



## **ONTARIO LAND TRUST ASSISTANCE PROGRAM (OLTAP)**

### **Guidelines for Applicants**

**Submission Deadline: 9:00am on Monday, January 7, 2019**

**Please read these guidelines carefully as there have been changes.  
Incomplete applications will not be processed.**

The *Ontario Land Trust Assistance Program (OLTAP)* aims to advance the protection of biodiversity and contribute to the long-term environmental health and sustainability of Ontario by supporting the acquisition and management of ecologically sensitive lands by eligible recipients.

The current OLTAP funding cycle has a focus on supporting projects helping protect species at risk (SAR). Priority will be given to projects that address Tier 1 - 3 priorities set out by Environment and Climate Change Canada. Applications are being accepted to consider support for:

- Associated costs of land securement
- Management planning and/or SAR inventory
- Direct management actions to improve SAR habitat or mitigate impacts.

A total of \$57,000 is available to be granted in this OLTAP funding cycle. This is expected to be the only call for 2018/19.

**Applications for OLTAP are due by 9:00am on Monday, January 7, 2019.**

Please direct any inquiries to [admin@olta.ca](mailto:admin@olta.ca) or call 416-588-6582.

This project was undertaken with the financial support of:  
Ce projet a été réalisé avec l'appui financier de :



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

## 1. Submission

BEFORE completing the OLTAP application, please thoroughly review:

- 1) The OLTAP Guidelines for Applicants
- 2) The OLTA Grant Recipient Agreement template
- 3) The OLTAP Tip Sheet.

Completed applications and all documentation are to be submitted electronically to [admin@olta.ca](mailto:admin@olta.ca) by **9:00am on Monday, January 7, 2019**. 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.

*Please note: It is not necessary to submit a completed hard copy of your OLTAP 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

To be eligible for OLTAP funding, an applicant must be currently listed as an eligible Ecological Gifts Program recipient by Environment and Climate Change Canada, and;

- Be Member or Associate in good standing with OLTA and that have adopted the *Canadian Land Trust Alliance Standards and Practices 2005*; or
- Have projects taking place within the Tier 1 focal landscape – Long Point Walsingham Forest.\*

*\*Note: While membership in OLTA is not a requirement, applicants are strongly encouraged to become land trust Members or Associates of OLTA if they currently are not. OLTA's ability to develop and sustain programs like OLTAP relies on our demonstrating a strong membership base.*

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 OLTAP eligible recipient will be considered.**

### **3. Project Eligibility & Evaluation Criteria**

OLTAP grants will only be provided to eligible recipients that have submitted a project that meets at least one of the following criteria:

- A property in the Tier 1 focal landscape - Long Point Walsingham Forest
- A property addressing Tier 2 species, sectors or threats (see Appendix 1)
- A property in an existing terrestrial regional priority or addresses other Tier 3 species or threats (see Appendix 1)
- A property with the presence of one or more Schedule 1 SARA federally listed species at risk
- A property with any endangered or threatened species listed under other legislation.

Projects addressing Tier 1-3 priorities will be given priority. Additional evaluation criteria are provided in Appendix 2. Please review carefully.

Please note: Conservation easement projects are only eligible for OLTAP funding if a Baseline Documentation Report has been completed and is attached to the application. The Baseline Documentation Report must follow the 2006 template prepared by the Ontario Heritage Trust and Ontario Land Trust Alliance.

Applications will be reviewed and assessed by the OLTAP Grant Review Committee, with funding decisions based on the above criteria. The committee includes representatives of the Ontario Land Trust Alliance (OLTA), Environment and Climate Change Canada (ECCC), Nature Conservancy of Canada (NCC) and Ontario Heritage Trust (OHT). The Committee reserves the right to request clarification and/or additional information from an applicant to aid in consideration of the request.

Please remember that OLTAP is a competitive funding program and that meeting project eligibility does not guarantee that your request will be successful and/or that full funding will be granted. **Your application should make a strong case for why your project should be funded.**

### **4. Eligible Costs**

OLTAP will support the reimbursement of:

- A. associated costs of land securement;
- B. costs of developing property management plans and/or conducting SAR inventories;
- C. costs to implement direct management actions.

Costs for reimbursements should exclude all HST rebates.

