

Fraser Salmon & Watersheds Program



Fraser Basin Council



2011/12 Request for Proposals

*Inspiring changes in human behaviour for the benefit
of salmonids and the watersheds
on which we all depend*

Important Dates

Friday- October 1, 2010	Deadline for conceptual proposal submissions. <i>Conceptual proposals must be received by 11:59pm Pacific Standard Time on October 1, 2010. Late proposals will not be accepted. Conceptual proposals must use the online template available at www.thinksalmon.com</i>
Monday- November 1, 2010	Proponents will be informed of conceptual proposal screening results. Selected proponents will be asked to submit a detailed proposal. A detailed proposal template will be made available to successful proponents at this time.
Friday- December 10, 2010	Deadline for detailed proposal submission. <i>Detailed proposals must be received by 11:59pm Pacific Standard Time on December 10, 2010. Late proposals will not be accepted.</i>
Thursday- March 10, 2011	Proponents who submitted detailed proposals will be notified of funding decisions.

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1 Fraser Salmon and Watersheds Program (FSWP)

1.1 FSWP Backgrounder

In July 2005, the Living Rivers Trust Fund Advisory Group invited the Pacific Salmon Foundation and the Fraser Basin Council to lead the development of a business plan to address salmon and watershed sustainability issues in the Fraser Basin. The two organizations engaged a wide range of stakeholders in a series of workshops where key priorities were identified and a strategic platform was developed.

The resulting initiative was the FSWP, a five year program launched in 2006 that received funds both from the provincial Living Rivers Trust Fund and the federal Fisheries and Oceans Canada (DFO) Fraser Basin Initiative.

In 2011/12, FSWP will continue for an extra year. The funding available for this call for proposals will come from a carry forward of funds from 2010/11 and will be limited compared to previous years. The Pacific Salmon Foundation and the Fraser Basin Council continue to work with both the federal and provincial governments towards renewing funding levels for the program into the future. While the program funding envelope is limited for the 2011/12 cycle year, there remains a strong desire to continue to support a diversity of activities and organizations throughout the Fraser watershed.

1.2 FSWP Vision, Mission and Structure

FSWP functions by enabling groups to recognize human behaviours that threaten their local watersheds and to work with individuals, organizations and institutions to change these behaviours. FSWP enables its proponents by providing strategic support, coordination and resources in order to increase their resiliency and effectiveness as agents of change. Ideal and ambitious in nature, the following vision guides the FSWP:

Healthy salmon populations in functioning watersheds co-existing with thriving communities in the Fraser Basin

To this end, the FSWP mission is *to inspire changes in human behaviour for the benefit of salmonids and the watersheds on which we all depend.*

FSWP is structured around four program areas. Engaging First Nations is an important strategy of each of these program areas:

- Education and Engagement
- Habitat and Water Restoration and Stewardship
- Planning and Governance
- Sustainable Integrated Fisheries Management

2 FSWP Priorities and Approach for 2011/12

Since its inception in 2006, the FSWP has been fortunate to receive input from many diverse perspectives including our project proponents, technical review committee members, and the numerous individuals involved in the annual Fraser Assembly. This input assists the development of FSWP priorities that are used to direct the program towards its ultimate goal of healthy salmon populations and watersheds. These priorities are articulated in Section 2.1 "Priority strategies and Section 2.2 FSWP desired outcome statements and their supporting strategies (see Appendix 3 for a glossary of terms).

2.1 Priority strategies that support sustainable and successful projects

FSWP recognizes and supports processes that are important for the long term success of projects and for increasing the resiliency and effectiveness of proponents as agents of change. These priority strategies are:

- Active partnerships with one or more organizations that demonstrate strong collaboration, resource sharing and teamwork.
- Leveraging: the demonstration of significant funding partnerships.
- Communication that leads to information sharing, learning, transfer of knowledge, coordination and synergy.
- Engagement and participation of diverse and under-represented groups, including First Nations, cultural, rural and isolated communities.
- Relationship building, as a foundation for sustainable, enduring activities, such as coordination and facilitation activities which are inclusive and lead to multi-pronged approaches, reach diverse audiences, and cross scales and boundaries by bringing individuals and groups together around common interests.
- Recognition and support of effective champions, local community members and their initiatives.
- Capacity building processes that support effective agents of change including, mentorship models, leadership training and skills development.
- Integrated, holistic and proactive approaches such as inclusive, coherent vision or strategic planning that supports enduring results.
- Opportunities to influence policy and decision making, link with decision makers and governance processes, and build relationships with different levels of government.

2.2 FSWP Desired Outcomes

The FSWP annual planning cycle develops the Program's Desired Outcomes through an ongoing adaptive process, involving both looking forward and reflecting back. This cycle involves:

- (1) Hosting the Fraser Assembly to provide input into the Program,
- (2) Setting Desired Outcomes and communicating them in an annual Request for Proposals,
- (3) Receiving project proposals and making funding decisions,
- (4) Project implementation,
- (5) Evaluation of results and progress, and updating the outcome statements as necessary.

