



BC Salmon Restoration and Innovation Fund
Fonds de restauration et d'innovation pour le saumon de la C-B

Applicant Guide

2022 Proposal Intake

An overview of the information requirements for applications to the British Columbia Salmon Restoration and Innovation Fund (BCSRIF), including the development of detailed Annual Work Plans and project Budgets.

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ABOUT THE APPLICANT GUIDE

The Applicant Guide provides assistance with preparing applications for funding under the joint federal-provincial BCSRIF contribution program, including instructions on preparing a detailed project work plan and budget.

Applicants must complete all relevant sections of the **BCSRIF Funding Application Form** using the MS Word template provided. The MS Word format is being used to ensure ease of use and allow for collaborative development of the application. Aside from adding additional rows where indicated, it is important that you **DO NOT modify the Application Form**, as this may result in the omission of key details that could impact assessment of your application. In addition to informing our review of proposals, this document will form the basis of the *Schedule 2 Work Plan and Budget* of the Contribution Agreement, if your project is selected for funding.

BCSRIF requests the form be submitted in both MS Word and PDF format to enable the functionality of MS Word (e.g. copy/paste actions) and to ensure a non-editable document with approved content and signatures from authorized officials is retained on file.

The funding process is competitive. The basic eligibility criteria required by BCSRIF will be assessed using a binary approach (i.e. meets or does not meet eligibility criteria) and on the basis of merit using a project proposal ranking system.

Applications will be assessed based on the following eligibility criteria:

- alignment with BCSRIF's program pillars and strategic priorities;
- scope and scale of projected benefits to BC's fish and seafood sector; and,
- sustainability of wild Pacific salmon and other fish stocks.

Applications will be additionally ranked based on the following merit:

- feasibility of the project;
- cost effectiveness;
- capacity of and expertise within the applicant organization to deliver the proposed project; and,
- strength of partnerships and collaborations.

Applicants can contact the BCSRIF program for general administrative or technical advice that would normally be shared with all applicants, such as clarification on eligible costs, questions regarding target species, or effective restoration methods or best practices. However, DFO personnel *cannot* develop the content in the application under any circumstances.

If any questions arise, contact the BCSRIF team at:

DFO.BCSRIF-FRISCB.MPO@dfo-mpo.gc.ca or 1-833-615-2379

Important Notes:

1. All of the information requested in the BCSRIF Funding Application Form must be received by the submission deadline. Submission of an incomplete application may result in your project being removed from consideration.
2. Applications should be submitted by email; if this is not possible, contact [BCSRIF](#) for alternative instructions well ahead of the submission deadline. You will receive confirmation of receipt of your application within 5 business days. If you do not receive a notification within 5 days, contact [BCSRIF](#) to ensure we have received your application.
3. As part of BCSRIF's due diligence process and to aid program staff in determining project merit, feasibility, and risk, projects may be referred to other federal or provincial subject matter experts (SMEs) in a particular field. Additional information or clarification may be requested from applicants during the review process.

Section A) APPLICANT PROFILE

1. Applicant Information

1.1 Legal name of applicant

The legal name of your organization will be used for identity authentication and validation processes (i.e. to ensure the organization is legally registered, and to inform funding limits).

1.2 Operating name

Provide an operating name if the organization has a different operating name than its registered business name. Note that the registered legal name will be used for all legal documentation (e.g. contribution agreement).

1.3 Mailing and/or courier address

Provide the current mailing address for your organization (and the courier address if it differs from the organization address).

1.4 Business number/GST number

This information is required to authenticate and validate applicant businesses/organizations upon proposal submission. The process includes identity validation, assurance of business certification, and a bankruptcy and insolvency records check. Proof of legal status is required and must be included in your application, as per **Section N**.

1.5 Website

Provide a link to the applicant organization's website(s). This information will be used to confirm that the organization's mandate aligns with BCSRIF's program pillars and strategic priorities and to confirm the description of the applicant's organization, requested in **Section C**.

2. Project contacts

2.1 Primary contact

Provide the name, functional title, telephone number and e-mail address of the primary contact for the applicant organization. **Communications and correspondence regarding the project will be directed to the primary contact person.**

Note: If multiple individuals are copied on the electronic submission of an application, BCSRIF will do our best to include all parties on correspondence regarding the application results; however, the primary contact is responsible for ensuring that all appropriate project contacts are informed of key details related to their application.

2.2 Secondary contact

A secondary contact is optional. Providing secondary contact may be useful if:

- there is more than one main contact within the applicant organization that is central to the project undertaking and should therefore be listed as a second main contact for the project or organization; or,
- there could be potential changes in the organizational structure and a backup contact person is deemed necessary.

3. Type of organization

On the Application Form, select ONE of the organization types listed below, or specify "Other" and provide further details as text.

Eligible applicants include:

- Corporation/Sole proprietorship or partnership
- Not-for-profit organization (e.g., industry associations, stewardship groups, research institutions)
- Post-secondary institution
- First Nations or Indigenous organization
- Other (specify)

To be eligible for funding the organization and principle applicant also MUST:

- reside in British Columbia;
- be active in or support activities related to the fish and seafood harvesting, processing or aquaculture sectors; and/or
- demonstrate protection and restoration benefits to priority BC wild stocks, such as salmon, or to the environmental or economic sustainability of the fisheries and seafood sector in BC.

Documents to confirm the legal status of the applicant organization are required, as per **Section N**.

4. Information on commercial organizations *(for commercial applicants only; all other applicants may proceed to Section B)*

4.1 Current number of full-time employees

Commercial applicants are required to provide information on their current number of full-time employees. The percentage of funding that a commercial organization may receive is dependent on the nature of the project as well as the size of the organization.

BCSRIF can provide contribution funding *up to*:

- 90% of the total eligible costs of the activity for commercial recipients with enterprises of fewer than 19 employees;
- 75% of the total eligible costs of the activity for commercial recipients with enterprises of between 20 and 499 employees; or,
- 50% of the eligible costs for commercial recipients with 500 or more employees.

4.2 Principal owners of applicant organization

Details regarding the principal owners of commercial organizations are required as part of the identity authentication and validation processes undertaken by DFO upon application for funding.

Provide details as specified in the Application Form, including the full name of the principle owner, percentage owned and the principle owner's position or role in the organization. Documents showing proof of ownership are part of the required information and documents and must be included in your application, as per **Section N**.

Section B) PROJECT INFORMATION

1. Project title

Provide a concise, descriptive title that conveys what the proposed product/process/service will be once the project is complete (e.g. Salmon Creek Fish Habitat Restoration Project). This project title will be posted on BCSRIF's website, used in the Contribution Agreement, and may be used in other public communications, if your project is selected for funding

2. Location description

Provide the general geographic location(s) for the project(s) being undertaken. Examples:

- the nearest city or town and region (e.g. Osoyoos, Okanagan region)
- the nearest waterbody and region (e.g., Seton River, Lillooet)

3. GPS or Long/Lat

Provide the GPS or Latitude-Longitude coordinates for the proposed project, including any sub-projects, if available at the time of application. Additionally, include any available maps or photos of proposed project site(s) with your submission.

4. Total amount of BCSRIF funding requested

The amount of BCSRIF funding requested should be equal to the cumulative total amount of BCSRIF funding requested for all years of the project (net of any GST/tax rebate that your organization is eligible to receive), as outlined in **Section M**.

5. Estimated total project cost

The estimated total project cost should be equal to the total amount of the BCSRIF funding requested plus the total amount of all other funding sources for all years, as identified in **Section M**.

6. Financial or legal commitments

Indicate whether any financial or legal commitments have been made by the applicant organization for the project to date.

If the answer to this question is Yes, details of the financial or legal commitments made to date will need to be disclosed. For example, specify if the applicant has signed contracts or entered into contribution agreements or Memorandums of Understandings with any partners, property owners, or other organizations.

7. Estimated project start date

A reasonable estimated start date should be chosen for the project. The start date should consider the application window and projected timeframe for the completion of all processes related to project approvals (including proposal review and assessment, funding approval, and negotiation of the contribution agreement).

The estimated project start date should correspond to the first date of project implementation (i.e., the date on which the *first major activity or financial commitment to the project* is expected to be made by the applicant). The project start date should NOT occur prior to the application submission deadline, except under very specific circumstances. If your project has already begun, contact BCSRIF for more information.

For multi-year proposals, applicants must submit separate work plans and budgets that cover planned activities and expenditures for each fiscal year during which the project will be undertaken.

Applicable Fiscal Years

*2022-2023 (April 1, 2022 – March 31, 2023)

2023-2024 (April 1, 2023 – March 31, 2024)

2024-2025 (April 1, 2024 – March 31, 2025)

2025-2026 (April 1, 2025 – March 31, 2026)

*Note: project funding will likely not be confirmed until early 2023

8. Estimated project completion date

The project completion date is the final date on which the project work will be completed (in accordance with the work plan and budget), and all eligible costs will be incurred. All project activities must be completed by **March 31, 2026** (the scheduled end date of the BCSRIF program).

