



OLTAP Application Tip Sheet

This tip sheet is designed to assist applicants in completing the OLTAP application. Remember that incomplete applications will not be considered.

The OLTAP Grant Review Committee looks at **both the quality of the property/project and the quality of the application.**

Your application should make a strong case for why your project should be funded.

1. Ensure that all documents are included in your submission. Use the checklist in Section K. Incomplete applications will not be considered.
2. Submit aerial imagery of the property. This will show the property in the context of the surrounding area. A picture is worth a thousand words. This does not need to be a GIS submission; often a Google Earth image offers great property details.
3. Make your case for support succinct. For small properties, provide the big picture such as filling in gaps or in an unprotected area where every protected property counts.
4. Submit copies of invoices/cheque stubs as backup to your invoice to OLTA.

Section A: Applicant Information

- Ensure the amount requested matches the total in Section J Budget.
- Check all boxes to indicate what you are requesting. Again it should match Section J: Budget.

Section B: Property Information

- Enter the latitude & longitude in degrees, minutes and seconds. This is the format requested by the funder. Other formats will be rejected.
- Critical habitat for SAR is an area identified as critical habitat in a government species recovery document. The name of government agency or document must be provided to verify that it is critical habitat.
- **New** - Indicate if the property is within the Tier 1 or 3 priority areas. See Appendix 1 in the Guidelines for the list.

Section C: Securement Status of Property

- Fill in all the boxes including the registration date.
- For Conservation Easement Agreements, submit the **signed** agreement and BDR.



- For Ecogifts, please provide the Ecological Gift number. Also note that the letter stating Fair Market Value is not required for Ecogifts.
- For others, only the letter of transmittal stating the Fair Market Value from the appraiser is required. Do not send the appraisal report.
- For land securement projects, ensure that you supply a letter from the donor agreeing to allow their information to be shared with OLTA and government partners.

Section D: Species at Risk Information

- Ensure the entries in the table match the boxes checked in the list. For example, if there are Priority species and other Schedule 1 SARA, then the table should include the species under each heading.
- Date of observations earlier than 2000 are old and including them is unlikely to benefit your application, unless you are able to justify their relevance.
- For all projects, **clearly indicate why the committee should rank your application highly**. Applicants are required to provide convincing descriptions that the conservation of SAR on the subject property is one of the core objectives in its securement and the development of its PMP, informed by the SAR inventory work. Your response should address the applicable questions listed in Appendix 2 of the Guidelines.

Section E: Additional Natural Significance

- Where a name is requested, please be clear and specific.
- Please refer to Appendix 5 of the Guidelines for web links to helpful resources to complete the chart.
- Indicating natural features on your maps is beneficial.

Section H: Property Management Plan and/or SAR Inventory Information

- SAR inventories should be done prior to writing a property management plan (PMP). The PMP can then have specific action identified to manage SAR and mitigate any potential threats.
- The PMP should include all stewardship activities planned for the next 5 years, with **an emphasis on SAR and with clear linkages to SAR**.
- You need to convince the Committee that doing the PMP and/or SAR inventory **will benefit SAR**.
- Keep it brief and to the point.
- Be sure to include the information as outlined in Appendix 3 of the OLTAP Guidelines.



Section I: Management Actions

- The first and last boxes provide you an opportunity to sell the committee on the benefits of your work for SAR. Be specific – what actions benefit what species.
- Keep it brief and to the point.
- Be sure to include the information as outlined in Appendix 4 of the OLTAP Guidelines.

Section J: Budget

- Add up the costs for the sub-totals and total.
- Include any in-kind contributions as they are a valuable match that helps secure and leverage government funding.

Section K: Required Documentation

- Check the boxes and ensure the documents are attached with your application. Incomplete applications will not be considered.