



Cross-border Conservation Training Program (CCTP) Assistance Fund

2018 GUIDELINES FOR APPLICANTS

DEADLINE: 9:00am on Thursday February 15, 2018

**Please read these guidelines carefully.
Incomplete applications will not be processed.**

The *Cross-border Conservation Training Program (CCTP)* Assistance Fund aims to advance the protection of biodiversity and contribute to the long-term environmental health and sustainability of Ontario by supporting securement of ecologically significant land owned by US taxpayers (the landowner may be American, Canadian or otherwise, but has US-source income). The CCTP Assistance Fund also aims to advance “cross-border conservation” by building capacity in Ontario’s land conservation community.

Applications are being accepted for funding (in advance or as reimbursement) for:

- A. Costs associated with cross-border land securement projects;
- B. Consultation with tax professionals on cross-border tax implications of a potential transaction; and
- C. Costs associated with creating/enhancing a land securement strategy that will advance cross-border conservation and costs associated with creating/implementing a targeted outreach campaign.

A total of **\$40,085.34** is available in the current CCTP funding cycle. If the total amount requested for all eligible projects exceeds the available funds, it is likely that no more than 20 per cent of the funds will be paid to any one organization. There may be a final call later in 2018.

CCTP is a three-year partnership between OLTA and American Friends of Canadian Land Trusts.

Please direct any inquiries to Kristen Callow by phone, 705-329-8549, or email, kristen.callow@olta.ca, or the OLTA office by phone, 416-588-6582. For information on cross-border conservation in general, or assistance with potential transactions, please contact Sandra Tassel at American Friends, 301-233-1214, info@afoclt.org.

1. Submitting an Application

BEFORE completing the CCTP Assistance Fund application, please thoroughly review:

- 1) The CCTP Assistance Fund “2018 Guidelines for Applicants” (this document); and
- 2) The CCTP Fund Recipient Agreement template.

Completed applications and all attachments are to be submitted electronically to admin@olta.ca by **9:00 am on Thursday February 15, 2018**. Please submit your application as a single PDF document file. The maximum file size is 10MB. Large files may be submitted using DropBox or other similar large file transfer software. Please contact the OLTA office if you have any problems or questions.

Please note: It is not necessary to submit a completed hard copy of your CCTP Assistance Fund application and/or supporting documentation; however, applicants must be prepared to provide such hard copies if requested.

Late or incomplete submissions will not be considered. Applicants will receive an e-mail within one business day of submission, confirming that their application has been received, and are responsible for contacting OLTA shortly thereafter if they do not receive a confirming e-mail.

2. Applicant Eligibility

The CCTP Assistance Fund is open to not-for-profit organizations and/or registered charitable organizations with at least part of their mission to protect ecologically significant land in Ontario.

If applicants are requesting funding for a project for which the eligible recipient is partnering with a non-eligible group, the following must accompany the application:

- 1) A partnership agreement between the parties specifying the roles and responsibilities of each organization for the project.
- 2) A letter to OLTA specifying which organization is responsible for the various costs, along with any other relevant information required to evaluate the project.

Note: only costs incurred by the CCTP Assistance Fund eligible recipient will be considered.

3. Project Eligibility & Evaluation Criteria

For this round of funding, CCTP assistance will support the following:

- Associated costs of securing properties using cross-border conservation tools, following securement;
- Associated costs of securing properties using cross-border conservation tools, in advance of securement;
- Cost of initial consultation with an experienced accountant on cross-border land transaction tax implications in connection with a specific property; and
- Costs associated with creating/enhancing a land securement strategy that will advance cross-border conservation and targeted outreach efforts to implement the strategy (See Section 4 - Eligible Costs).

Applicants who are working toward completing a land securement project before the end of 2018 will be ranked more highly. Also, applicants who demonstrate concrete steps towards cross-border transactions within their applications will be given high priority by the CCTP Assistance Fund Review Committee.

CCTP funds for costs associated with land securement can be used only for properties that meet the applicant's acquisition criteria as well as any criteria of a partnering tax incentive program or mechanism (i.e., American Friends of Canadian Land Trusts or Ecological Gifts Program, or other qualified partnering charity) if applicable.