Section C) PROJECT TEAM

1. Description of the organization's principal activities and objectives, and experience in delivering proposed project activities

Provide a concise description of the applicant organization. Include details on mandate, principle activities and objectives, and experience in delivering on the proposed project activities. *Maximum length: 500 words.*

BCSRIF supports projects that are focused on science partnerships, innovation, and infrastructure investments that help ensure that BC fisheries are environmentally and economically sustainable for the long-term, and help to conserve and restore wild Pacific salmon. In this section demonstrate how your organization:

- provides protection and restoration benefits to priority BC wild stocks, such as salmon;
- is active in, or supports activities related to, the fish and seafood harvesting, processing or aquaculture sectors; and/or,
- supports the environmental or economic sustainability of the fisheries and seafood sector in BC.

2. Key members of the project team

The capacity and qualifications of an applicant's project team are considered during the application assessment process. Identify the project team members that will be implementing the project and indicate how each member will contribute to the project. This information helps to demonstrate that an organization, and/or its partners, has the ability and experience to undertake the project.

Although not a requirement for funding, applicants may include resumes for technical team members or consultants that have specific subject matter expertise or credentials that are critical to the success of the project, particularly if the project is a pilot, or uses innovative or proprietary technology that is not widely known or proven successful to date. If not included at the time of application, BCSRIF may request the credentials of experts be submitted at a later date.

Section D) PROJECT SHORT DESCRIPTION

Provide a concise, plain language summary of your proposed project. *Maximum length: 150 words.*

Include: the project location, the main elements of the project scope, a high-level project summary, partners, key activities, and key outcome(s). The project short description will provide the basis for communications related to your proposal and may be used to summarize your project to the media and general public through the BCSRIF website, as well as to Departmental officials.

BCSRIF project description examples are provided in [Appendix 2](#).

Section E) DETAILED PROJECT DESCRIPTION

Provide a detailed overview of your project, including relevant technical details. *Maximum length: 1,200 words (~2 pages).*

The project summary should clearly demonstrate the need for, or purpose of, the project. It should provide a narrative that includes the project background, its goal(s) and objective(s), the issue(s) to be resolved, and how that will be achieved. Specifically addressing project feasibility and any options or alternatives to the project that have been, or will be, considered.

Clearly outline the main project activities and associated milestones, and describe how these will be achieved. Include details regarding project monitoring and/or any mitigation measures that will be used. Identify and provide details regarding potential project risks or other factors the project is contingent on that may affect the viability or outcome of the project, including the planned mitigation strategies.

It is recommended that this section be sufficiently detailed to ensure that subject matter experts are provided with a clear understanding of your project's intent, and how the key activities will be accomplished.

A project summary checklist is provided as guidance in [Appendix 3](#).

Important Notes:

1. Supplemental documents or references central to providing context in support of the project proposal, including reports, business plans, engineering plans, drawings and/or specifications, etc., may be submitted as attachments to your application.
2. It is important to clearly define the project scope within your application. Once reviewed, any substantial change in scope may result in the project being rejected, and may require a new application during a future application opportunity, if offered.

Section F) PROJECT RESULTS

1. Project outcomes, results or products

Describe the project outcomes, results or products that will be achieved or realized through the project undertakings. Explain how the results will help to achieve benefits to the BC fish and seafood sector, wild Pacific salmon and/or other fish populations. *Maximum length: 500 words.*

For example:

- Activities that address limiting factors in the watershed (explain what)
- Number of fish habitat sites that will be restored and the area of total restoration
- Peer-reviewed publications
- Pilot of new technologies
- Improved profitability or marketability of products

Explain how the project will be sustainable long-term and include details on any long-term actions that may be necessary to sustain the benefits, such as ongoing monitoring or maintenance, as well as plans to secure resources for these actions beyond the BCSRIF lifespan.

2. Labour Market Considerations

Describe the expected employment/ training opportunities likely to be generated throughout the project. This may include, for example, the number of expected new positions (full time, part time, seasonal), the job locations (if known), average expected salaries, or other details regarding employment. Explain how the results will target or help to achieve benefits for specific groups or communities (e.g. First Nations, fishermen or aquaculture workers, or rural/remote communities).

Describe any long-term or sustainable employment opportunities expected to be generated through the project undertakings (i.e. employment expected to continue beyond the project funding end date).

Section G) PROGRAM ALIGNMENT

1. BCSRIF pillars

The British Columbia Salmon Restoration and Innovation Fund supports projects under three pillars: innovation, infrastructure and science partnerships. On the Application Form, select the pillar that most closely aligns with your project, based on the activities and objectives described below:

Innovation to encourage the development of new technologies to:

- increase productivity
- help meet conservation and sustainability objectives, including the protection and restoration of wild BC stocks, including Pacific salmon

Infrastructure to encourage capital investments in new products, processes or technologies to support the:

- advancement of sustainable fishing practices
- protection and restoration of wild BC stocks, including Pacific salmon

Science partnerships to support collaborations with academia and other research institutions to:

- improve our knowledge and understanding of impacts to wild stocks
- develop sustainable fishing practices

1.1 Pillar alignment

Explain how the proposed project aligns with the BCSRIF pillar that you selected to represent your project. Describe how your project will help to meet the objectives under the pillar and highlight any innovative approaches. *Maximum length: 200 words.*

If your project aligns with more than one pillar, you may provide an explanation on how your project may meet the other pillars; however, alignment with multiple pillars is not a factor in the assessment process.

2. Priorities the project addresses

In the Application Form, select the priority area(s) that your project will aim to benefit:

Salmon ecosystems

Research, education and monitoring initiatives as well as community-based hatcheries and stewardship programs to advance the scientific understanding, build public awareness and contribute to the recovery of salmon stocks and their freshwater, estuarine and high seas environments.

Salmon habitat

Integrated salmon habitat planning, monitoring and restoration projects to rehabilitate and build resilience in salmon habitats prone to multiple pressures.

Sustainable fisheries

Increasing the value and quality of B.C. seafood products through sustainable fishing and processing practices, including Indigenous, commercial and recreational fisheries, and environmental stewardship in the aquaculture sector.

In addition to the funding priorities, BCSRIF will prioritize projects that address:

Climate change impacts to salmon

Climate change adaptation measures focused on salmon stocks and aquatic ecosystems, including strategies to respond to, or mitigate future impacts of, extreme weather events.

New investments in coastal and ocean areas that have a high potential to absorb and store carbon, like tidal wetlands, seagrass meadows, kelp forests and riparian habitats.

Priority salmon stocks

BCSRIF will consider urgency and recovery likelihood for prioritizing salmon proposals.

Implementing multi-species, place-based and threat-based approaches to advance species at risk recovery.

Indigenous Participation and Knowledge

Prioritizing Indigenous-led projects and/or Indigenous participation, including collaborative assessment and monitoring projects that will inform ongoing habitat and fisheries work.

Improving the availability of Indigenous Knowledge related to salmon or other species of cultural significance, with potential to inform planning and policy decisions.

2.1 Explain how the project will benefit the priority area(s)

Explain how the project will benefit the priority area. Include the anticipated direct and indirect ecosystem benefits as well as the socio-economic benefits that are likely to be realized. For example, a research project may directly benefit Chinook salmon, as well as providing opportunity for collaboration with others, or education opportunities for students.

3. Select the species the project aims to benefit

Select the box that corresponds to the species that your project aims to benefit. Multiple species may be selected. If the project targets species other than those listed, select “other” and list those species in the textbox provided.

3.1 Priority Species: Species of Concern and Species at Risk – Identification

Identify whether the project aims to benefit any identified species of concern or species at risk (SAR) listed by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC).

Under the Pacific Salmon Strategy Initiative (PSSI), DFO aims to stem the steep decline of many Pacific salmon populations and to protect and rebuild salmon stocks. Benefits to priority and at-risk salmon populations, SAR, or other species of concern may be considered when prioritizing projects for funding.

3.2 Explain how the project will benefit priority species:

Explain how your project will benefit priority and at-risk salmon populations, SAR or other species of concern. For example: Do the project outcomes address or align with the species’ Recovery Strategy and/or Action Plan? Is there a lack of existing information related to the stock that the project aims to address?

If the Conservation Unit or Designated Unit is known, list the unit(s)/population(s) and include their assessed status.

Section H) PERMITS, LICENCES AND AUTHORIZATIONS

Some projects will require recipients to obtain permits, licenses, authorizations or other forms of approval from federal, provincial or municipal agencies, First Nations, land owners or other organizations or businesses having interest or authority related to the work or undertakings.

It is the responsibility of recipient organizations to ensure that they are in compliance with all federal, provincial, territorial or municipal laws, regulations, rules, or bylaws. Early identification of these permissions enables BCSRIF to consider project feasibility and timelines, as well as any inter-departmental or cross-governance coordination needs. The approval of project funding under BCSRIF *does not* provide assurance that permission will be granted from any other authority, nor does BCSRIF funding absolve recipients of the responsibility to obtain required permissions.

