#  2024 Invasive Species Action Fund

## Application Outline – **Microgrants** – Working Template

The online application form can be saved and returned to**, you may also edit applications after they have been submitted up to the date of the applications closing, April 18, 2024 at 11:59 PM.**

The following outline may be used to prepare content for the online form in a WORD or other word processing document, which can then be saved while you work and copied and pasted Good Grants.

1. **Start Here Tab:**

Applicant

* 1. Provide the first and last name of the applicant
	2. Category: Select Microgrants from the drop-down menu
	3. Application Name: The title of your project
1. **Eligibility Requirements Tab**
2. Will the proposed project occur entirely on private lands? Yes / No
3. Will your proposed project occur in Ontario, Canada? Yes/No
4. Does your organization fall into one of these categories:

Non-government organizations and charities
 Municipal and local governments
 Universities, colleges, and schools
 Indigenous Communities/Organizations
 Conservation Authorities Yes/No

1. Does your project involve Invasive Phragmites? Yes/No

**Please ensure you are using the green, “CHECK ELIGIBILITY” button prior to moving forward with the remainder of your application. Save + Close or Save + Next will not confirm your eligibility.**

1. **Applicant Information Tab**
2. Project lead’s name
3. Project lead’s phone number:
4. Project lead’s email address:
5. Applicant organization (legal entity):
6. Applicant’s organization address:
7. What type of organization do you work with?
8. Check all that apply from the provided list

Municipality

Volunteer Group

Conservation Authority

Indigenous Group

Not-For-Profit

Community Group or Association

Other

1. Applicant profile (100 words or less)
	1. Describe the vision, mission, and value proposition of your organization.

 j. Choose your geographic area (a list is provided)

* 1. **Central Ontario**: Durham – Halton Region – Muskoka District – Peel Region – Simcoe County – Toronto – York
	2. **Southwestern Ontario**: Brant County – Bruce County – Chatham–Kent – Dufferin County – Elgin County – Essex County – Grey County – Haldimand County – Hamilton – Huron County – Lambton County – Middlesex County – Niagara Region – Norfolk County – Oxford County – Pelee Township – Perth County – Waterloo – Wellington County
	3. **Eastern Ontario**: Frontenac County – Haliburton County – Hastings- Kawartha Lakes – Lanark – Leeds & Grenville – Lennox & Addington – Northumberland County – Ottawa – Peterborough County – Prescott & Russell – Prince Edward County – Renfrew – Stormont, Dundas & Glengarry
	4. **Northeastern Ontario:** Algoma District – Cochrane – Manitoulin – Nipissing District – Parry Sound District – Sudbury – Timiskaming
	5. **Northwestern Ontario:** Kenora – Rainy River – Thunder Bay
	6. **Other** (e.g., multiple regions): Please describe
1. What is the closest municipality to where your proposed project will be taking place?
2. Previous funding
	1. If you have you received funding from the Invasive Species Centre in the past, please identify project, year, and amount
3. **Project Description Tab:**

 a. Project Title (15 words or less)

 b. Connecting your project to ISAF priorities

Which Invasive Species will your project address?

Volunteer stewardship
 Collaborative action

 c. Does your project require Landowner Permission? (Choose one)

* Yes, we have obtained landowner permission
* Yes, we are the landowner/land manager
* Yes, but we have not obtained permissions yet and we have not reached out to the landowner
* Yes, but we have not obtained permissions for this project yet. We have discussed the project with the landowner who has given verbal support, and/or we have worked with this landowner on other projects in the past.
* No

 d. Does your project require a permit (e.g., Letter of Opinion, SAR, etc.) or other special permissions to perform?

* Yes, one or more are required for our project
* No permit required

 e. If you answered yes to the previous question, please list the permits/permissions you require and let us know if you have applied for, obtained, or not applied yet. Please also indicate if you or

 project partners have successfully obtained similar permits in the past. (e.g., DFO SAR permit,

 applied for)

 f. Project Description (500 words or less)

1. What is the purpose of your project, what are you setting out to do and why?

2. What is your project plan and timeline? Break into phases if this improves clarity.

 g. Please outline any applicable best practices, existing resources and partners that will be involved

 with your project (500 words or less)

1. How are you planning to achieve your goal?
2. Reference Best Management Practices if applicable. If BMPs are not available, please provide a reference for your chosen control methods.
3. Emphasize and reference the use of existing content and materials such as signs and factsheets and other communications materials.
4. Who will you work with?  List partners and their roles and whether you have confirmed their involvement.
5. Add additional information as required.

h. Short Description (25 words or less)

1. Provide a concise summary of your project. This summary will be used for various

 communications materials such as social media and the ISC website.

1. **KPI Table TAB**
	1. **What are your expected project outcomes?**

Quantify outcomes by including estimates for as many of the key performance indicators as appropriate from the list below. Add additional KPIs and summary text as needed.

|  |  |  |
| --- | --- | --- |
| **Key Performance Indicator**  | **Unit**  | **Project Target**  |
| **People** |  |  |
| Jobs Created (paid positions, both full and part time) | Number (n)  |  |
| Volunteers (total number of individual volunteers) | Number (n)  |   |
| Volunteer hours (total number of volunteer hours contributed to project)  | Time (hours)  |  |
| **Collaborations** |  |  |
| Total number of all Collaborative Partners (indigenous, Municipalities, other groups, organizations or groups directly involved in project ) | Number (n) |  |
| Total number of Indigenous communities or groups directly involved in project  | Number (n)  |  |
| Total Number of Municipalities or Conservation Authorities involved | Number (n) |  |
| **Environmental Impact** |  |  |
|  Total area monitored or controlled | Meters sq. (m2)KM Number (n) |  |
| Total Shoreline monitored or controlled  | Kilometers sq. Km2Number (n)  |  |
| Communication and Outreach |  |  |
| Online engagements   | Total reach  |  |
| Communications (blog posts and/or social media posts) | Number (n) |  |
| Prevention, Control & monitoring Events  |  |  |
| Non-field events  |  |  |
| Field Events  |  |  |
| Event attendees (field) |  |  |
| Event attendees (non-field) |  |  |
| Youth engagement |  |  |
| Other KPI   |   |  |

1. **Budget Table Tab**

 a. Please complete the project budget table provided below.

 See Applicant Guidelines document for a completed sample.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **BUDGET ITEM** | **ISAF REQUEST** | **Proponent Contributions** | **PROJECT TOTAL**  |
| **Cash** **(source)** | **In Kind (source)** |
| Salaries and Human Resources |  |  |  |  |  |
| Travel & Accommodations |  |  |  |  |  |
| Professional Services |  |  |  |  |  |
| Equipment and Supplies Purchase |  |  |  |  |  |
| Equipment & Supplies Rental |  |  |  |  |  |
| Communications |  |  |  |  |  |
| Administration |  |  |  |  |  |
| **FINAL TOTAL** |  | **$** | **$** | **$** |

***Thank you for applying for the Invasive Species Action Fund!***