#### A. Associated Costs of Land Securement

OLTAP will support transactional costs associated with the purchase and/or donation of lands and conservation easements on a reimbursement basis only for completed securement projects. The following costs are eligible:

- an appraisal
- a survey
- land transfer taxes
- legal fees
- planning approval
- fees associated with facilitating cross border transactions
- 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.

**The securement transaction must have completed between February 1, 2018 and the date you submit your application to OLTAP.**

#### B. Property Management Plans and/or Species at Risk Inventories

OLTAP will support costs associated with developing PMPs and/or undertaking SAR Inventories for *fee-simple properties only*. The following costs are eligible:

- costs to develop a PMP that outlines management actions to protect SAR and other significant conservation values of the property (includes staff time/and or consultant time at up to \$350 per day for a maximum of 15 days). PMP should where applicable reference recovery documents.
- costs to undertake a SAR Inventory to determine presence of additional species beyond what has already been confirmed (includes staff time and/or consultant time at up to \$350 per day for a maximum of 15 days).

**Funding will be provided to reimburse costs incurred (since February 1, 2018) or planned to be completed no later than February 28, 2019.**

#### C. Direct Management Actions

OLTAP will support the reimbursement of costs incurred to implement direct habitat management actions, as identified in Recovery Strategies and/or Property Management Plans, to improve species at risk (SAR) habitat or to mitigate human impacts. Actions may include but are not limited to habitat enhancements, vegetation plantings, removal of exotics, creation of residences, erection of fencing, relocation of trails, signage etc. Eligible expenses include:

- Equipment
- Fencing
- Supplies
- Vehicle Rental
- Travel (includes mileage at applicant's approved rate not to exceed current Treasury Board Secretariat rates)
- Signage
- Direct staff and/or contractor costs for direct project implementation (maximum rate of \$350/day)

**Funding will be provided to reimburse costs incurred between February 1, 2018 and the date you submit your application to OLTAP.**

### Ineligible Costs include:

- salaries and benefits other than those noted above.
- organizational administration/overhead
- direct land and/or easement purchase costs
- management/stewardship costs not directly related to SAR habitat improvement/impact mitigation.
- annual/routine monitoring costs
- stewardship endowment funds

Unless otherwise determined by the OLTAP Committee, OLTAP grants to any one applicant will not exceed:

- 20% of total grant available; and,
- 15% of the appraised land value per land securement project.

## **5. Auditing**

OLTA reserves the right, on behalf of the OLTA-Environment and Climate Change Canada partnership, to complete an audit of the financial records of OLTAP grant recipients to ensure compliance with the terms and obligations of the grant 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 that the audit may show to be necessary to be in compliance with the intention of OLTAP.

## **6. Required Documentation**

All documentation must be submitted electronically to [admin@olta.ca](mailto: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 Land Securement Projects:

- The completed application, including the property assessment roll number;
- Copy of transfer/deed of land **and** title abstract, including copy of registered and signed easement if applicable;
- Copy of the letter of transmittal signed by the appraiser, dated, and stating the FMV Appraisal - **Note this is not required for Ecological Gifts;**
- 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 cheques stubs as backup to the consolidated invoice**);
- Maps showing the location of the property both regionally and locally;
- Detailed mapping for properties within Tier 1 focal area will be requested with the Grant Agreement;
- Written acknowledgement regarding information/data disclosures:
  - For land/easement donations - confirmation that the donor understands that information regarding the donation will be submitted to OLTAP in a funding request and may be shared with government partners.
  - For all projects - confirmation that the current title holder (either private landowner in the case of conservation agreements or the agency holding title for

fee-simple acquisitions) understands that data regarding the property will be submitted to OLTAP in a funding request and may be shared with government partners;

- Copy of the land selection worksheet for this property (optional);
- Worksheet outlining funds required to steward the property (recommended);
- Where applicable, the following documents should also be included:
  - signed Conservation Easement Agreement;
  - signed Baseline Documentation Report;
  - signed partnership agreement.