For activities where a permit, license, authorization or other approval is required, provide information on the activity to be undertaken, the permission required, issuing authority, timeframe expected or status of the application approval or the reference number(s), and indicate if the permission(s) have been secured.

Permissions commonly required prior to proceeding with BCSRIF projects include:

- Approval under Transport Canada’s *Canadian Navigable Waters Act*
- [License to collect fish for scientific, experimental purposes, educational, or public display purposes under Section 52 of the Fishery \(General\) Regulations](#)
- Province of BC Section 11 Approval under the *Water Sustainability Act*
- [Introductions and Transfers License](#)
- Provincial Wild Aquatic Plant Harvester license
- Amendments to licenses issued under the *Pacific Aquaculture Regulations*
- BC Seafood Processor license
- First Nations approvals or agreements
- Provincial Crown Land tenure lease under the *Land Act*
- Authorizations Concerning Fish and Fish Habitat Protection Regulations under the *Fisheries Act*
- Municipal permits
- Landowner permissions
- Alignment with area plans or governing agency plans (e.g. DFO-SEP production plans, DFO-Fisheries Management plans)

Important Notes:

1. Although permissions are not required at the time of application, copies of any documented permissions obtained in advance should be provided, as per **Sections H and N**.
2. If applicants intend to seek permissions *after* funding for their proposed project has been approved, permitting **MUST** be included in the work plan activities and deliverables.
3. Applicants selected for funding should ensure documentation is provided to BCSRIF confirming the necessary authorizations *prior to* proceeding with the associated activity.
4. Some permit or authorization types may take multiple years to obtain (for example, new Crown Land aquaculture tenures). These timelines should be conservatively considered in any project planning efforts.

Section I) PROJECT PARTNERS AND COLLABORATORS

1. Partner and collaborator identification

Provide a list of all partners and collaborators that will have a direct role in delivering the project. Describe the support and/ or services being provided, and identify whether financial or in-kind support, or both, is expected to be provided. Note that Sections I and M are related: in Section I, applicants are requested to describe the contributions of all partners and collaborators and provide details on the nature of the support (value as cash or in-kind); in Section M, applicants will list the other sources of support for the project and provide an estimated amount of funds being provided by those sources as part of the overall budget calculations.

Leveraged partnership support from other sources demonstrates a level of shared investment and risk related to your project. The breadth and strength of partnerships and collaborations is a key project element that is considered as part of the application review and assessment process. Applications that demonstrate a high level of collaboration toward shared objectives, and benefits that accrue broadly to a group of partners, may be prioritized.

Contributions (cash or in-kind) from partners or other funding sources must be confirmed through letters of support or other documentation acceptable to BCSRIF. Letters of support to confirm the other funding sources should include:

1. Identification of the person or organization providing the support;
2. A concise description of the support being provided (per fiscal year); and,
3. An estimated dollar-value of the support being provided, noting whether it is in-kind or financial (at “fair-market value”).

“Fair market value” is defined as the agreed upon price in an open and unrestricted market between knowledgeable and willing parties who are fully informed. It is the price a buyer would be expected to pay, after normal discounts.

If other sources of support have not yet been confirmed at the time of application, indicate when you expect to receive confirmation. If a project is selected for funding, confirmation of the other sources of funding will be required as a condition of the Contribution Agreement.

Providing an accurate fair-market value estimate for the partnership support value may be achieved by:

- submitting quotes related to material and supply purchases;
- estimating rates of pay, based on local labour market information, industry standards; and/or
- providing a list with proof of rates of pay from the donating organization.

Quotes or estimates should also be included in the funding application, attached as specified in **Section N**.

In-kind support (i.e. non-cash) may include equipment, goods, supplies, services, facilities, or other supports that are necessary to implement the project and would otherwise need to be purchased or contracted if not contributed to the project. All in-kind contributions must align with the list of eligible expenses defined for the BCSRIF program. Volunteer support is valid as in-kind support provided that the value of that support is recorded and the action taken would have required payment for services if not otherwise delivered. For further details on in-kind support and eligible expenses, refer to [Appendix 5](#).

Important Notes:

1. Financial contributions must be provided at arm’s length (i.e. no pre-existing relationship between the applicant and the contributor).
2. Funding must not result in the provision of any goods or services to the federal or provincial governments(e.g. efforts to restore or improve federally-owned property or infrastructure).
3. Access to federal or provincial government data or services (e.g. laboratory services) should not be assumed. If your project relies on access to government services or facilities, contact the BCSRIF team to discuss.
4. -Federal or provincial government involvement in projects is restricted to providing advice, guidance, and knowledge unique to DFO. DFO may not manage or direct project activities.
5. Any in-kind project support provided by representatives of federal or provincial entities must be confirmed in writing, and clearly describe the nature of support being provided.

2. Management Committee Members (optional)

If a project Management Committee is expected to be put in place to support the project, list the names of the organizations or groups that will provide representation on the committee.

Management Committees are generally struck to provide oversight and direction for larger projects with several component parts or sub-projects, or for projects that propose significant planning or assessment phases that would require review by subject matter experts to provide opinion or guidance in order to facilitate the project to move forward with the highest yield/most beneficial outcomes. Management Committees are optional, but recommended for projects with multiple partners and/or to reduce project risk; a determination of the need for a Management Committee will be re-evaluated if your project is selected for funding.

Important Notes:

1. BCSRIF cannot be a formal member of the project Management Committee; however, representatives from BCSRIF may be included in meetings in an ex-officio capacity for project monitoring purposes and to provide general implementation advice as it relates to the terms and conditions of the Contribution Agreement.
2. Representatives of other federal or provincial entities may serve on the Management Committee, if they have agreed to provide in-kind support to the project.

Section J) INDIGENOUS CONSIDERATIONS

1. Indigenous community impacts

Describe how the proposed project activities may involve or impact local Indigenous communities, and outline the planned communications approach. Explain how the project is expected to provide benefits for Indigenous people or communities, including any opportunities for collaborative management, employment or skills training or other capacity building (e.g., professional development, training, education, volunteer opportunities), and identify any potential adverse impacts. Note that other statutes or requirements may apply and must be satisfied prior to the project proceeding (e.g., Consultation requirements, First Nation regulations/approvals).

Identify the Indigenous territory or land within which the project is located. Consider if there are Indigenous-led initiatives, or any land-management or conservation area plans that the project addresses or aligns with.

2. Indigenous Knowledge and Consent

If the project is likely to involve the collection and/or incorporation of Indigenous Knowledge (IK), applicants should provide a description of the steps or plans that will be taken to secure consent from Knowledge holders. Explain how the IK will be used and shared, and specify if any deliverables (e.g., reports, documents or products) will be submitted to BCSRIF. Note that the Contribution Agreement provides for Indigenous Knowledge to be kept confidential at the direction of Knowledge providers. This provision can be discussed further with the BCSRIF team.

Important Notes:

1. Information submitted to BCSRIF as part of the project funding application is subject to the *Access to Information and Privacy Act*, and may be made available to the public.
2. Any information that is not appropriate for the public domain should be discussed with BCSRIF program staff regarding protection of confidential Indigenous Knowledge.
3. Honorariums are not considered eligible expenses under the BCSRIF program.

A letter of consent from the Indigenous groups whose Traditional Territories overlap the project location is recommended, unless those Indigenous groups are the project lead, or are partners, on the project.

Section K) FUNDING HISTORY

The successful implementation of previous grants or contributions helps BCSRIF to evaluate project risks. Other factors such as amount of funding requested by recipients, administrative capacity, scope and scale of the proposed activities, and the strength of partnerships being leveraged to support the project (financial and operational support) are also considered during the assessment of the application.

Applicant organizations having received previous funding or that are in receipt of current funding from DFO within the past 5 years are asked to provide details on their funding sources, including the:

1. name of the funding program
2. project title
3. project status
4. date of project completion/projected completion.

Section L) PROJECT WORK PLAN

Provide details on the project's key activities. Include details of the specific tasks, deliverables and funding that will be allocated to each activity (BCSRIF and other sources). Add additional tables, as needed.

Activities

Activities that are funded wholly or in part by BCSRIF must be included in the work plan.

In the work plan, provide a **title** for the key activities to be undertaken in each fiscal year of the project. Ensure it is clear, concise and descriptive of the activity.

Insert the **estimated costs** related to the specific activity (all combined tasks) and estimate the amount of funding needed from BCSRIF. Then insert the estimated amount of funding that will be covered through all other sources of funding. Note that these estimated amounts must align with the annual projected expenses for each fiscal year, in Section M.

The activity **start and end dates** should reflect the estimated length of time required to reasonably complete the activity and must also align with the expenditures listed in the project budget. All tasks must be completed by the end of the fiscal year (March 31), and no funds can be carried from one fiscal year to another.

A **general description** of the activity should be provided. The description should provide rationale for the activity and be sufficient to explain the different steps and actions to be taken.