The overall funding priorities for this round of the CCTP Assistance Fund are as follows:

- Advances goal to protect 800 acres of ecologically significant land in Ontario by 2019 using cross-border conservation tools;
- Where advance securement costs are being requested, the project is highly likely to result in a successful securement; and
- Engages an organization that is developing cross-border conservation capacity.

Additional evaluation criteria are provided in Appendix 1. Please review carefully.

Applications will be reviewed and assessed by the CCTP Assistance Fund Review Committee, with funding decisions based on the above criteria. The Committee includes representatives of the Ontario Land Trust Alliance (OLTA), American Friends of Canadian Land Trusts (AFCLT), and Environment Canada's Ecological Gifts Program.

4. Eligible Costs

Funding will be provided to reimburse costs already incurred (since March, 2017) or planned to be incurred no later than the end of September, 2018

A. Costs associated with cross-border land securement projects.

CCTP funds may be used for transactional costs associated with the purchase and/or donation of lands and conservation easements in advance of, or following, securement. The following costs are eligible, if paid for by the applicant organization:

- Appraisal
- Survey
- Land transfer taxes
- Legal fees
- Planning approval (application fee and final approval only)
- Staff time and/or consultant time to develop a Baseline Documentation Report (BDR) for a conservation agreement at up to \$350 per day for a maximum of 5 days (\$1750).

Note: AFCLT fees are NOT eligible costs.

B. Consultation with tax professionals on cross-border tax implications of a potential transaction.

CCTP funds can be used for consultation with an accountant, who is knowledgeable and experienced in cross-border conservation transactions, on cross-border tax implications.

C. Costs associated with creating/enhancing a land securement strategy that will advance cross-border conservation and of implementing the strategy's targeted outreach campaign.

The following costs are eligible:

- Staff time or consultant cost to facilitate discussion of priority criteria for developing a land securement strategy;
- Staff time or consultant cost to create a land securement strategy;
- Staff time or consultant cost to ground-truth results of recent GIS mapping or other work;
- Direct acquisition of ownership data from a reputable source (i.e., government, MPAC, or Terranet) with no maximum value;
- Staff time and/or consultant time to gather land ownership data , to coordinate volunteers; and/or
- Staff time and/or consultant time to plan and/or administer the cross-border element of a targeted outreach campaign that implements a land securement strategy.

Staff time will be reimbursed at a maximum rate of \$350 per day.

5. Auditing

OLTA reserves the right to complete an audit of the financial records of CCTP Assistance Fund recipients to ensure compliance with the terms and obligations of the fund recipient agreement. When requested, the recipient shall provide and make available to such auditors any records, documents and information that the auditors may require. The scope, coverage and timing of such audits shall be as determined by OLTA. OLTA will inform the recipient of the results of any audit and the recipient will address, or put into place measures to address, as soon as possible after the completion of the audit, any activities which the audit may show to be necessary to be in compliance with the intention of the CCTP Assistance Fund.

6. Required Documentation

The application form and all associated documentation must be submitted electronically to admin@olta.ca. Please submit your application as a single PDF document file. The maximum file size is 10MB. Larger files may be submitted as multiple smaller files or sent using DropBox or other similar large file transfer software. Please contact the OLTA office if you have any problems or questions.

For costs associated with cross-border land securement projects, please provide:

- Property assessment roll number (or PINS or both);
- Maps showing the location of the property both regionally and locally (including UTM or Lat/Long);
- Written acknowledgement regarding information/data disclosures:
 - For land/easement donations - confirmation that the donor understands that information regarding the donation will be submitted to OLTA in a CCTP Assistance Fund request and may be shared with funding partners.
 - For all projects - confirmation that the current title holder (either private landowner or the agency) understands that data regarding the property will be submitted to OLTA in a CCTP Assistance Fund request and may be shared with funding partners.