#### For Property Management Plans and/or Species at Risk Inventories:

- The completed application, including the property assessment roll number;
- Copy of transfer/deed of land **and** title abstract;
- Worksheet outlining funds required to steward the property (recommended);
- Written confirmation acknowledging that data contained in application and resultant products (i.e., PMP and/or SAR Inventory) may be shared with government partners;
- Maps showing the location of the property both regionally and locally.
- 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 cheques stubs as backup to the consolidated invoice*);
- Copy of PMP and/or SAR Inventory **including information listed in Appendix 3.**

#### For Management Actions:

- The completed application, including the property assessment roll number;
- Copy of transfer/deed of land **and** title abstract;
- Copy of your Property Management Plan that identifies the action(s) undertaken;
- Written confirmation acknowledging that data contained in the application may be shared with government partners;
- Maps showing the location of the property both regionally and locally.
- 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 cheques stubs as backup to the consolidated invoice*);
- A Management Action Report as **outlined in Appendix 4.**

## **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. Grant Agreement and Payment**

Successful applicants will be required to sign a Grant Agreement with OLTA, outlining the terms and conditions of the grant 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.

## **9. Recognition and Communications**

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

**“The Ontario Land Trust Assistance Program assists eligible recipients with costs associated with land securement and management to help conserve Ontario’s biodiversity. OLTAP is an initiative of the Ontario Land Trust Alliance Inc. This project was undertaken with the financial support of Environment and Climate Change Canada.”**

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

Recipients will invite OLTA and, at OLTA's request Environment and Climate Change Canada, 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 OLTAP.