Applicants should group their project undertakings into logical categories (e.g. planning, design). Typical projects have 3-6 (max 10) activities per fiscal year. Consider how the activities relate to the milestones described in **Section E** and the end products described in **Section F**.

BCSRIF can support multi-year projects, up to March 31, 2026. If an activity spans multiple years, it

should be listed in each fiscal year of the work plan. For any activities that are expected to span beyond the duration of one fiscal year, demonstrate the progression of that activity from year to year by way of sequential steps or phases.

For example:

	Activity: Project Monitoring
Year 1	Fish and aquatic species sampling: research, baseline studies & preliminary analysis
Year 2	Fish and aquatic species sampling: seasonal sampling to support analysis results, in-field project monitoring, project site fish and aquatic species salvage
Year 3	Fish and aquatic species sampling: post-construction seasonal sampling & analysis

Major activities must:

- be broken down into fiscal years
- be titled and defined as major activities which are separated into logical groupings relating to the tasks and deliverables
- be clearly reflected in the detailed budget
- have timelines that are feasible and realistic
- include a general description of the activity – provide a clear, concise description of the work proposed for the activity type
- be described by the main tasks that support the accomplishment of those activities – including those proposed to be completed by contractors
- provide a list of deliverables commensurate with the tasks being undertaken
- include tasks/activities related to the recognition of BCSRIF, a planning phase as part of year 1 (if applicable), a yearly summary report to confirm delivery of the project activities, and a final summary project report that confirms delivery of the project activities, and describes the effectiveness and overall benefits of the project

Activities that are funded wholly or in part through the BCSRIF must be included in the work plan. Activities funded solely by other sources of support (i.e., cash or in-kind support from partners) should be included if they are material to the project undertakings.

For activities that are partially funded by the BCSRIF, the estimated cost included in the work plans should refer to the BCSRIF portion only; the portion of expenses covered by other sources should be identified as the amount provided by other sources and a description of the support being provided should be included in **Section M**.

Tasks

Specify the main project tasks that will be required to undertake each activity. The project tasks relate to the items or sequential undertakings that must be completed to enable the completion of key project activities. Recipients must ensure that the tasks are eligible under the program. Each task undertaken should contribute to the deliverables.

Deliverables

Project deliverables are tangible items that must be submitted to BCSRIF to demonstrate that:

1. the tasks and activities were completed as described; and
2. the funding was expended in accordance with the budget.

Deliverables are a means to confirm that the project has achieved the expected results. For each activity, include one or more deliverables that will be submitted to demonstrate that the BCSRIF funding was spent as planned, and the project was completed as described (e.g. a report, documented completion of physical works, development of a business plan, photographic evidence, video, etc.). Consider whether the timing of the submission of deliverables will have an impact on implementation. Consider: Is submission of any deliverable necessary prior to undertaking certain activities? Note that project plans should be delivered early enough to enable project review by agencies in advance of, for example, any applicable fisheries work windows.

Examples of potential project activities, tasks and deliverables are provided as guidance in [Appendix 4](#). A sample work plan is provided as guidance in [Appendix 6](#).

Important Notes:

1. ALL projects MUST include project reporting as an *activity*. This activity is likely to include *tasks*, such as: preparation of year-end financial claims, year-end reports, and/or final project reports.
2. Most project *tasks* will have an associated project *deliverable*.
3. It is strongly suggested that applicants include activities related to project management (e.g. administration and/or oversight) and/or project communications (e.g. public and/or media).
4. For any habitat restoration projects involving physical works, undertakings or activities, applicants MUST include a task to post temporary site signage at their project work sites that clearly identifies: the name of their organization, an emergency name and contact information, and the BCSRIF program.

Section M) BUDGET DETAILS

List the anticipated project expenditures by selecting one of the pre-populated expense category items in the budget table that corresponds to the fiscal year that funds will be spent. Note that only those expense categories available for selection in the pre-populated field are considered *eligible expenses* under the BCSRIF program. All BCSRIF funded expenses must be directly attributable to carrying out the project, and be incremental (i.e. above and beyond the operational costs routinely incurred by the organization in the course of normal business).

Provide a detailed description of the expenditure, and estimate the amount of BCSRIF funding required. This information should include a breakdown of how the estimate was derived (e.g. Project Manager \$400/day x 90 days = \$36,000). All expense estimates must be net of any applicable tax rebates or credits for which the applicant is eligible. When purchasing items that could be rented, the recipient should provide a brief cost justification.

For salaries and wages, provide the employment position, rate of pay, duration of the expected employment, and identify any mandatory employment related costs (MERCs) up to a maximum of 15%.

For purchases, provide cost estimates per unit, the number or units being purchased, costs for shipping and total cost, net of applicable taxes.

For contracts, specify what the contract is for and the cost per day/week or applicable lump sum, as appropriate. Relevant supplier quotes should be submitted for capital purchases (in excess of \$10,000), as per **Section N**.

The budget must be structured to show all expenses that will be incurred within the fiscal year during which the funds are to be allocated. **There are no carryover of funds between fiscal years.**

Further details on eligible expenses and examples of acceptable descriptions can be found in [Appendix 5](#).

The amount of in-kind or cash contribution from other sources of funding, as described in Section L must be reflected in each fiscal year budget.

Important Notes:

1. Administrative overhead may be up to 10% of all other eligible costs for the fiscal year (i.e. 10% of the total budget *excluding* the administrative overhead line) and can be calculated as:
[Annual budgeted eligible costs x 1.10 x (0.10)]
2. All expense estimates must be *net* of any applicable tax rebates or credits for which the applicant is eligible. GST not reimbursable by the Canada Revenue Agency or PST not reimbursable by the Province of British Columbia is an eligible cost.
3. Receipts/Invoices: If funded, recipients will be expected to submit invoices/receipts for any expense over \$5,000 with each claim. Copies of ***all*** receipts or invoices must be retained by the Recipient for audit purposes.

Section N) REQUIRED INFORMATION AND DOCUMENTS

Review your application and ensure that you have submitted the following:

1.0 Complete project proposal

Incomplete project proposals may result in your project being rejected. Recipients are responsible for all content provided in their submission. If you have concerns around submitting confidential or commercially-sensitive information via email, contact [BCSRIF](#).

2.0 Financial statements

Copies of the applicant's reviewed or audited financial statements for the previous two (2) fiscal years are required. These records provide assurance that there is sufficient financial means by which to guarantee return of funds, should the project not be carried out as per the agreement.

If the organizations financial statements are available online, provide a link to the document source for validation.

3.0 Other relevant documents

Include all other documents that are relevant to the funding application. These documents may include:

- Documents required as proof of legal status as per Section A of the application (refer below)
- Supplier quotes
- Copies of permissions (licenses, permits etc.) related to the project undertakings
- Landowner permission documents, if available at application
- Confirmation of partnerships, and cash or in-kind support from other sources

With regard to proof of legal status, recipients must be registered to operate in British Columbia. In addition to providing the organization's business number in **Section A**, the application must also include documents to show the legal status of the applicant organization by providing:

- Certificate of Incorporation
- Society Registration
- Other constituting documents

Note: constituting documents are not required for local governments and First Nations governments as registration should be verifiable through Indigenous Services Canada website.

Section O) DECLARATIONS

Disclose information that is considered critical and relevant in informing part of BCSRIF's organizational and project risk assessment with regard to the project.

If "yes" is selected for any of the disclosure categories, ensure that details are provided in the narrative text box.

Further information about the project or applicant to complete the assessment of the application may be required. BCSRIF may also need to obtain consent to collect personal information from officials associated with the applicant. Failure to provide these, if requested, may preclude BCSRIF from finalizing the application assessment.

Section P) CONSENT AND CERTIFICATION

Consent and certification must be provided by the applicant organization's Authorized Official(s). By signing the document, the signing authority declares that the information provided is, to the best of their knowledge and ability, complete, true and correct and that all information will remain applicable in the future in connection with the project or that, if the information changes, they will promptly notify DFO.

As per the instructions in this Applicant Guide, BCSRIF requests the Funding Application Form be submitted in *both* MS Word and PDF format to enable the functionality of MS Word (e.g. copy/paste actions) and to ensure a non-editable document with approved content and signatures from authorized officials is retained on file.

Appendix 1: DEFINITIONS

Arm's Length Relationship: refers to any dealings/transaction where both parties (i.e. the buyer and the seller) have no pre-determined relationship (e.g. common ownership, family ties) and therefore are presumed to act independently and of their own free will. Such a transaction is assumed to be at fair market value.

Contribution Agreement: is a funding vehicle used by the Government of Canada. It is a legal document that lays out the conditions surrounding the transfer of funds from a government to an external recipient.

Eligible Costs: those costs reasonably and properly incurred and paid by the recipient, partners, or in-kind contributions made with respect to the activities described in the Work Plan and itemized in the Budget.

Fair-market value: is defined as the agreed-upon price in an open and unrestricted market between knowledgeable and willing parties who are fully informed. The fair market value is the price a buyer would be expected to pay in such circumstances, after normal discounts.

