

GWAIH FOREST SOCIETY

SUSTAINABLE FOREST MANAGEMENT

GUIDE TO PROGRAM AND APPLICATION PROCESS

2008

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1 INTRODUCTION

The Gwaii Forest Society was founded to contribute to the long-term sustainability of forest resources on Haida Gwaii and to support community stability through adjustment to changes in the forest economy.

The funding activities of the Gwaii Forest are derived from the legacy of the South Moresby Forest Replacement Account (SMFRA). In 2007, the Government of Canada and the Province of British Columbia formally retired the SMFRA with the transfer of the original \$24-million to the Gwaii Forest Charitable Trust which ensures the income is used for charitable purposes (please see Eligibility). Grants and funding activities are made from income generated from the investment of the funds.

Gwaii Forest Society continues to support SMFRA's original vision of resource sustainability and community stability as outlined in the SMFRA Strategic Plan (2003). The GFS continues to support the Sustainable Forest Management program area with a budget of approximately \$700,000 for this Call for Proposals.

Only those projects that support sustainability will be funded by the Gwaii Forest Society. There are six integrated principles of sustainability that act as criteria for guiding this allocation. Successful projects must be responsible, balanced, resilient to change, informed, respectful and encourage partnerships (see Principles, page 5) — all with an emphasis on Ecosystem Based Management (see EBM, <www.citbc.org>).

This strategy will focus on addressing “social, economic and environmental issues resulting from resource extraction” so that Islanders can better “participate in designing a future that will support a healthy environment and create a self-sustaining Island economy.” (ICSI Consensus, 1986)

Gwaii Forest Society recognizes that it is not alone in its efforts to improve sustainable forest management on the Haida Gwaii/Queen Charlotte Islands and seeks opportunities to build strategic partnerships with others who share the same goals.

Project approval will be attentive to the concerns of the Haida Nation and local residents. The principles outlined in this Program Guide will form the basis for Sustainable Forest Management evaluations and indicators of program success.

2 MANAGEMENT

An eight member Board of Directors is responsible for the overall policies and practices of the Gwaii Forest Society. In considering applications for funding, the Board relies on the Administrator's review and recommendations from the Technical Advisory Committee presently serving in the Sustainable Forest Management program area.

3 PRINCIPLES

The following principles will guide GFS activities:

- Responsible -all activities will conserve, restore or protect the land for this and future generations.
- Balanced -all activities will strike a balance to accommodate environmental, economic, social, and cultural values.
- Resilience -means being flexible and adaptive to change. Activities must have the capacity to modify decisions in response to technological innovations, shifts in social policy, and new information.
- Informed -decision-making requires consideration of the best available information and where such information is not available the precautionary principle may be applied. (see Precautionary Principle, <www.citbc.org>).
- Respectful -activities will show respect for the land and the diverse cultural and social values held by Islanders and their communities.
- Partnership -activities which aim to create or support partnerships between communities and culture, traditional use and a forest economy.

4 ELIGIBILITY

Eligible applicants include registered charities and other qualified donees under the Income Tax Act (Canada). Qualified donees include government agencies, universities, Canadian municipalities as well as Band Councils.

Other potential proponents for funding may include non-profit societies, community organizations, consultants, educators, scientists and some individuals and companies depending on the project's charitable nature and public benefit. All these organizations must demonstrate fiscal responsibility and effective management.

It is recommended that applicants contact the Administrator to assess project eligibility.

SUSTAINABLE FOREST MANAGEMENT GOALS AND PRIORITIES 2003-2008

The goals of the Sustainable Forest Management (SFM) program are to:

- Build local capacity in forest stewardship through education and training.
- Promote research and analysis into ways of increasing understanding of Haida Gwaii ecosystems to help guide and improve long term health of the forest.
- Contribute to improving local land and resource inventories at all scales.
- Promote implementation of SFM activities.

Four objectives for sustainable forest management have been identified as priorities for directing funding:

OBJECTIVE 1

Deliver education and training programs for participation in Sustainable Forest Management.

