Legacy Fund application process involves two stages.

1. Project Concepts (Stage One) approved by The Adams River Salmon Society Legacy Fund Screening Committee and, if accepted,

*There is no guarantee of funding availability. The fund is supported through revenues generated each four years during the Salute to the Sockeye. Depending on market conditions (term deposit rates etc.) funding each year may or may not be available.*

This appendix describes the second stage application process and outlines some of the evaluation criteria that will be applied during the detailed review of the proposals shortlisted for consideration for funding.

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## Section One: General Instructions

Proposals that will be considered for funding must be received by The Adams River Salmon Society Legacy Fund (ARSSLF) Screening Committee, no later than November 30<sup>th</sup> of each calendar year. Awards will be announced on or about December 5<sup>th</sup> each year.

Project proposals must be submitted in electronic format on an official ARSSLF application form. The detailed second stage application form will be provided to the proponents of those project concepts that are selected for further review and potential funding. Only project proposals submitted in the format stipulated will be considered for funding. Do not send proposals in other formats. Incomplete applications may result in funding disqualification.

Applicants should email their proposals to:

[legacy@salmonsociety.com](mailto:legacy@salmonsociety.com)

Or mail, courier or hand deliver the project proposal to:

The Adams River Salmon Society  
Legacy Fund Screening Committee  
Box 24034, Scotch Creek  
British Columbia, Canada  
V0E 3L0

- All budget information and project descriptions must be entered directly on the form. Do not refer to attachments for information that is requested to be filled out on the form
- Any supporting documentation/attachments must be submitted at the same time as this application form. Attachments submitted late will not be considered in the review process
- Project proposals that are incomplete or late will not be considered
- Please read ALL the following sections
- The successful applicant will be notified on or about December 5<sup>th</sup> if their project has been approved for funding in the following year
- The maximum funding awarded each year is \$5,000.00. This funding will be split between multiple projects, therefore smaller projects are given preference, which include volunteers, community partners and in-kind funding.



## Section Two: Background Information

The Adams River Salmon Society Legacy Fund is intended to achieve the following:

Funds are to be used for the purposes of:

- a) providing educational opportunities of a nature consistent with The Adams River Salmon Society
- b) for the improvement of recreational opportunities in the parks of the Shuswap
- c) for the conservation of salmon habitat
- d) funding will be limited to a maximum of 50% of the project value. 50% of the project budget must be derived from in-kind contribution or other funders.

## Section Three: Guiding Principles/Scope

The following principles will guide the ARSSLF Committee in achieving its mandate:

**Education:** Advancement of knowledge for all age groups, regarding the awareness of the significance of salmon, wildlife and ecosystem health.

**Conservation:** The protection or enhancement of streams, rivers or lakeshore areas within the Shuswap Lake region, in order to enhance salmon health.

**Collaboration/Partnerships:** Projects that are under application should be cooperatively funded or resourced by two or more partners, to enhance capacity and minimize draws on the fund. Projects which meet this criteria will receive additional points in the evaluation process.

**Relevance:** Projects must be consistent with the goals and objectives of the purposes identified above.

**Technical Merit:** Projects should be designed and conducted in accordance with sound scientific or social principals.

**Efficiency:** Projects should provide the greatest long-term benefits to the resource and resource users for the dollars spent.

**Effectiveness:** Projects should achieve measurable results.



## Geographic Area Eligible:

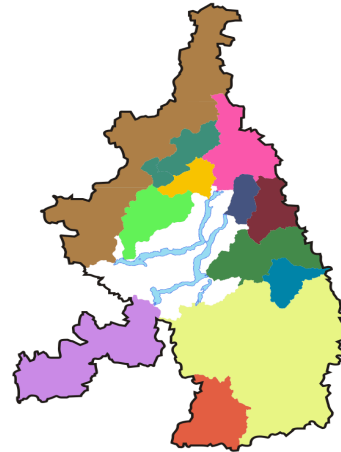
### Shuswap Watershed Sub-Drainages

Projects being submitted to the fund (ARSSLF) must be delivered in a primary geographic zone as outlined below:

- Adams River / Lake
- Anstey River
- Bessette Creek
- Celista Creek
- Eagle River
- Momich River / Cayenne Creek
- Perry River
- Salmon River
- Scotch Creek
- Seymour River
- Shuswap River
- Wap Creek

Drainages which do not drain into the Shuswap Lake system are excluded from application to this fund.

### Shuswap Watershed Sub-Drainages



The 12 significant sub-drainages in the Shuswap watershed which contribute to one of the mightiest rivers in Canada, the Fraser River, are:

Shuswap River	440,722 Ha
Adams River / Lake	286,010 Ha
Salmon River	155,322 Ha
Eagle River	81,420 Ha
Seymour River	80,950 Ha
Bessette Creek	79,393 Ha
Scotch Creek	61,522 Ha
Momich River / Cayenne Creek	47,740 Ha
Perry River	43,646 Ha
Celista Creek	28,205 Ha
Anstey River	23,998 Ha
Wap Creek	21,059 Ha

## Project Selection

The ARSSLF Committee will review each project without bias. All applications will be assessed based on the criteria outlined within the application form process and the second stage project application process.

## Project Review

Projects which provided the greatest leveraging of community, funding and impact per dollar, will naturally score higher than projects which are conceptual or undeveloped. Only projects with a clearly defined budget and objectives will be considered.