Incremental: above and beyond the operational costs routinely incurred by the organization in the course of normal business (i.e. the additional costs related to undertaking the project).

In-kind support or contribution: contributed goods and/or services a Recipient receives at no cost to which a dollar value can be attributed, that would otherwise be purchased and paid for by the Organization to achieve the Project results. These costs must be *eligible costs* under the Agreement, and may be evaluated as project support provided they are considered at "fair market value", as agreed to by the Department.

Management Committee: oversight committee that may have representation by knowledge holders, subject matter experts, invested parties, or interested stakeholders and which is set up to provide advice and/or recommendations on the project undertakings. A Management Committee is not required; a roundtable or other mechanism for public outreach may also be considered as an engagement tool.

Mandatory employment related costs (MERCs): these are the mandatory costs that employers are required to pay based on federal/ provincial/ territorial laws in Canada. MERCs include employment insurance and Canada Pension Plan contributions, employer health tax, Workplace Safety and insurance premiums, and/or vacation pay (if not part of benefits).

Supporting Documentation: means, but is not limited to: original vouchers, invoices, statements of account, receipts, contracts, lease agreements, and timesheets or other data supporting the Organization's actual costs incurred. The term also includes cancelled cheques, bank drafts and other forms of data supporting disbursements.

Volunteers: Individuals who are not remunerated by the Organization whose services are essential to achieve the Project's results and are eligible under the program's terms and conditions, and would otherwise be hired/ contracted and paid for.

Appendix 2: EXAMPLE PROJECT SHORT DESCRIPTIONS

EXAMPLE 1: Developing a cumulative effects modeling framework for the recovery of aquatic salmonid populations.

This University of British Columbia-led research project proposes to develop a framework for modeling cumulative impacts on salmonid populations to guide recovery planning and adaptive management based on stressor-response functions related to multiple threats. The intent is to develop user-friendly modeling framework compatible with a range of data complexity and quantity, that will allow assessment of cumulative effects on stream salmonids and the outcomes of different recovery actions at a watershed scale.

EXAMPLE 2: UAV Habitat Mapping to Inform Wild Salmon Stewardship

This project consists of three pilot projects will be led by the First Nations Fisheries Legacy Fund Society, in collaboration with Okanagan Nation Alliance, Skeena Fisheries Commission. Partnering with the University of Victoria the initiative will develop First Nations' capacity for salmon stewardship through the development of methodologies for community mapping and rapid UAV salmon habitat assessments. Outputs from this work will be used to inform long-term water and salmon stewardship planning processes and provide valuable information regarding watershed dynamics and trends critical to wild salmon populations.

EXAMPLE 3: South Coast European Green Crab Control Project

This project, led by the Coastal Restoration Society, seeks to plan for, monitor and subsequently mitigate the proliferation of European Green Crab (EGC) and their destructive effects as ecosystem engineers engaging in eelgrass destruction; thereby supporting the preservation of wild salmon and wild salmon habitat throughout the South Coast of the Pacific Region. Project outcomes focus on developing management and control methodology for EGC while continuing and strengthening relationships with First Nations, DFO Aquatic Invasive Species (AIS), academia and marine industry partners. This project will prioritize trapping locations where possible that are intersecting vectors of high EGC infestation, areas that have received prior eelgrass environmental remediation work supported by the Government of Canada and the Province of British Columbia, and areas that carry cultural and social significance to local First Nations.

Appendix 3: PROJECT SUMMARY CHECKLIST

The following checklist provides guidance to assist applicants in ensuring that sufficient project details are included in the detailed project summary and description section of the funding application:

- the ecological imperative and/or economic driver related to the project or challenge/ issue being addressed
- project goals/objectives/purpose
- project background/site details and site history related projects (e.g., is this an extension to a larger project?)
- description of spatial scale of project/aerial photographs
- research objectives and methodology
- identify data to be collected
- description of project plans/engineered details summary
- identification/assessment/design of temporary or permanent structures or infrastructure
- construction details/construction phases and methodology
- discussion of any potential project impacts, including the boundaries of impacts and how those will be mitigated, including any impacts to fish or fish habitat as defined by the *Fisheries Act* (this must be completed for all fish habitat projects)
- operations of site/manufacturing details
- fish species and any relevant special status/species at risk/aquatic invasive species
- sampling, monitoring and methodologies
- modelling results
- mitigation measures to be employed
- mechanism for recording and storage of information/data entry or database development
- consultation and/or engagement intended
- communication for your project (internal Management Committee or other working groups/supporting bodies; external media, social media, education or communication products)
- project options/alternatives
- project risks
- other, as defined by the project

Appendix 4: EXAMPLE ACTIVITIES, TASKS, AND DELIVERABLES

The following examples relate to **Section L PROJECT WORK PLAN**

Example project *activities* might include:

- project management
- project planning/design
- research or other biophysical assessments
- project monitoring or sampling
- construction or operations or project implementation
- testing of product/facility/process
- consultation/engagement
- permitting
- training
- education or stewardship
- communications and/or development of communications products – including guidance, public reports, or signage related to the recognition of funders
- project administration (e.g. financial and progress reporting to BCSRIF)
- other, as defined by the project

Example project *tasks* might include:

- develop _____ (e.g., terms of reference for _____/scope and plans for _____)
- undertake survey/ assessment/ sampling of _____ (e.g., baseline or in-field data, streambank, vegetation, fish species, water quality, eDNA, genetics, etc.)
- project management for _____, and _____ (e.g., in-field construction activities)
- facilitate meetings for _____ with _____ (e.g., management committees, partners and collaborators, experts, stakeholders and public)
- contract management for _____ (e.g., bidding processes, sole-sourcing, arranging MoU's or other agreements)
- complete preliminary/ detailed project designs/ engineering design work including _____
- revision of project designs/ engineering designs for construction (likely in years 1-3 of the project)
- acquisition or procurement of _____ (specific goods, materials, or supplies)
- installation of _____
- obtain licenses/ permissions/ approvals for _____
- preliminary analysis of _____/ testing of _____
- develop and/or undertake project monitoring/ effectiveness monitoring program or environmental management plan/ environmental management framework for _____
- erect signage at project work sites that clearly identifies the recipient name, emergency contact info, & identify the BCSRIF program
- arrange inspection for certification
- conduct in-field review of project undertakings
- develop collaborative relationships with _____/facilitate meetings with _____/organize joint symposium with _____/undertake consultative processes with _____
- develop communications products including _____
- preparation of records of discussion from meetings, field reconnaissance, engagement sessions, consultation, education sessions, training or other
- preparation of preliminary/mid-term/final drafts of post-construction/site monitoring results and reports, guidance, or publications
- preparation of required year-end financial claims, year-end reports, and/or final project reports

Example project deliverables (i.e., tangible items or products) might include:

- copies of records of discussion from meetings, field reconnaissance, engagement sessions, consultation, education sessions, training, engagement or consultation
- photographic evidence of purchased goods or project undertakings (i.e., annotated photos of project in-progress or at completion, with comparison pre-project photos, or of signage installed)
- copies of licenses/permissions/approvals/certifications
- copies of maps, project drawings or engineered designs
- copies of management plans
- project studies or reports:
 - sampling and/or assessment results
 - construction monitoring reports
 - post-construction effectiveness reports
 - journal articles
 - research papers
 - expert or professional reports (engineering, archeological or other)
- copies of, or links to, media, social media posts, videos, publications
- copies of presentations/educational/training materials, or specific training certifications obtained to undertake the project
- project signage (photos of signage)
- Submission of required year-end/ or final project summary reports

Appendix 5: ELIGIBLE EXPENSES and IN-KIND PROJECT SUPPORT

As per the BCSRIF Terms and Conditions, eligible expenses include the following expenses that are directly attributable to carrying out the project:

1. Salaries, wages, and other labour including mandatory employer benefits;
 - a) Salary costs must be incremental and essential for the Project. Payroll burden associated with eligible wages and salaries, which includes items such as group insurance, pension plans and the employer's share of federal deductions, is also eligible for personnel directly associated with the Project. The Recipient can claim a rate of up to fifteen per cent (15%) of eligible salaries and wages for the payroll burden.
2. Professional, technical, and other contracted services;
3. Conferences and meetings;
4. Training;
5. Rental, lease, or charter of office space, a room, set of rooms, building, and/or facilities;
6. Construction and related costs;
7. Purchase or rental of machinery and equipment;
8. Maintenance and repair;
9. Materials and supplies;
10. Insurance expenses related to activities under the Agreement;
11. Fees associated with construction or operating licenses;
12. Fees associated with attendance or presentation at conferences, symposia, workshops, meetings, or expositions;
13. Travel and related costs, consistent with the National Joint Council's Travel Directive;
 - a) Travel costs include transportation, accommodations and meals that are directly attributable to the Project. BCSRIF will reimburse the Recipient's travel expenditures in accordance to the National Joint Council Directive.
14. Publishing services;
15. Printing and imaging services;
16. Postage, freight, express, and cartage;
17. Telecommunication services, communications/network services;
18. Shipping, printing, publishing, and dissemination costs;
19. Communications research services;
20. Costs or fees associated with obtaining eco-certification or similar accreditation; and
21. Administrative overhead up to 10% of all other eligible costs¹.