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

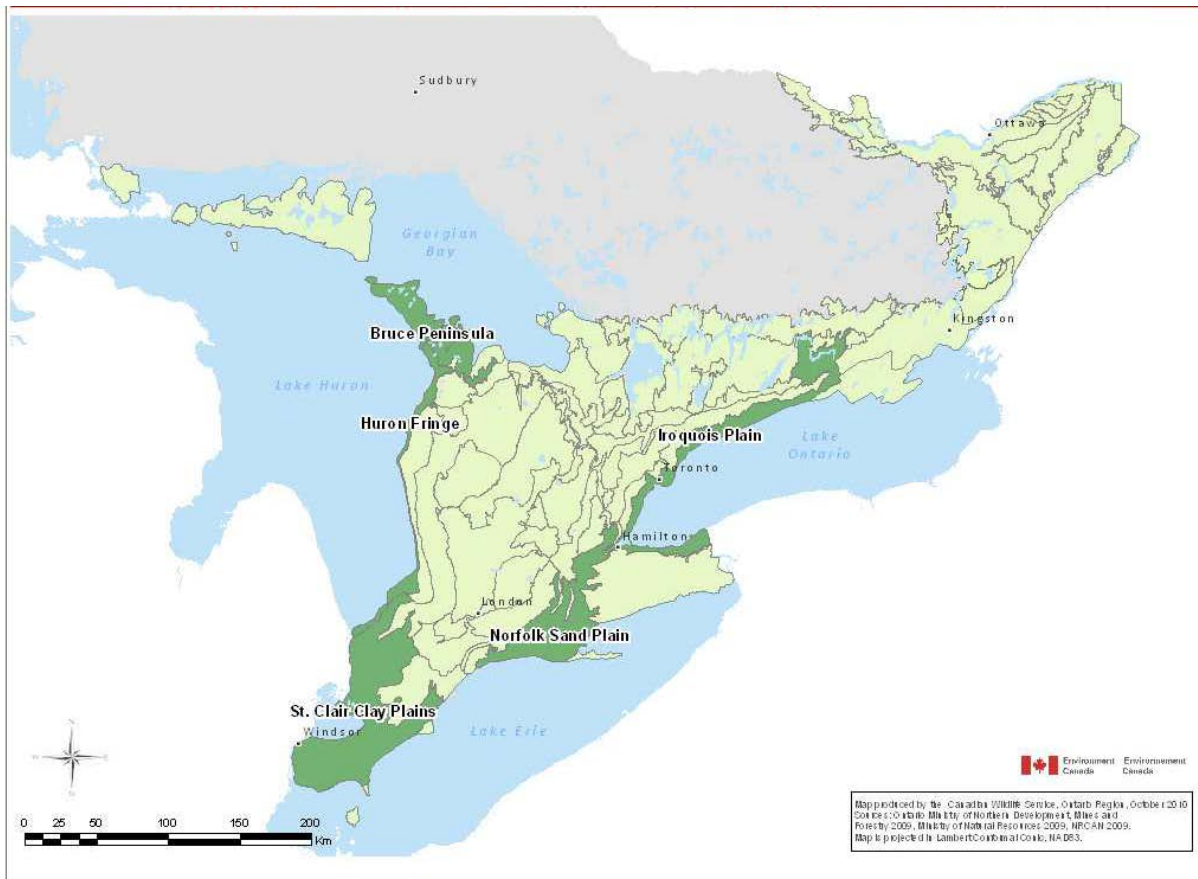
## Appendix 1

### Priorities

| Region/priorities  | Ontario  |
|--|--|
| <b>Tier 1 priorities – focal landscape</b>                       | Long Point Walsingham Forest   |
| <b>Tier 2 priorities – overarching priority species</b>          | <ul style="list-style-type: none"> <li>• Woodland Caribou, Boreal population (<i>Rangifer tarandus caribou</i>)</li> <li>• Western Chorus Frog, Great Lakes/St-Lawrence-Canadian Shield population (<i>Pseudacris triseriata</i>)</li> <li>• Bats               <ul style="list-style-type: none"> <li>○ Little Brown Myotis (<i>Myotis lucifugus</i>)</li> <li>○ Tri-colored Bat (<i>Perimyotis subflavus</i>)</li> <li>○ Northern Myotis (<i>Myotis septentrionalis</i>)</li> </ul> </li> <li>• Monarch (<i>Danaus plexippus</i>)</li> </ul> |
| <b>Tier 2 priorities – overarching priority sectors</b>          | <ul style="list-style-type: none"> <li>• Forestry sector</li> <li>• Agriculture sector</li> <li>• Urban Development sector</li> </ul>  |
| <b>Tier 2 priorities – overarching priority threat</b>           | Invasive species   |
| <b>Tier 3 priorities – existing regional priorities: species</b> | <ul style="list-style-type: none"> <li>• Acadian Flycatcher</li> <li>• Massasauga Rattlesnake</li> <li>• Henslow's Sparrow</li> </ul>  |
| <b>Tier 3 priorities – existing regional priorities: areas</b>   | <ul style="list-style-type: none"> <li>• Bruce Peninsula</li> <li>• Huron Fringe</li> <li>• St. Clair Plains</li> <li>• Iroquois Plain</li> <li>• Norfolk Sand Plain</li> </ul>  |
| <b>Tier 3 priorities – existing regional priorities: threats</b> | N/A  |



Tier 3 priorities - Terrestrial Priority Areas:



Terrestrial Priority Areas:

- Bruce Peninsula
- Huron Fringe
- St. Clair Plains
- Iroquois Shoreline
- Norfolk Sand Plain

## Appendix 2

### Additional Evaluation Criteria for Funding Consideration under OLTAP

#### All Projects (criteria as applicable)

##### A. Ecological significance (beyond SAR criteria):

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

##### 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?

##### C. Public benefit:

- Will the project provide a clear benefit to the public, such as conservation of natural features, recreation or tourism?
- Is there evidence of community support or opposition to the project that is being secured for conservation purposes?

##### D. Management needs:

- Is there any evidence of toxic contamination, safety hazards, or other potential liabilities?
- Are there buildings or structures on the property? What will they be used for?
- Will the natural features on the property be largely self-sustaining, or will they require ongoing management intervention?
- Are there existing incompatible uses on the property, or neighbouring land uses that may be incompatible?
- Can the property be realistically and/or practically managed to ensure the conservation of the features for which it was acquired?

##### E. Financial feasibility:

- Why has this method of securing the property been chosen?
- Have any funds been raised already? What proportion of project costs do the existing committed funds represent?

##### F. Proponent capacity:

- Does this project fit within a broader strategic plan of the applicant?
- Has the applicant made significant efforts to investigate long-term management issues and requirements for the project?
- Does the applicant have the resources and capacity to ensure the long-term management of the project?

**Management Action Projects:**

- Is the action(s) being implemented on a property with posted Critical Habitat for any endangered or threatened species at risk listed under the Species at Risk Act?
- Does the action(s) address broad strategies and/or approaches described in the final or proposed Recovery Strategy for the species?
- Is the action(s) identified as a high priority in the corresponding Property Management Plan or addressing a new or urgent threat that has arisen since the PMP was developed?
- Is there a high probability that the action(s) undertaken will have the intended result?
- Does the action address a single species or are there broader or multi-species benefits?
- How will the impact of the action(s) be measured over the short and long-term?
- What plans are there for future monitoring and/or surveys to assess the benefits to SAR?