Rationale Through education and training initiatives Islanders will be better prepared for careers in forest stewardship.

Rationale

Through education and training initiatives Islanders will be better prepared for careers in forest stewardship.

Priorities

- elementary/secondary school curricula development that provides a framework for the understanding of forest stewardship today and the employment needs of the future,
- support for training at the secondary and post-secondary level in forest-related activities, such as mapping, information systems, silviculture practices, riparian restoration techniques, forest inventories, plant and wildlife identification – with the goal of building local capacity in forest stewardship

Success Indicators

- local curricula developed and implemented in island schools (target: 3 courses at different grade levels),
- 80% of Islanders enrolled in forest-related training or education programs graduated from program,
- 20% of graduates continued on to advanced education and training opportunities or found employment as a result of training.

OBJECTIVE 2

Improve and expand land and resource use inventories and standards.

Rationale

Good information is crucial to the success of strategic and operational planning. Progress in this area has been hampered by information gaps and incompatibility among data sets and access to information—all of which need to be addressed. Some applicable standards can be found at <www.for.gov.bc.ca/hcp/fia/landbase/info_gathering_eligible_activities.htm>

Priorities

- fill critical information gaps for strategic and operational planning such as critical habitats, cedar, second growth, listed species and/plant communities,
- develop integrated Islands-wide information management,
- establish a local data library and promote public access.

Success Indicators:

- inventories to cover 50% of identified information gaps,
- 50% integration of inventories into planning processes,
- broad range of accessibility of information achieved (eg. maps printed for distribution).

OBJECTIVE 3

Support research and planning that results in implementation strategies to address landscape and stand level issues.

Rationale

Changing forest management principles and priorities have created the need to learn from past mistakes and create innovative practices in the forest. Operating within the current realities of our forest land base while working within a changing management framework requires comprehensive planning activities. With well researched plans, good information, clearly designed goals, measurement criteria, and working budgets, operational successes can be achieved.

Priorities

- Ecosystem Based Management analysis and plans (at all scales),
- old growth and cedar strategies,
- restoration of degraded ecosystems and critical habitats,
- management of introduced species,
- alternative silviculture treatments that bridge the gap between old growth and second-growth forests,
- second growth strategy
- support for land use planning through training and information workshops.

Success Indicators 100% usability of research and incorporation into plans and practices.

OBJECTIVE 4

To support on-the-ground delivery of implementation strategies to address landscape and stand level issues.

Rationale Planning initiatives do not always advance to an operational level due to various constraints such as competing priorities or loss of funding. This program focuses on following through on planning initiatives that implement and refine treatments and management activities on the ground.

Priorities

- restoration of degraded ecosystems and critical habitats,
- management of introduced species,
- EBM silviculture treatments,
- monitoring and assessment.

Success Indicators

- number of hectares treated,
- use of adaptive management principles to monitor and access the long-term on the-ground delivery (See Principles on Adaptive Management, <www.for.gov.bc.ca/hcp/fia/landbase.htm>).

6 COMMUNICATIONS

It is recognized that bridging the gap between various knowledge sources and interest groups is fundamental to lasting program success. As noted above, knowledge transfer and extension of results into the community will be a requirement in project evaluations and measures of success. The results of all research and the extension it supports are to be made available to the public. Proprietary research and development are not supported by GFS.

Successful proponents are expected to provide an interim report and final report, photos of the project demonstrating various stages of development (where applicable); and, appropriate signage acknowledging GFS funding contribution. These requirements are to be built into all project budgets. All submitted products must be in PDF format.

7 APPLICATION PROCESS

Gwaii Forest has a two-step application process. The first step is to complete an Application Form (download at ww.gfs.ca) which provides reviewers with your project's critical highlights. The second step requires a formal project proposal.

Please read this Program Guide carefully and completely. Are you eligible for funding? Does your project satisfy the guiding principles of GFS? Does your project meet the priorities that were adopted to advance program goals?