Ineligible expenses may include, but are not necessarily restricted to, items such as:

1. the cost of land and goodwill;
2. cost allocation for the use of existing space owned by the Recipient;
3. fixed period costs (for example, recurring costs such as property taxes, rentals and a reasonable provision for depreciation);
4. entertainment expenses (does not include networking receptions) and first-class airfare;
5. insurance, except if the cost is incremental for the Project or directly related to construction and is capitalized (in accordance with Generally Accepted Accounting Principles or International Financial Reporting Standards) as part of the Project;
6. dues and other membership fees;
7. severance pay, cash-out of unused vacation, bonuses, overtime premium for salaried employees and commissions;
8. interest costs, bond discounts, and other financing costs;
9. any costs, such as amortization that would not necessitate an expenditure of cash by the Recipient; and
10. honorariums, gifts, and stipends.

¹ This can be calculated as: annual budget/1.10x.10

Projected Expenditures: Level of detail required for Expense Descriptions

Amount requested from BCSRIF:

- Recipients should be prepared to provide a brief justification for expenses that may not be clear. When purchasing items that could be rented, the recipient should provide a brief cost justification (e.g. renting this equipment for 3 years will cost \$10,000 but it can be purchased for \$7,000; contractual costs are \$50k for year 1 but \$100k for year 2).

Capital Costs

- Projected costs associated with capital acquisitions (> \$10,000), should be accompanied by a cost estimate and supplier quote. If selected for funding, such capital acquisitions become the property of the recipient, but will need to be appropriately maintained, stored, reported on and tracked for the duration of the Contribution Agreement. Such purchases (within their useful life) may be considered in future negotiations with repeat recipients.

Categories 1 (Salaries and wages), and 2 (Professional and technical services), and 13 (Travel):

- All expense descriptions must include detailed breakdowns for each line item - estimated number of people, job titles, salary rates (per hour/day/week/month), and subtotals for each line item.
- **Lump Sum Contracts:** where the recipient has contracted part of the project work to a third party (e.g., for the installation of a culvert) and the contractual costs are being estimated based on a lump sum for which the contractor will be providing an itemized invoice, only a brief description of the work to be undertaken and what it includes is required in the expense description.

Category 13 (Travel):

- Include the estimated number of people, origin/destination of travel, itemized breakdowns for accommodations, mileage (km), meals, and incidentals, and subtotals for each line item.
- **Maximum Travel Rates:** Ensure rates budgeted for travel costs do not exceed the current maximum rates outlined in the National Joint Council (NJC) Travel Directive at:
www.njc-cnm.gc.ca/directive/d10/v238/s659/en
- **Check Current Travel Rates:** Note that NJC travel rates change on April 1 and Oct 1 of each year, so make sure you check the website to ensure you are using the most current rates based on the planned dates for the travel.

Category 21 (Administrative Overhead up to 10% of all other eligible costs of the project):

- Administrative overhead expenses may be up to 10% of all other eligible annual costs. To calculate administrative overhead, use the formula:

$$[\text{Annual budgeted eligible costs} \times 1.10 \times (0.10)]$$

- A general description of what is covered by the administrative overhead is required in the budget table (e.g. Administrative overhead for the project includes: office rental, phone lines, internet access, furniture rental, electricity). Provide a list of overhead costs as applicable. Costs related to overhead must be incremental (i.e., borne due to the project undertaking).
- Recipients are not required to itemize each administrative cost associated with BCSRIF expenses. Instead, recipients are asked to provide a statement of their general administrative costs, identifying the portion associated with the implementation of the BCSRIF project.
- Overhead costs incurred by a sub-contractor (i.e. between the recipient and their contractor) cannot be included in the 10% BCSRIF overhead; instead, it must be presented to BCSRIF in the budget table as part of the contractual fees.

All *in-kind* project costs must be expenses that are directly attributable to carrying out the project and must be included in the list of eligible BCSRIF program expenses.

Examples of in-kind project support expenses may include:

- laboratory, office or boardroom space;
- use of equipment or machinery (valued per hour or per day);
- loan of technical equipment (e.g. field equipment, electronic devices);
- materials and/or supplies;
- services (e.g. design work, laboratory services, administration/book-keeping, project management, management committee representation, or in-field activities such as riparian vegetation planting or monitoring undertaken by registered volunteers);
- provision of subject matter expertise (expert opinion/ guidance from consultants, government employees – including subject matter experts, Indigenous Knowledge holders or academics);
- volunteer time for project activities, project management or coordination or other professional services;
- incentives (e.g. discounts offered on purchased items and services);
- any other goods or services that directly contribute to covering the costs of the project.

To calculate in-kind costs, applicants must base their expense estimates on reasonable estimates.

Use salary rates, plus benefits/ payroll burden, that are commensurate to employment rates for similar work. Salary rates should be based on the amount of time allocated to the project which should be recorded. Note if there are specific rates that apply to a particular region or location.

Facility rental or other equipment or supply purchase rates must be estimated based on actual rates, which are likely to include supplier quotes (which should be attached to the funding application).

Incentives/discounts must be documented through supplier quotes.

Volunteer work may be estimated at a value not exceeding market rates for undertaking similar paid work.

Appendix 6: PROJECT WORK PLAN AND BUDGET EXAMPLES

1. PROJECT WORK PLAN

1.1. Project Details

1.1.1. Project Name: Tidal and Estuarine Marsh Restoration Projects in Lower Fraser River Areas

1.1.2. Applicant: West Coast Restoration Organization

1.1.3. Project Description:

This project will be undertaken in the lower Fraser River, an area that has been significantly impacted by population growth and development. Historical impacts from flood protection, agriculture, forestry, industry, urban development and other anthropogenic factors have resulted in negative effects on salmon and their habitats. Streams and wetlands have been especially heavily impacted, and salmon have lost up to 85% of their historical floodplain rearing and spawning habitats. Climate-related events are expected to exacerbate these impacts. The November 2021 atmospheric river event caused landslides, extensive erosion and subsequent excess sedimentation in the Fraser River and its associate tributaries, which has further damaged critical fish habitat. Restoration is needed to replace and recreate these lost fish habitat areas.

The overarching goal of this project is to restore two priority areas of Fraser River tidal/ estuarine habitats through the reconstruction of damaged critical salmon habitat. This project will focus on high priority rearing habitat areas for Fraser River salmon populations, other wild BC fish stocks and aquatic species.

This project will be led by **West Coast Restoration Organization** as a collaboration between several partners including, First Nations, universities, local municipalities, local stewardship groups, local school groups and interested public. The project aims to:

- Build scientific partnerships and foster innovative solutions to complex issues.
- Improve the resilience of key estuarine habitats and coastal flood control/flood protection infrastructure.
- Deliver two large scale habitat restoration projects; one located at the mouth of the Fraser River near the Strait of Georgia, and the other located upstream in a tidally-influenced area of the Fraser River near Abbotsford.
- Undertake scientific studies (data collection, monitoring, effectiveness research) regarding key elements of the project.

The habitation restoration project will have several primary outcomes:

1. Building resilience to climate change, project prioritization through consideration of climate impacts and fostering innovative solutions to areas most likely to be threatened by sea-level rise.
2. Restoration of estuarine habitat and tidal flows through removal of dikes, flood control infrastructure and other anthropogenic impediments in floodplain habitat that has been severely impacted by flooding events in the lower Fraser River. The project will primarily focus on the restoration of natural processes, including reconnection of freshwater-estuarine flows and restoration of natural sedimentation processes.
3. Facilitation of juvenile salmon passage to restored areas, including freshwater and tidal marsh habitats. Habitat restoration will include the excavation of tidally-influenced channels and seasonal over-wintering habitat.
4. Four (minimum) scientific research projects will be implemented and will augment the findings of the effectiveness monitoring program. Published articles, conference presentations and public communications will be held to relay the results of the innovative research from the projects ancillary scientific studies on fisheries restoration.