Where funding is requested for costs associated with a completed cross-border transaction, please also provide:

- Copy of transfer/deed of land, including copy of registered and signed easement if applicable and the deed of abstract (parcel register);
- Copy of the letter of transmittal signed by the appraiser, dated, and stating the FMV Appraisal or the Statement of Fair Market Value of an Ecological Gift;
- A consolidated and dated invoice (addressed to OLTA on your organization's letterhead) providing itemization of costs to be reimbursed (*Please note: Submit copies of paid individual invoices or cheque stubs as backup to the consolidated invoice*);
- Property management and acquisition agreement or purchase and sale agreement or something similar;
- Where applicable, the following documents should also be included:
 - Signed Baseline Documentation Report; and
 - Signed partnership agreement.

Where funding is requested for costs associated with transactions not yet complete, please also provide:

- Letter of intent signed by applicant and donor;
- Short description of project status;
- Copy of the land selection criteria worksheet for this property;
- Property management and acquisition agreement or purchase and sale agreement or something similar if completed for this transaction;
- Board resolution to proceed with the transaction;
- Copy of narrative appraisal, if available;
- Draft Baseline Documentation Report, if available; and
- Draft Partnership agreement, if available.

Please note: The Baseline Documentation Report must follow the 2006 template prepared by the Ontario Heritage Trust and Ontario Land Trust Alliance.

For Consultation with tax professionals on cross-border tax implications of a potential transaction, please provide:

- Property assessment roll number (or PINS or both);
- Title abstract;
- Maps showing the location of the property both regionally and locally (including UTM or Lat/Long);
- Letter of intent signed by applicant and donor; and
- Written acknowledgement regarding information/data disclosures (confirmation that the donor understands that information regarding the potential donation will be submitted to OLTA in a CCTP Assistance Fund request and may be shared with funding partners).

Where funding is requested for costs already incurred, please also provide:

- A consolidated and dated invoice (addressed to OLTA on your organization's letterhead) providing itemization of costs to be reimbursed (*Please note: Submit copies of paid individual invoices or cheque stubs as backup to the consolidated invoice*).

Where funding is requested for costs not yet incurred, please also provide:

- A dated invoice (addressed to OLTA on your organization's letterhead) requesting advance payment of up to 50% of requested funding (*Please note: before the end of September, copies of*

paid individual invoices or cheque stubs as backup to the final consolidated invoice along with an updated Section I from CCTP Assistance Fund Application Form must be submitted).

For costs associated with creating/enhancing a land securement strategy that will advance cross-border conservation and with creating/implementing a targeted outreach campaign, please provide:

- A detailed summary of activities to be funded by this proposal.

Where funding is requested for costs already incurred, please also provide:

- A consolidated and dated invoice (addressed to OLTA on your organization's letterhead) itemizing costs to be reimbursed (**Please note:** *Submit copies of paid individual invoices or cheque stubs as backup to the consolidated invoice*); and
- Where applicable, the following will be required:
 - List of priorities and/or criteria established through facilitated discussion
 - Report of findings from ground-truthing;
 - Summary of ownership investigation including cross-border ownership considerations and findings;
 - New/updated securement strategy;
 - Summary report of outreach campaign; and/or
 - Summary of results from outreach campaign implementation, with cost breakdown.

Where funding is requested for costs yet to be incurred, please also provide:

- A brief work plan including anticipated activities, dates/timelines (including anticipated date of completion and submission of final report to OLTA) and budget;
- Where applicable, a map displaying priority parcels identified in the land securement strategy;
- Where applicable, a map displaying the outreach campaign area identified in the land securement strategy; and
- A dated invoice (addressed to OLTA on your organization's letterhead) requesting advance payment of up to 50% of requested funding (**Please note:** *Submit copies of paid individual invoices or cheque stubs as backup to the final consolidated invoice*); and
- *Please Note – that where applicable, the following will need to be submitted in order to receive the final installment of your approved funds* (see Section 8 - CCTP Assistance Fund Agreement and Payment):
 - list of priorities and/or criteria established through facilitated discussion;
 - report of findings from ground-truthing;
 - Summary of ownership investigation including cross-border ownership considerations and findings;
 - new/updated securement strategy;
 - outreach campaign; and/or
 - summary of results from outreach campaign implementation.

7. Notification

OLTA will make every effort to notify applicants in writing about the results of the application process within 60 days of the submission deadline.

8. CCTP Assistance Fund Agreement and Payment

Successful applicants will be required to sign a CCTP Assistance Fund Agreement with OLTA, outlining the

terms and conditions of acceptance, approved expenditures and related information, before any funds will be released.