Updating the Desired Outcomes for 2011, for example, considered input from the 2010 Fraser Assembly, lessons learned from the 2010/11 project selection process and results and performance of projects in past years. Table 1 sets out the FSWP Desired Outcomes and supporting strategies for 2011/12, which provide strategic direction that frames the type of projects FSWP will fund.

Table 1: Fraser Salmon and Watersheds Program - Desired Outcomes and Supporting Strategies

Program Area: Education and Engagement	
	<p>Desired Outcomes</p> <p>1.1 People and communities take a leadership role in raising the profile of salmon and watershed sustainability.</p> <p>1.2 People and communities have an awareness of their connection to ecosystems.</p> <p>1.3 People and communities share information, knowledge and opportunities related to watershed sustainability.</p> <p>1.4 People and communities have the capacity to take action towards watershed sustainability.</p>
	<p>Supporting Strategies</p> <p><i>i. "Do it": promotes specific behaviour change.</i></p> <p><i>ii. "Do it, learn more, do more": promotes action to spark awareness, leading to more action (escalating engagement within an audience).</i></p>
Program Area: Habitat and Water Restoration & Stewardship	
	<p>Desired Outcomes</p> <p>2.1 Habitat integrity works and ecosystem management are efficient and effective through coordinated, integrated and informed processes.</p> <p>2.2 Habitat integrity works and ecosystem management contributes to resilient and resistant ecosystems.</p> <p>2.3 Diverse and representative sectors and levels of society are engaged in habitat integrity works and ecosystem management, contributing to participatory and integrated ecosystem management processes.</p>
	<p>Supporting Strategies</p> <p><i>i) Habitat: To improve the integrity and resiliency of salmon habitat and ecosystem resiliency through protection, restoration, mitigation and enhancement activities.</i></p> <p><i>ii) Stewardship: To support and escalate the engagement of representative groups in habitat and ecosystem management initiatives through stewardship activities, capacity building, education, and awareness.</i></p> <p><i>iii) Research and Tools: To support the development and dissemination of knowledge and tools required for improved decision-making and best management practices.</i></p>

Program Area: Planning and Governance	
	<p>Desired Outcomes</p> <p>3.1 People convene in collaborative processes and develop common visions of sustainable governance in both salmon and watershed management. These processes occur among and/or between First Nations, different levels of government, and other interested parties.</p> <p>3.2 Planning and governance tools and techniques are used to support regionally specific and/or province-wide collaborative decision-making processes.</p>
	<p>Supporting Strategies</p> <p><i>i) Planning groups involve a wide range of interested parties who work collaboratively to define the resource issue being addressed, a common vision, and formulate an action-oriented plan towards a sustainable solution.</i></p> <p><i>ii) Planning groups clearly identify the information they have and work collaboratively to obtain the information they need to address the resource issue at hand.</i></p>
Program Area: Sustainable Integrated Fisheries Management	
	<p>Desired Outcomes</p> <p>4.1 Diverse and representative sectors and levels of society are engaged in collaborative science initiatives addressing threats and identifying opportunities to/for salmon and watershed sustainability.</p> <p>4.2 Tools and information necessary to support a common understanding of science that addresses threats and identifies opportunities to/for salmon and watershed sustainability.</p>
	<p>Supporting Strategies</p> <p><i>i) Developing collaborative science initiatives, inclusive of all interests, that address threats and identifies opportunities to/for salmon and watershed sustainability.</i></p> <p><i>ii) Creation and dissemination of tools and information necessary to support a common understanding of science, including traditional ecological knowledge needed to address threats and identify opportunities to/for salmon and watershed sustainability.</i></p>
Program Wide	
	<p>Desired Outcome</p> <p>5.1 First Nations are engaged across all areas and stages of FSWP projects. See Aboriginal Engagement Guidelines at: http://www.thinksalmon.com/fswp_notice/item/guidelines_for_first_nations_engagement_reposted/</p>

3 Application Process for 2011/12

3.1 Stage one: conceptual proposal – October 1, 2010 deadline

The initial stage of the Request for Proposals requires interested parties, ***including proponents who were funded by FSWP in 2010/11***, to submit a conceptual proposal using the template available at www.thinksalmon.com . Conceptual proposals will be screened by FSWP staff and the PSF Board of Director's Project Review Committee (PRC). In general, successful proposals will be those that are most consistent with the program's Desired Outcomes and Priority Strategies (Section 2.0), and are cost-effective.

Proponents will be informed of screening results by Nov 1, 2010, and successful proponents will be asked to submit a detailed proposal.