1.1 Annual Work Plan for 2023-24*

Annual Work Plan for 2023-24
<p>Activity 1: Baseline Monitoring and Field Research – Year 1</p> <p>Estimated Cost BCSRIF: \$204,922</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$250,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>In year 1, a monitoring program will be developed to initiate and conduct baseline monitoring for both restoration site #1 and #2. Specific project data from the baseline monitoring collected will augment work already undertaken by others and will be evaluated against relevant baseline available data sets collected in recent years through BCSRIF, other grant and contribution programs, governments, academic institutions and First Nations.</p> <p>At each project site baseline data (i.e., pre-restoration) will be collected. This data will be summarized and, along with previously collected data, compiled into one summary report per site. The baseline data will be reviewed with project partners, First Nations, and other stakeholders and input from the review process will be used to finalize monitoring objectives and plans for the next 2 years.</p> <p>The data collected will also be used to support work undertaken with academic partners to refine scientific research questions and evaluate the restoration methods.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Baseline data collection at all 3 sites; <ol style="list-style-type: none"> a. Site survey data and analysis including; <ol style="list-style-type: none"> i. Purchase and install in-situ monitoring equipment ii. Set up transect plots and standardized photographic locations iii. Undertake water quality sampling iv. Undertake surveys: detailed field topography, geophysical, hydrodynamic, sediment transport, vegetation including RTK survey of marsh leading edge v. Use LiDAR mounted drone to collect multispectral imagery, photogrammetry to characterize site conditions b. Obtain Scientific fish collection license; c. Undertake fish and benthic sampling; and d. Fish genetic analysis: procure laboratory services, undertake genetic analysis of fish tissue samples collected during fish sampling program – year 1. 2. Initiate effectiveness monitoring program; <ol style="list-style-type: none"> a. Facilitate meetings with partners to review summary baseline data reports and align data collection efforts and enable potential future comparisons of research data and compile advice/results of discussions (refer to Activity 2). b. Establish effectiveness monitoring program processes through finalized Terms of Reference/draft effectiveness monitoring plan. 3. Set up scientific research studies with academia; <ol style="list-style-type: none"> a. Confirm research topics and student selection b. Develop draft terms of reference for studies 4. Field crew safety training and procurement of field equipment. <p>Deliverables:</p> <ol style="list-style-type: none"> A. Location maps and summary reports showing results and analysis of baseline data on; <ol style="list-style-type: none"> i. site surveys/drone survey data ii. fish and benthic sampling data iii. fish genetic analysis iv. water quality data B. Copy of Scientific Fish Collection license and results; and C. Identify research topics and researchers; provide terms of reference (TOR) for scientific studies.

Annual Work Plan for 2023-24
<p>Activity 2: Engagement processes – Year 1</p> <p>Estimated Cost BCSRIF: \$71,890</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$50,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Develop comprehensive engagement plans to ensure that First Nations, project collaborators, partners, stakeholders and others are apprised of the project and have opportunity to ask questions and provide input to the project during the initial planning stages.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Establish oversight Management Committee to provide guidance related to all projects; <ol style="list-style-type: none"> a. Set up and hold meetings to brief on projects; ties to engagement plans. 2. Establish technical working groups for each project (scientific experts, local representatives and First Nations); <ol style="list-style-type: none"> a. Facilitate meetings with technical working groups. b. Contract independent experts to provide technical review of the projects. 3. Develop engagement plans and undertake engagement processes. Initiate engagement processes with stakeholders and others; hold workshops and meetings to discuss project(s) and obtain feedback; and 4. Facilitate collaboration, technical review and Indigenous Knowledge input in collaboration with First Nations. Identify capacity building opportunities. <p>Deliverables:</p> <ol style="list-style-type: none"> A. Management Committee Records of Discussion (RoD) including meeting dates, times, attendees, and summary of meeting discussions/recommendations. B. Submission of Technical Working Group Records of Discussion (RoD) including meeting dates, times, attendees, and summary of meeting discussions/recommendations. Identification of subject matter experts/qualifications and submission of written submissions or record of discussions related to the independent review of the projects. C. Submission of engagement plan. Submission of the RoD and results of all engagement sessions including meeting dates, times, attendees, and summary of meeting discussions/recommendations. D. Report regarding First Nations engagement, participation, communications and a summary of input to support project outcomes, including Indigenous Knowledge, as appropriate.
<p>Activity 3: Restoration Project #1 – Tidal Marsh Restoration (Planning Phase)</p> <p>Estimated Cost BCSRIF: \$93,890</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$120,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Develop comprehensive plans for undertaking each of the marsh restoration projects in years 2 and 3, including engineered prescriptions and drawings (field contouring, fish channel excavation), and revegetation plans. Obtain permits for work. Ensure all required regulatory processes are satisfied and undertake impact analysis for fish and other aquatic species, as well as wildlife (paid through other sources of funding), archaeological assessment, field reconnaissance.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Draft preliminary engineering designs, drawings, specifications and any associated reports for tidal marsh restoration for engagement purposes (refer above); <ol style="list-style-type: none"> a. Submit preliminary plans to BCSRIF for review 2. Prepare revegetation restoration plans; 3. Undertake Archaeological Impact Assessment (contract); 4. Determine project requirements and complete regulatory review processes/obtain all required project permits, including;

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<ul style="list-style-type: none"> a. Species At Risk Permit b. Water Sustainability Act Permit c. Vancouver-Fraser Port Authority project and environmental review process Municipal permits d. Other applicable federal or provincial regulatory reviews <p>5. Prepare Construction Environmental Management Plan, including construction signage with project information, project contact;</p> <p>6. Complete final engineering designs, drawings, and specifications for construction, submit for approvals;</p> <p>7. Scope and plan logistics (project management) for tidal marsh restoration project #1.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> A. Engineering preliminary engineering designs, drawings, specifications and any associated reports for tidal marsh restoration (for DFO input). B. Revegetation restoration plan. C. Archaeological Impact Assessment report and recommendations. D. Project permits, approvals, and/or results of regulatory review from relevant authorities. E. Construction Environmental Management Plan (CEMP). F. Submission of FINAL engineering designs, drawings, specifications and any associated reports. Signed contract with engineer/engineering firm.
<p>Activity 4: Project Management and Communications – Year 1</p> <p>Estimated Cost BCSRIF: \$83,990</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$50,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Provide the lead role in project management, technical oversight and communications related to the restoration projects. This includes contract procurement and oversight for consultants, construction operators, engagement coordinators, administration staff, partnering agencies, collaborative parties and others (e.g., volunteers). Secure staff for research studies, provide academic support. Coordinate training, health and safety needs, financial reporting, and financial management.</p> <p>Provide all project communications, including media management (publications, social media, website, newsletters), signage, education and outreach. Provide photo journal from each stage of the project and video of the project (short documentary) that highlights the project components (pre-, during and post-construction, and research), and discussing the overall benefits of the restoration projects.</p> <p>Tasks:</p> <ul style="list-style-type: none"> 1. Contract management (procurement processes: facilitate tender/ evaluate bids), HR management; 2. Coordinate year-end reporting (project reporting and financial); 3. Coordinate communications: postings in various media, photography, initiate filming documentary. Submit all external communications to BCSRIF for approval prior to public release; 4. Design, construct, and install project signage recognizing DFO as a key funder, while using appropriate federal identity standards; 5. Reporting to partners, funders and others. <p>Deliverables:</p> <ul style="list-style-type: none"> A. Submission of: <ul style="list-style-type: none"> i. Comprehensive reporting on year-end reporting narrative on the status of the project and progress/achievements to date. B. Links to social media posts or other online stories/websites. C. Sneak preview of initial (pre-construction) documentary video. D. Photo of the installed project signage.

1.2 Annual Work Plan for 2024-25

Annual Work Plan for 2024-25
<p>Activity 1: Effectiveness Monitoring and Field Research – Year 2</p> <p>Estimated Cost BCSRIF: \$162,947</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$250,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Year 2 effectiveness monitoring will be conducted based on the monitoring program established in Year 1. Pre-, during and post-construction monitoring will be conducted for the tidal marsh restoration project site #1, and baseline monitoring will continue a second year pre- and post-construction for the estuarine marsh restoration site #2. The data will be summarized and, along with previously collected data, compiled into one summary report per site.</p> <p>Ancillary scientific research undertaken by graduate students in collaboration with the field crews will further inform the analysis: additional field studies will be conducted during spring/summer and any lab analysis will be conducted in fall/winter. Areas of scientific research will be confirmed and work plans developed.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Continued data collection at all 3 sites including; <ol style="list-style-type: none"> a. Fish sampling b. Fish genetic analysis: procure laboratory services, undertake genetic analysis of fish tissue samples collected during fish sampling program – year 1 c. Benthic sampling d. Vegetation surveys (including invasive species) e. Water quality monitoring (including salinity monitoring) 2. Continue scientific research studies with academia; <ol style="list-style-type: none"> a. Confirm research topics and student selection b. Develop draft terms of reference and work plan for studies 3. Field crew training: small vessel operator proficiency (SVOP); other training as needed (e.g. First Aid, Swiftwater). <p>Deliverables:</p> <ol style="list-style-type: none"> A. Interim effectiveness report summary showing results and analysis of data which includes a summary of in-field work undertaken, summary of all data collected in year 2 (preliminary results), annotated photographs showing the works undertaken and a summary of challenges, risks or deficiencies. B. Copy of Scientific Fish Collection license and results. C. Terms of reference, work plan and preliminary results reporting for scientific studies (summary of project status & findings to date).
<p>Activity 2: Engagement processes – Year 2</p> <p>Estimated Cost BCSRIF: \$57,072</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$25,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Implement engagement plans to ensure that First Nations, project collaborators, partners, stakeholders and others are involved in and apprised of the project and have opportunities for input to the project during the planning and implementation stages.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Coordinate & facilitate Management Committee meetings; provide updates and seek guidance related to the projects; 2. Continue coordination and meetings of technical working groups for each project (scientific experts, local representatives and First Nations); <ol style="list-style-type: none"> a. Facilitate meetings with technical working groups b. Contract independent experts to provide any additional technical review of the projects during implementation

