



Yukon Fish and Wildlife
Enhancement Trust

Proposal Guidelines

1. Introduction

[Chapter 27](#) of the Umbrella Final Agreement (the “UFA”) establishes the Yukon Fish and Wildlife Enhancement Trust (the “Trust”). The Objective of the Trust is:

“to restore, enhance and protect fish and wildlife populations and their habitat in the Yukon, so as to achieve the objectives of Chapter 16 (Fish and Wildlife) of the Umbrella Final Agreement including initiating, sponsoring, funding, directing and carrying out measures to achieve those objectives”.

The Council for Yukon First Nations, the Yukon Territorial Government and the Government of Canada contributed to the Trust pursuant to an Indenture Agreement between these parties as directed by Chapter 27 of the UFA. The initial Trust principal is approximately \$3.5 million. These funds are invested according to the Trust’s investment policy and a portion of the net annual gains, plus 100% of private donations, are used to fund Trust approved projects.

This document is intended to guide applicants on developing and submitting a proposal to the Trust.

A call for proposals will occur once per year between January 1st and March 1st.

2. Eligibility

a. Project Applicants may be:

- individuals
- non-government organizations, associations and societies
- educational institutions (public schools, colleges, universities)
- renewable resource councils, commissions, boards
- First Nations without Agreements
- sole proprietorships
- cooperatives
- partnerships

While Government (Federal, Territorial, and First Nations) is not excluded from eligibility, Chapter 27 of the UFA states:

“Expenditures from the Trust are not intended to duplicate or replace Government expenditures on Fish and Wildlife management.”

Projects that involve partnerships are encouraged.

b. Eligible Projects

Projects that:

- i) restore fish and wildlife populations or their habitat in the Yukon
- ii) protect fish and wildlife populations or their habitat in the Yukon; and
- iii) enhance fish and wildlife populations or their habitat in the Yukon

Projects that advance the achievement of the objectives of Chapter 16 of the UFA are encouraged. Projects may not be funded if other funding programs are more appropriate to the proposed project. For example: Salmon projects involving the Yukon River Drainage may be more appropriately funded under the Yukon River Salmon Restoration and Enhancement Fund.

c. Eligible Costs

Costs that are included in the submitted project's work-plan and budget may be eligible for funding and generally are limited to:

- contracted services and/or salaries
- office services (telephone, photocopying, postage)
- travel, food and accommodation
- materials and supplies
- rented or leased space, facilities, equipment and machinery

As a general rule Eligible Costs do not include the purchase of capital equipment, such as licensed motor vehicles and computer hardware. In very exceptional circumstances a piece of capital equipment may be purchased upon submission and approval of the Trust but may also become the property of the Trust post project completion. All expenses and costs must be submitted in project's work-plan and budget and approved by the Trust. All original receipts and invoices must be retained by proponent and must be submitted to the Trust upon request. These conditions may become contractual obligations prior to the release of funds.

3. Level of Funding Assistance

- a. The Trust **may** fund up to 100% of any project.
- b. Funding from other sources is encouraged.
- c. Multi-year projects are not encouraged, but may be considered for Trust funding.
- d. Recurring or repetitive projects that are funded in any one year may not necessarily be funded in a subsequent year.

4. Application Deadline

The availability of Trust funds and a call for proposals will be advertised throughout Yukon between January 1st and March 1st of each calendar year. A proponent may contact the Trust Manager prior to their proposal submission to discuss a project's concept or ask for advice and assistance.

Inquiries may be made to the Trust Manager by:

- writing to Box 31022, Whitehorse, Yukon Y1A 5P7
- phone (867) 334-9453; or
- e-mailing yfawet@gmail.com
- www.yfwmb.ca
- fax - toll free - 1 (866) 224-2486

The deadline for proposal submissions will be 4:00pm on the first day of March. If March 1st is a sanctioned holiday, then the submission deadline will be the next business day after March 1st. Proposals may be addressed to the Yukon Fish and Wildlife Enhancement Trust Manager and submitted by either:

- Email - as an attached Adobe PDF formatted document (**preferred mode and format**) or a MS word document.
- fax - 1 (866) 224-2486 toll free (alternate **preferred mode**)
- mail - Box 31022, Whitehorse, Yukon Y1A 6K8; or
- personal delivery - 106 Main Street –Fish and Wildlife Management Board

5. Application Procedure

The applicant shall provide a [cover page](#), located on the web or the last page of this report, which includes :

- the title of the project
- a brief one paragraph summary of the project stating the purpose, objective(s), location, and the amount of funds being requested from the Trust;
- start and finish dates; and
- the applicant's name, address, contact person name, and contact information (i.e. phone, fax, email, mail, web, etc.)