Given that the total budget of all of the conceptual proposals that are received typically exceeds the available funding, the benefits of any given project relative to its costs are considered in relation to other proposals received. *As a result, some projects may be consistent with the FSWP Desired Outcomes and strategies but not be invited to the detailed proposal stage.* Applicants should be aware that an invitation to submit a Detailed Proposal is not a guarantee of funding.

3.2 Stage two: detailed proposal – December 10, 2010 deadline

Selected applicants will be invited to submit a Detailed Proposal containing the necessary supporting documentation (e.g. letters of support, accompanying maps, detailed budget, etc). The detailed proposal template and decision making process for detailed proposals will be provided to these applicants at this time. Detailed Proposals will be sent to Technical Review Committees to provide an assessment, including project design and methodology, benefits and cost effectiveness. Following a financial review of the proposed budget, FSWP staff and PRC will then determine the selection of successful projects within the available funds.

4 Funding Parameters

FSWP will be heading into the 2011/2012 fiscal year with uncertainty surrounding its funding levels into the future. Consistent with past years and specifically recognizing the limited available funds for 2011/12, FSWP will award the majority of funding to projects that have a request amount within the range of \$10k to \$60k. The FSWP will continue to fund projects that are consistent with its values, objectives, and strategies, and remains committed to supporting a diversity of activities and organizations throughout the Fraser watershed.

4.1 Eligibility criteria

Eligible Costs:

- Salary, wages and other labour costs (FSWP does not support use of FSWP funds to offset or directly fund provincial or federal government employee's salary)
- Travel and related field expenditures
- Professional services and consultant fees
- Materials and supplies
- Conference / meeting costs
- Legal and bookkeeping fees
- Costs of audits requested by the Program
- Communications, publishing and printing costs
- Administration overhead (up to 10% of eligible costs of project) including utilities (telephone, fax and internet)
- Equipment rental, or purchase if rental is not cost-effective³
- Equipment repair or maintenance
- Liability insurance

Eligible Recipients:

- First Nations
- Academic institutions
- Commercial and recreational fishers' associations
- Community and cultural associations
- Conservation environmental non-governmental organizations
- Industry associations
- Local governments

5 Program Submission Logistics

Conceptual proposals and detailed proposals must be sent electronically in **WORD** format, using the provided template, to FSWP@psf.ca

Please direct all questions / enquiries to:

Costanza Testino, Program Administrator – FSWP

Office: 604.664.7664 x 119

Fax: 604.664.7665

Email: [**ctestino@psf.ca**](mailto:ctestino@psf.ca)

For a description of previous FSWP funded projects and project proponents, please visit www.thinksalmon.com and click on the projects tab.

Appendix 1: Additional Information

Sponsors

FSWP actively recruits sponsors that are aligned with the FSWP Desired Outcomes to increase the pool of program funds. Please be aware that projects receiving FSWP funding may be required to recognize a sponsor on behalf of the program.

Project Timing

The project year begins April 1, 2011 and ends March 31, 2012. Projects will need to be completed by March 15, 2013.

Multi-Year Funding

Projects, which may extend over multiple funding years, should be indicated as such. If 2010/11 funding is awarded to these projects, funding in future years is not guaranteed. Projects funded in previous years which are being submitted for 2010/11 should make this explicit in the Conceptual Proposal stage.

Multiple Proposals

Proponents are welcome to submit multiple proposals. Please do not lump multiple projects into one proposal. Each distinct project should have its own proposal.

Payments and Reporting

Contracts will be issued to successful proponents by the Pacific Salmon Foundation. The payment and reporting schedule will depend on the size and complexity of the project. Unless there are extenuating circumstances demonstrated by the proponent, 40% of the contract will be paid upon signing and the receipt of all relevant paperwork (e.g., proof of WCB, insurance and project description on the Think Salmon website). An additional 40% will be paid to proponents upon receipt of a standardized interim report outlining progress to date and next steps. There will be a 20% holdback payable upon acceptance of the final report. Final reports are required to be submitted no later than March 31, 2011.

Distribution of Available Funds

Funding will be allocated based upon projects that best match the criteria set out in this Request for Proposals regardless of which Program Area(s) they fall under. Best efforts will be made to distribute funds in a balanced way across Program Areas and geographic regions.

Insurance

Recipients must have adequate insurance for the activities proposed including minimum coverage of \$2 million in comprehensive general liability insurance and proof of WCB insurance.

Audit

An audit may be requested of the recipient. Costs associated with an audit requested by the Program are an eligible expense under the Program.

Funds Owing to the Federal Government

A disclosure of money owing to the federal government will be required. Money owed to the federal government will be deducted from any future allocation under the FBI program.

Conflict of Interest and Federal Employees

All recipients are required to disclose involvement of any former public office holders and public servants who are under the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service.

Communications

Pacific Salmon Foundation reserves the right to communicate the announcement of the reward as well as the placement of signage at projects or events funded by this Program.