## Section Four: Technical Review Criteria

Project selection criteria are consistent with the ARSSLF guiding principles. The criteria will be reviewed annually and include:

Relevance and Significance to the ARSSLF criteria and objectives that follow:

- Technical Feasibility
- Expected outcomes or benefits
- Cost effectiveness
- Collaboration / Partnership

### Relevance and Significance to the ARSSLF:

The ARSSLF Committee will assess the relevance of the proposed project including the soundness, accuracy, thoroughness, and validity of the ideas presented. Evaluation will include consideration of the following:

- Is there a clear and sound rationale that demonstrates the proponents understanding of the issue to be addressed, objective to be achieved, or problem to be solved?
- Is there a comprehensive description of the issue to be addressed, objectives to be achieved, or problem to be resolved?
- What will the emphasis of the project be?
- What new opportunities / insights is the proponent trying to create?
- What will we be able to do at the completion of the project that we cannot do today?
- Is the project consistent with existing management goals and resource conservation policies?
- Is the project a component of a larger undertaking and is it necessary to successful completion of the larger undertaking?
- Is the project linked to other projects in the area i.e. were previous projects carried out which provided background for the project or are there future projects anticipated to follow the completion of the proposed project?



# Technical Feasibility

The ARSSLF Committee will assess the technical quality of the proposed project including the soundness, accuracy, thoroughness, and validity of the ideas presented. Evaluation will include consideration of the following:

## **Proposal Soundness:**

- Are the projects objectives / outcomes clearly defined?
- Are there multiple objectives?
- Is there a likelihood of unanticipated or unstated benefits or consequences?
- Are the projects design and methodology appropriate, demonstrating a logical, feasible and technically appropriate approach?
- Is it clear how the project will be executed?
- Are the methods to be used in completing the project clearly stated in the proposal?
- Is there a sound rationale for the methods proposed?
- Have alternate methods been considered and a rationale provided for selecting the proposed method?
- Is it clear that the project design, methods and techniques are understood and technically sound?
- Are the proposed techniques / methodologies the most appropriate to obtain the objectives?
- Are these standardized methods?
- Have alternative methodologies been considered?

## **Project Delivery:**

- Are there risks or factors that may affect the project or reduce its chances of success?
- How will the proponent organize project delivery?
- Are the key activities and timelines defined?
- Is the timeframe realistic and achievable?

## **Human Resources:**

- What are the skills needed to successfully carry out this project and does the proposed team have these skills?
- Who will participate in carrying out the project and what do they bring to the project?
- What are the qualifications of the proposed project director and key staff or consultants?
- Are these the appropriate skilled personnel needed to successfully carry out this project?
- Are the project team's roles and responsibilities clearly defined?
- Do the proponents have the capacity to deliver?



**Supportive Aspects:**

- Does the proposal demonstrate thorough project planning; appropriate consultation and collaboration recognition of and compliance with all regulatory requirements?
- Were relevant agencies, including First Nations, consulted at the project planning stage or included in implementation?
- Will the project coordinate funding resources available from applicant organizations or other funding resources?
- Does the proponent have the appropriate permits and authorizations?
- Have letters of support been provided?
- Will traditional and local knowledge be incorporated into the project?

**Outcomes or Benefits:**

Evaluation will include assessments of the adequacy of the performance standards against which to measure success; the strategy for ensuring that the anticipated results are communicated to all end-users; and whether the potential benefits will be monitored and assessed over the short and long-terms.

- Does the proponent provide details of how this project will be measured for success?
- Are there milestones for the project?
- Are there specific deliverables specified?
- Can the results be measured?
- What are the indicators of success?
- Does the proposal include a prescribed methodology to ensure that the projects results are communicated to all the potential end-users?
- Is there a clearly described communication component of the project with a target audience identified?
- Does the described methodology ensure timely communication of results?
- Does the overall plan for communicating the results to the end-users adequately consider the needs of the various end-users beyond those directly involved in developing and implementing the project?
- How will effected communities be informed about the project?
- Will the execution of the project result in any transfer of skills and knowledge to end-users beyond those directly involved in developing and implementing the project?
- Will the project provide a catalyst for further related activities?
- Is there to be an evaluation of project benefit?
- Is there a monitoring and maintenance component?
- Is there evidence of sufficient commitment to support future project requirements?



**Cost Effectiveness:**

Review Committee members will evaluate whether the budget requested for the work proposed is reasonable and justified. They will seek evidence of a suitable plan for financial administration and will judge if the proposal represents good value for money.

- Does the budget provide detailed costs of the project with itemized amounts?
- Are the funds requested reasonable and realistic for the project to be completed on time and on budget?
- Has the proponent made a significant effort to keep project costs to a minimum?
- Does the proposal capitalize on existing research information and activities?
- Are additional joint funding or in-kind contribution anticipated?
- Does the proposal leverage other funding sources?
- Are the project budget and / or in-kind rates realistic?
- Are the benefits as described in the project in line with the cost of the project?
- Are there enough deliverables for the cost of the project?
- What procedures will be used to ensure the project is completed on budget?
- Are there likely to be long-term maintenance and service costs?
- Are long-term costs covered in the project plan?

**Collaboration/Partnership:**

- Is the proponent attempting to coordinate with complimentary and or competing interests?
- Do the proposed activities involve other agencies and organizations, including the involvement of local community groups as partners or collaborators?
- Does the project enhance community involvement in stewardship or conservation activities?