Step One: Application

Please read these Instructions on filling out the form:

- 1 Name of Applicant – The name of the applicant, to include mailing address, email, phone and fax numbers. If this is a joint application, please provide names of other applicants.
- 2 Agency/Organization – name of your organization, include charitable registration number if applicable.
- 3 Statement of Purpose – A brief description on what your project is attempting to accomplish (no more than 3 lines).
- 4 Estimated Project Costs/Source of Funds – The total costs related to the project. Source of

funds -identify where the funding will be accessed for this project.

- 5 Total Request – State amount you are requesting from GFS.
- 6 Partners – refers to the names of partners who are actively engaged in the project.
- 7 Local Employment/Training – number of part-time or full-time on-Island jobs and/or training opportunities created.
- 8 Environmental Concerns – Comment on any environmental concerns of the project and any mitigating actions to be taken.

Project Dates – The Start Date that the first costs related to the project will occur and the Completion Date, the date when the final costs for the project are incurred, and project is completed.

Step Two: Proposal

Write and then submit a detailed proposal describing your project and its prospects for success. A proposal should be a three to seven (3-7) page document containing the following:

- 1 Project Title – name used to identify the project
- 2 Objective – Chose only one (1) objective that best fits your project.
- 3 Project Leader(s) and Key Personnel – provide contact information and a brief description of key personnel, including qualifications and experience.
- 4 Partners – Name of those actively engaged in the project. A signed letter from all partners is required stating level and nature of involvement.
- 5 Other Funding/Contributions – outline all cash and in-kind contributions in the current year.
- 6 Project Description – describe the purpose of the project, proposed approach and methodology.
- 7 Community Benefits – what are the local benefits in terms of jobs, training and education, capacity building, new understandings, etc.
- 8 Location – physical location of project. All projects are required to be located on Haida Gwaii/QCI or be specifically developed to benefit the Islands.
- 9 Rationale and Objectives – relevant to the principles, goals and priorities as outlined in this Program Guide.
- 10 Communications – explain how you will extend to the community your project

results/benefits.

- 11 Workplan – with tasks and timelines.
- 12 Deliverables – what are the expected tangible outcomes to be delivered this fiscal year?
- 13 Term – GFS can only support projects on an annual basis but we recognize that some projects are multi-year in scope. Please identify whether future funding may be required to complete this project.
- 14 Project Costs – provide cost details on transportation and travel, materials and supplies, equipment, labour/wages, analysis/reporting /publication, administration, extension, etc. Please provide cost quotes on equipment over \$1000 and consultant services.

Proponents are responsible for covering the costs of Comprehensive General Liability Insurance, Professional Liability Insurance (if applicable), Automobile Liability Insurance and Workers Compensation Board (WCB) coverage for project leaders, subcontractors and all those working on the project.

- 15 Evaluation Process – by which criteria will the success of your project be measured?
- 16 Support Documentation – demonstrate community support, cost quotations for purchase over \$1000 and consultant fees, letters of commitment from other revenue sources confirming their financial contribution (see page 12).

ITEM RATE/UNIT # UNITS COST SOURCE

SALARIES

Project coordination \$350/day 3 days \$ 1,050 GFS
Biologist \$300/day 32 days \$ 9,600 GFS
Technician \$200/day 22 days \$ 4,400 Parks
Technician \$200/day 10 days \$ 2,000 Parks
Training instructor \$450/day 8 days \$ 3,600 GFS
Training instructor \$350/day 8 days \$ 2,800 X Consulting
Data compilation \$300/day 4 days \$ 1,200 GFS
Report writing/extension \$300/day 5 days \$ 1,500 GFS

ACCOMMODATION

Instructors (2) \$50/day 8 days \$ 800 GFS

FOOD

Field Crew (2) \$25/day 22 days \$ 1,100 GFS
Field Crew (2) \$25/day 10 days \$ 500 Parks
Boat pilot \$25/day 22 days \$ 550 GFS
Boat pilot \$25/day 10 days \$ 250 Parks
Instructor \$35/day 8 days \$ 280 GFS