Partnering

In order to address the FSWP objectives, proponents are encouraged to work collaboratively with other relevant groups or individuals. Proponent team arrangements may be desirable to enable the parties involved to complement each other's unique capabilities while offering the best combination of performance, cost, and delivery for the proposed project. FSWP will recognize the integrity and validity of proponent team arrangements provided that:

1. The arrangements are identified and relationships are fully disclosed, and
2. A Principal Proponent is designated which will be fully responsible for all contract performance.

Cancellation

The FSWP may, at their discretion and at any time choose to discontinue this Request for Proposals without obligation to proponents.

Property Rights

Conceptual Proposals and Detailed Proposals will become the property of the FSWP and may be circulated for review purposes.

Appendix 2: Fraser Salmon and Watersheds Program Glossary

Deliverables – are the end product or services provided by a project.

Desired Outcome – is a desired state that results from the outputs or results of a project.

Fraser Assembly – A collaborative meeting to promote information sharing and coordinated delivery of programs/projects among interested parties in a fashion that, consistent with the Business Plan, supports watershed and salmonid sustainability in the Fraser Basin. The Fraser Assembly will also provide overall guidance to the Fraser Salmon and Watersheds Program.

Fraser Basin Initiative - Governed by a contribution agreement with PSF, this is a DFO commitment to funding and in-kind contributions to the Fraser Salmon and Watersheds Program.

Fraser Salmon and Watersheds Program Management Committee – Consists of all FSWP staff, and includes the PSF and FBC Executive Directors, who meet regularly to plan and manage the program.

Goals – are broad statements of aim for a project.

Governance – the structures that frame who makes decisions and how decisions are made.

Living Rivers Trust Fund – An endowment fund created by the Government of BC and is managed by the Vancouver Foundation. The access to these resources is through the management and approval of the Living Rivers Trust Fund Advisory Group. This fund provides financial support to both the FSWP and the Georgia Basin/Vancouver Island Living Rivers.

Living Rivers Trust Fund Advisory Group – Provides overall review and approval of strategic direction, annual program work plans and funding levels for the Living Rivers Trust Fund.

Pacific Salmon Foundation and Fraser Basin Council – Two organizations that have signed an MOU to collectively manage the Fraser Salmon and Watersheds Program.

Pacific Salmon Foundation: Board of Directors – Provides overall management, project approval and financial accountability to the Fraser Salmon and Watersheds Program. They also have final project and funding approval authority for both Living Rivers Trust Fund and Fraser Basin Initiative funding envelopes.

Pacific Salmon Foundation Board of Director's Project Review Committee – A committee of the PSF Board of Directors who provide analysis of all projects and technical information. This committee makes funding recommendations to the PSF Board of Directors for final approval.

Technical Review Committee – A committee of informed individuals/experts who will evaluate and rank the technical feasibility and probable success of each project. *This committee does not participate in final decision making.*

Wild Salmon Policy – Canada's policy for the conservation of wild Pacific Salmon. The full Wild Salmon Policy can be found at http://www-comm.pac.dfo-mpo.gc.ca/publications/wsp/wsp_e.pdf

Appendix 3: Community Salmon Program (CSP)

Community Salmon Program: Does Your Project Qualify?

We ask you to consider submitting an application to PSF's Community Salmon Program (CSP) if your organization is a volunteer-based group with a mandate addressing salmon and habitat conservation in BC and the Yukon Territory.

You may qualify for CSP funding consideration if your organization meets all of the following criteria, and your project contains eligible fundable elements.

- Applicant group is a volunteer or community based not-for-profit group or society at the time of application and during the grant period
- Applicant group has a demonstrated significant volunteer component to their organization and to the specific project
- Applicant group has partnered or leveraged grant request with volunteer time, in-kind, donations or other grants: CSP will fund maximum 50% of project costs
- Project supports the protection, conservation, enhancement or rehabilitation of Pacific salmonids and their habitat
- Project has explicit support from Fisheries and Oceans Canada
- Project has permits or letters of support where applicable from agencies or governments and letter of support from landowner(s) for habitat project
- Project has letters of support from relevant stewardship groups, businesses or industry in watershed – even if not contributing to the project.

Please note that the following expenses are NOT eligible for funding under CSP:

- Wages, labour and mandatory labour costs
- Professional and technical fees, unless beyond the capacity of the applicant organization (e.g.: engineer, hydrologist, etc.)
- Ongoing expenses, operational costs, or multi-year programs
- Academic research
- Video or website production costs
- Newsletter and book publication
- Fundraisers

Examples of eligible CSP project expenses include, but are not limited to: materials and supplies, machinery and equipment purchase/rental, professional fees, and construction costs.

CSP application deadlines are October 15 and February 15. Please contact Jim Shinkewski at jshinkewski@psf.ca for further information.