**Conservation Easement Agreement Projects:**

Evaluation will include a consideration of whether the agreements:

- identify the conservation values;
- are designed to ensure the protection of those values;
- document the public benefit of entering into the easement;
- contain restrictions that the eligible recipient is capable of monitoring.

### Appendix 3

#### Required Information for Property Management Plans and SAR Inventories

Project management plans (PMP) must follow the *Canadian Land Trust Standards and Practices 2005*. PMP must provide the following specific information:

- What is the area (ha) that is identified critical habitat for SAR on the property
- Has a recent SAR inventory been conducted? Y/N
- Has a SAR recovery plan/action plan been consulted: Yes or No or n/a
- Specific actions to be taken related to each SAR
- Date of management plan (dd-mm-yy)
- Management plan span of time covered
- Other threats identified

SAR inventory must include:

- Date of current inventory (dd-mm-yy)
- Date of previous inventory (if any) (dd-mm-yy)
- Recommended date to re-examine (dd-mm-yy)
- Is there a management plan? Yes or No or Being developed
- SAR inventory details:

Please fill in this table with regards to your surveys or monitoring activities:

| Taxon | Species at Risk<br>(Common name & population if applicable) | Total # Individual Observed | Season Observed and Year Observed | Population Type <sup>1</sup> | Potential Threats <sup>2</sup> | Occurrence Record (OR) Provided to Provincial Conservation Data Centre (CDC)? | OR Provided to EC-CWS OR DFO OR Parks Canada? | If Yes, Provide Name of Contact Biologist |
|-------|---|-----------------------------|-----------------------------------|------------------------------|--------------------------------|---|---|---|
|-------|---|-----------------------------|-----------------------------------|------------------------------|--------------------------------|---|---|---|

1 One of Breeding, Development, Nesting, Other (please explain)

2 One of Development, Human Impact, Invasive Species, Other (please explain)

## Appendix 4

### Required Information for Management Action Report

For each action undertaken, provide the following information:

- General type of action implemented (e.g., residence creation, erection of fencing)
- Brief description of what was done (e.g., erected 5 bird boxes; put up fence to close off trail)
- Result indicators (e.g. for improvements: # hectares improved; For impact mitigation: # of SAR individuals protected, for participation: # person-days)
- Species affected (list all species addressed)

| <b>Management Action</b><br>(indicate general type of action)  | <b>Description</b><br>(include a short description of what was done)          | <b>Result Indicator</b><br>(quantitative measure)   | <b>Species Targeted</b><br>(list all SAR addressed by action) | <b>Volunteer involvement</b><br>(# of person days) | <b>Paid involvement</b><br>(# of person days) |
|--|---|---|---|--|---|
| <b>Habitat Improvement Actions:</b>  |   |   |   |  |   |
| Vegetation planting  |   | # of hectares improved  |   |  |   |
| Vegetation and exotic removal  |   | # of hectares improved  |   |  |   |
| Riparian restoration   |   | # of km shoreline improved  |   |  |   |
| Residence creation   |   | # of residences created   |   |  |   |
| Other habitat improvement activities (describe)  |   | # of hectares improved (or other relevant metric)   |   |  |   |
| <b>Human Impact/Threat Mitigation Actions:</b>   |   |   |   |  |   |
| <i>For example:</i><br>Trail re-alignment<br>Erection of fencing<br>Signage<br>Other mitigation action | <i>Include the identified threat and how it was addressed and/or reduced.</i> | # of SAR animals/individuals<br># of SAR sites/colonies/populations protected<br># of SAR species protected overall |   |  |   |

## Appendix 5

### Helpful References, Resources and Websites

[Important Bird Areas](#)

[COSEWIC](#)

[Federal Species at Risk](#)

[Provincial Species at Risk site](#)

[Land Registry Offices](#)

[Carolinian Canada Big Picture](#)

[Niagara Escarpment Plan](#)

[Oak Ridges Moraine Conservation Plan](#)

[Natural Heritage Information Centre](#)

[Provincial Policy Statement \(2005\)](#)

[Ontario Provincial Planning Act](#)

[UNESCO site – Biosphere Reserve and World Heritage](#)

[RAMSAR Wetlands](#)