Where funding is approved for costs already incurred, OLTA will reimburse costs generally within 30 days, provided all conditions are met.

Where funding is approved for costs yet to be incurred, OLTA will provide an advance of up to 50% of approved funding generally within 30 days of receipt of signed CCTP Assistance Fund Agreement. The remaining amount will be provided within 30 days of receipt of documentation of the tasks' completion (e.g., for tax consultations, copies of paid individual invoices or cheque stubs as backup to the final consolidated invoice along with an updated Section I from CCTP Assistance Fund Application Form).

9. Recognition and Communications

The successful recipient will give credit to and acknowledge receipt of financial assistance from the Ontario Land Trust Alliance, through CCTP Assistance Fund, in every report, advertisement, brochure, media release, signage, etc. related to the project, as follows:

“The Cross-border Conservation Training Program Assistance Fund assists eligible recipients with costs associated with land securement to help conserve Ontario’s biodiversity. CCTP is an initiative of the Ontario Land Trust Alliance Inc. and American Friends of Canadian Land Trusts.”

Recipients will also include the OLTA and AFCLT logos, to be supplied by OLTA, and follow design and usage rules for these logos in every report, advertisement, brochure, media release, signage, etc. where other logos are included.

Recipients will invite OLTA and AFCLT (if the organization is involved in a recipient’s project) to participate in any public announcements or ceremonies in regard to the project, and further agree to cooperate with OLTA in any communications OLTA might lead pertaining to achievements realized under CCTP Assistance Fund.

Where feasible, OLTA also requests that funding recipients provide one high-resolution electronic photograph of the property acquired, along with confirmation that OLTA has permission to use the image in print and/or on-line media. Please provide photo credit where required.

Appendix 1

Additional Evaluation Criteria for Funding Consideration under CCTP Assistance Fund

Associated costs of land securement (criteria as applicable)

A. Ecological significance:

- Does the project fall within a priority/core natural area/linkage area identified through a planning or natural heritage mapping exercise?
- Does the project offer opportunities to buffer or create connections between natural habitats?
- Does the project contain rare or under-represented elements or communities?
- Does the project contain provincially significant features?

B. Context:

- Is the project directly adjacent to existing conservation lands? If it is not adjacent, how far away are the existing conservation lands?
- Is the project large and/or strategic enough to warrant perpetual conservation?
- Are the features actively threatened, or do municipal or provincial policies or ownership provide an effective degree of protection already?
- Are there obvious threats to biodiversity/connectivity that make conservation of the area through land securement unlikely?

C. Likelihood of Conservation Success:

- Is it likely that the continued effort/negotiation will result in successful securement?

Accountant consultation on cross-border tax implications

- Has the applicant demonstrated strategic conservation efforts? And has the LT demonstrated regard for cross-border considerations in their strategic efforts?
- Has the applicant effectively integrated (or demonstrated how they will effectively integrate) information gathered during consultation into their operations/land conservation efforts?
- Has the applicant chosen a qualified consultant?

Associated costs of cross-border element of land securement strategies and of implementing a strategies outreach campaign

- Do you work in an area in which there is high evidence of cross-border ownership, either anecdotal or otherwise?
- Will the activity add value to the existing securement strategy?
- Will the strategy be complete and ready to implement as a result of the activity?
- Has the applicant considered the next steps/use of the landownership data?
- Does the applicant have the resources and capacity to carry-out next steps successfully?
- Have funds been allocated in an operational budget for next steps?
- Is there consideration for cross-border conservation potential in the land securement strategy/outreach campaign?
- Does the land securement strategy represent high(est)-priority conservation lands based on organizations priorities/high(est) likelihood of conservation success in the land trusts catchment area?
- Is the outreach campaign being implemented in the areas with high(est)-priority conservation lands/high(est) likelihood of conservation success in the land trusts catchment area?

- Is there opportunity to build on existing protected areas within the target area?
- Are the features actively threatened, or do municipal or provincial policies or ownership provide an effective degree of protection already?
- Are there obvious threats to biodiversity/connectivity that make conservation of the area through land securement unlikely?