TRANSPORTATION

Instructor travel (air) \$1,100 \$ 1,100 GFS
Instructor travel (car/ferry) \$520 \$ 520 GFS
Truck rental \$60/day 5 days \$ 300 GFS
Personal vehicle (on road) \$0.41/km 1035 km \$ 425 GFS
Personal vehicle (off road) \$0.80/km 970 km \$ 776 GFS
Boat/operator \$750/day 22 days \$16,500 GFS
Boat/operator \$750/day 10 days \$ 7,500 Parks

FIELD/OFFICE SUPPLIES

GPS \$100 WLAP
GPS \$100 X Consulting
Reflective shield \$280 WLAP
Photocopying data forms \$300 X Consulting
Watershed maps \$500 WLAP
Batteries, battery charger \$800 WLAP
Misc. \$300 GFS
Misc. \$300 WLAP
GIS support \$5,000 WLAP
Statistical support \$1,000 CWS

TOTAL: GFS = \$ 39,601
IN-KIND and PARKS/CWS = \$ 25,830

8 PROPOSAL CRITERIA

Those submitting proposals to GFS for funding consideration should note the following:

- **Incremental:** Projects and activities must be incremental to, while not duplicating, existing government, community and industrial funded projects, responsibilities and obligations.
- **Length of Proposal:** Proposals that exceed seven (7) pages will not be accepted for funding.
- **Support Documentation—eg. resúms, budgets, background information, cost quotes – may be appended to the proposal, but should not exceed twelve (12) additional pages.**
- **Presentation:** Proposals are to be presented in electronic format, in either Microsoft Word or as a PDF. Financial information is best presented in Excel format. Please, no colour or shading in budgets. Proposals sent by mail should include both *hardcopy* and CD. Email is preferred.
- **Support documentation:** Support letters and cost quotes will not be accepted after the proposal deadline. No exceptions.
- **Reporting:** The GFS disburses funds for all approved projects on an invoice basis. Project proponents provide copies of receipts (for expenditures) to the Administrator, and those costs are reimbursed. Please see Reporting Requirements on the GFS web site for disbursement schedule and interim and final reporting guidelines.

9 PROPOSAL EVALUATION FORMAT

The Technical Advisory Committee will evaluate proposals based on the Principles and Goals outlined in this Program Guide using the following criteria:

- Meeting the Goals of GFS (10)
- Technical Merit & Quality (15)
- Partnerships (15)

Priority given to projects able to leverage funding from other sources, and partner with communities and businesses.

- Education, Training & Job Shadowing plan (15)
- Demonstrated Benefit(s) to the Islands (10)
- Relevant Experience & Qualifications (15)
- Clearly identified deliverables met within the fiscal year (5)
- Budget (10) Clear financial organization and realistic costs.
- Design and Innovation (5) Special consideration given to those projects that demonstrate creative approaches.

10 REVIEW PROCESS

Once the annual Call for Proposals has closed, the Administrator will assess all projects prior to

review by the technical advisory committee. Part of this assessment may involve contacting you to go over details of your project. The advisory committee will then evaluate proposals and make recommendations to the GFS Board of Directors.

A final decision will be available approximately 15 weeks after the deadline date. You will receive written notification of the board's decision, along with the terms and conditions of any funding that has been awarded.

All funding contracts are to be signed within 60 days of written notification.

11 CHECKLIST FOR SUBMISSION

Application

Proposal (3-7 pages)

Support documentation (not to exceed 12 additional pages)

Are all the pages numbered?

Please forward all required documents to GFS Administrator John Farrell, prior to 5 pm on October 15, 2007. Please account for mail delivery.

Faxed proposals will not be accepted. Late proposals will not be considered for this Call for Proposals.

Gwaii Forest Society John Farrell, Administrator

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