The following criteria must be addressed in the proposal for determination of feasibility and technical soundness; wherever possible, show how traditional knowledge supports your rationale:

- a) State which of the Trust's [criteria](#) categories the project falls under. Does it protect, enhance or restore fish and wildlife or their habitat in the Yukon?
- b) Does the project have direct or indirect benefits to fish and wildlife?
- c) Why is this project important and what makes it likely to succeed?
- d) Which [objectives of Chapter 16](#) of the UFA does the project contribute towards achievement?
- e) Are there short term and/or long term benefits for fish and wildlife?
- f) Will there be impacts (negative or positive) on other fish or wildlife or their habitat as a result of this project?
- g) Detail the methodology or the approach that will be taken to reach the project's objectives. Are there sound biological/ecological rationales for the project to proceed? You are encouraged and may be required to provide background support from either fish or wildlife biologists and/or from local/traditional knowledge experts.
- h) What are the anticipated outcomes of the project and how will each be measured or evaluated.
- i) Is this project compatible with current and future land use or management plans?

- j) Do you have the community, First Nation, Renewable Resource Council, and public support for your project? You may be required to submit documentation of support.
- k) What permits and permissions will be required for the project to proceed? Do you have permission of landowners, regulatory agencies, worker compensation, etc.? You may be required to submit the necessary documentation prior to the release of funding.
- l) Do you have involvement from other funding partners?
- m) Are the project's personnel qualified to carry out the proposed project? You may be required to submit resumes of personnel and first time applicants should submit resumes.
- n) Are there ongoing operations and maintenance costs after completion of the project?
- o) Are the work-plan and budget realistic? **The application must contain:**
 - a budget (example format included on page 6 of this Guide); and
 - a project work-schedule (example format included on page 7 of this Guide).

A completed and approved proposal, including work-schedule and budget, will form an integral part of the "Contract" that each successful applicant must sign prior to receiving funding.

6. Technical Review

In March, each proposal will undergo a technical review. The Trust's Technical Review Committee will review all applications for completeness and compliance with the Trust mandate and guidelines. The Trust support staff may contact applicants if their proposal has merit but requires more attention.

The criteria described under s.5, "Application Procedure", are the essential elements used to assess the proposal's feasibility and technical soundness.

The technical review committee shall consist of a minimum of two Trustees and may also include the Trust support staff, and any number of fish, wildlife, or other experts as deemed to be necessary. Note that experts may include those with local or traditional knowledge of the area.

7. Final Selection

The final selection takes place in April and involves all 12 Trustees. **All** proposals are reviewed at this meeting. Proposals that do not meet the objective or guideline requirements or were deemed to be technically unfeasible still come to the attention of the Trustees. **Note:** All the Trustees are also Board members of the Yukon Fish and Wildlife Management Board, they are the only ones who may ultimately accept or reject a proposal.

The Trustees rate each proposal in accordance with the Trust Objectives (Restore, Enhance, or Protect) and guidelines. The proposals that are technically sound, financially viable and feasible, and meet the objectives of the Trust are prioritized for funding.

Within three weeks of the selection date applicants will be notified in writing as to the status of their proposal.

8. Successful Applicants

- Each successful applicant will sign a contract with the Trust outlining the project terms, including the schedule of payments and timelines for completion.
- Projects will be monitored by the Trust support staff for compliance with the contract.
- Final reports, results, evaluations, and photos must be submitted by the successful applicants and will become the sole property of the Trust. These may be made available for public distribution at the Trust's discretion.
- The final reports shall include an evaluation to assess whether the goals of the project were met.
- The successful applicant will recognize the Trust for the funds granted in all reports, signage (pre-approval required), and wherever and whenever applicable.
- Incomplete contracts may be terminated at the Trust's discretion.
- Any approved but unexpended project funds shall be returned to the Trust.



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Sample Budget Sheet Template

Please use the following template to assist in the development of your funding proposal. If you require further assistance please call our office (867) 334-9453, fax (toll free) 1-866-224-2486, or e-mail: yfawet@gmail.com

Expenditure Categories	Budget Item	Projected Cost	Other Funding Source(s) (Potential or Confirmed) (In Kind or Monetary)	Funds Requested from Trust
1. Capital Expenses (equipment, machinery)	1. 2. 3. etc.			
2. Wages, Contract Services				
3. Office & Administrative Expenses (telephone, printing, postage)				
4. Travel Expenses (Accommodation, food, transportation)				
5. Materials & Supplies				
6. Facility Expenses				
7. Other				

TOTAL (\$)	TOTAL (\$)	TOTAL (\$)
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Yukon Fish and Wildlife
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FUNDING PROPOSAL COVER SHEET

Yukon Fish and Wildlife Enhancement Trust

Organization/Contractor Name:

Telephone:

Fax:

E-mail:

Website:

Address:

Name and Title of Primary Contact Person:

Name and Title of Most Senior Staff Person (If different from primary contact):

Organization/Contractor Mission or Mandate:

Project Title:

Project Location:

Within which Enhancement Trust objective(s) does your project best fit?

Restoration

Enhancement

Protection

Fish

Habitat

Wildlife

Total Project Budget (\$): _____ **Amount Requested from the Trust (\$):** _____.

List other contributors, supporters, and amounts of contribution if applicable:

Project Purpose

In a few sentences, what goals will this project achieve and how do you plan to reach it (i.e. how will you incorporate scientific and/or traditional knowledge to achieve your goals)

Project proposal and relevant attachments must accompany this cover sheet.