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<p>3. Continue engagement processes with stakeholders and others; hold workshops and meetings to discuss project(s) and obtain feedback;</p> <p>4. Facilitate collaboration, technical review and Indigenous Knowledge input with First Nation partners;</p> <p>5. Present projects to interested First Nations and organizations, possibly including field visits to project site.</p> <p>Deliverables:</p> <p>A. Management Committee Records of Discussion (RoD) including meeting dates, times, attendees, and summary of meeting discussions/ recommendations.</p> <p>B. Submission of Technical Working Group Records of Discussion (RoD) including meeting dates, times, attendees, and summary of meeting discussions/recommendations and identification of subject matter experts/qualifications and written submissions or record of discussions related to the independent review of the projects.</p> <p>C. Submission of the RoD and results of all engagement sessions including meeting dates, times, attendees, and summary of meeting discussions/recommendations.</p> <p>D. Report regarding First Nations engagement, participation, communications and a summary of input to support project outcomes, including Indigenous Knowledge, as appropriate.</p> <p>E. Engagement materials used to present project to external parties.</p>
<p>Activity 3: Restoration Project #1 – Tidal Marsh Restoration (Implementation Phase)</p> <p>Estimated Cost BCSRIF: \$1,152,672</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$400,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Undertake construction works base on the marsh restoration project plans developed in year 1. Monitor construction activities and provide on-site project management services.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Ensure all project requirements and regulatory review processes are completed and facilitate project revisions; 2. Mobilization, demobilization of equipment and undertake construction works; 3. Oversee contractors and construction works according to the finalized engineering designs, drawings, and specifications; 4. Coordinate logistics (project management) for tidal marsh restoration project #1; 5. Revegetation restoration; 6. Undertake site monitoring for tidal marsh restoration project #1: <ol style="list-style-type: none"> a. Project management oversight during construction b. Environmental monitoring c. Archeological monitoring d. Field review/ field inspection reports and summary observations <p>Deliverables:</p> <p>A. Final construction reports and as-built designs, drawings, specifications and any associated final reports for the tidal marsh restoration project site #1.</p> <p>B. Report providing a summary of works undertaken, any changes resulting from professional input, challenges, risks and deficiencies, and an interim assessment of functionality/ long-term sustainability.</p> <p>C. Date-stamped photo series compendium of site pre-, during and post-revegetation taken from same locale and perspective (each year).</p> <p>D. Summary of project monitoring results including: <ol style="list-style-type: none"> a. Fish/ wildlife savage reports b. Archaeological findings c. Construction environmental monitoring records, including date-stamped photos of the site pre-, during and post construction </p>

Annual Work Plan for 2024-25
<p>Activity 4: Restoration Project #2 – Estuarine Marsh Restoration (Planning Phase)</p> <p>Estimated Cost BCSRIF: \$102,172</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$50,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Develop comprehensive plans for undertaking an estuarine marsh restoration project in the lower Fraser River in year 3, including engineered prescriptions and drawings (field contouring, fish channel excavation), and revegetation plans. Obtain permits for work. Ensure all required regulatory processes are satisfied and undertake impact analysis for fish and other aquatic species, as well as wildlife (paid through other sources of funding), archaeological assessment, field reconnaissance.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Draft preliminary engineering designs, drawings, specifications and any associated reports for the estuarine marsh restoration project #2 (refer above); <ol style="list-style-type: none"> a. Submit preliminary plans to BCSRIF for review 2. Prepare revegetation restoration plans; 3. Undertake Archaeological Impact Assessment (contract); 4. Determine project requirements and complete regulatory review processes/ obtain all required project permits, including; <ol style="list-style-type: none"> a. Species At Risk Permit b. Water Sustainability Act Permit c. Vancouver-Fraser Port Authority project and environmental review process d. Municipal permits e. Other applicable federal or provincial regulatory reviews 5. Prepare Construction Environmental Management Plan, including construction signage with project information, project contacts; 6. Complete final engineering designs, drawings, and specifications for construction, submit for approvals; 7. Scope and plan logistics (project management) for the Fraser River estuarine marsh restoration project #2. <p>Deliverables:</p> <ol style="list-style-type: none"> A. Engineering preliminary engineering designs, drawings, specifications and any associated reports for tidal marsh restoration (for DFO input). B. Revegetation restoration plan. C. Archaeological Impact Assessment report and recommendations. D. Project permits, approvals, and/or results of regulatory review from relevant authorities. E. Construction Environmental Management Plan (CEMP). F. Submission of FINAL engineering designs, drawings, specifications and any associated reports. Signed contract with engineer/engineering firm.

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<p>Activity 5: Project Management and Communications – Year 2</p> <p>Estimated Cost BCSRIF: \$87,872</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$30,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Provide lead project management, technical oversight and communications related to the restoration projects. This includes contract procurement and oversight for consultants, construction operators, engagement coordinators, administration staff, partnering agencies, collaborative parties and others (e.g., volunteers). Oversee research studies; provide academic support. Coordinate training, health and safety needs, financial reporting, and financial management.</p> <p>Provide all project communications, including media management (publications, social media, website, newsletters), signage, education and outreach. Provide photo journal from each stage of the project and video of the project (short documentary) that highlights the project components (pre, during and post-construction, and research), and discussing the overall benefits of the restoration projects.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Coordinate year-end reporting (project reporting and financial); 2. Oversee contracts and coordinate communications: postings in various media, photography, initiate filming documentary. Submit all external communications to BCSRIF for approval prior to public release; 3. Post features story on the project on website, social media and local newspapers; 4. Design, construct, and install project signage recognizing DFO as a key funder, while using appropriate federal identity standards. <p>Deliverables:</p> <ol style="list-style-type: none"> A. Year-end and financial reporting as defined by the Contribution Agreement. B. Comprehensive overall project narrative to reporting on the status of the project and progress/achievements to date. C. Copies of, and links to, social media posts, other online stories/websites or newspapers. D. Sneak preview of documentary video footage from year 2. E. Photo of the installed project signage.

1.3 Annual Work Plan for 2025-26

Annual Work Plan for 2025-26
<p>Activity 1: Effectiveness Monitoring and Field Research – Year 3</p> <p>Estimated Cost BCSRIF: \$154,115</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$150,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Effectiveness monitoring will be conducted based on the monitoring programs established in Years 1 and 2. Year 3 effectiveness monitoring will be conducted for the tidal marsh restoration project site #1, and pre-, during and post-construction monitoring will be conducted for the estuarine marsh restoration project site #2. The data will be summarized and, along with previously collected data, compiled into one summary report per site.</p> <p>Field research activities will continue to be conducted based on the monitoring programs established in Years 1 and 2. Ancillary scientific research undertaken by graduate students in collaboration with the field crews will further inform the analysis of project success; any additional field studies will be conducted during spring/summer and any lab analysis will be conducted in fall/winter.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Continued data collection at all 3 sites including; <ol style="list-style-type: none"> a. Fish sampling b. Fish genetic analysis: procure laboratory services, undertake genetic analysis of fish tissue samples collected during fish sampling program – year 1 c. Benthic sampling d. Vegetation surveys (including invasive species) e. Water quality monitoring (including salinity monitoring) 2. Continue scientific research studies with academia; <ol style="list-style-type: none"> a. Draft reports for peer-review <p>Deliverables:</p> <ol style="list-style-type: none"> A. Effectiveness monitoring report summary showing results and analysis of data which includes a summary of in-field work undertaken, summary of all data collected, annotated photographs showing the works undertaken and a summary of challenges, risks or deficiencies. B. Copy of Scientific Fish Collection license and results. C. Copy of draft or final reports for peer-review (and/or published research study, if available). Copies of any research materials presented at conferences or other events; advise BCSRIF of conference participation in advance.
<p>Activity 2: Engagement processes – Year 3</p> <p>Estimated Cost BCSRIF: \$48,240</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$10,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Implement engagement plans to ensure that First Nations, project collaborators, partners, stakeholders and others are involved in and apprised of the project and have opportunities for input to the project during the planning and implementation stages.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Coordinate & facilitate Management Committee meetings; provide updates and seek guidance related to the projects; 2. Continue coordination and meetings of technical working groups for each project (scientific experts, local representatives and First Nations); <ol style="list-style-type: none"> a. Facilitate meetings with technical working groups b. Contract independent experts to provide any additional technical review of the projects during implementation 3. Continue engagement processes with stakeholders and others; hold workshops and meetings to discuss project(s) and obtain feedback;

Annual Work Plan for 2025-26
<p>4. Facilitate collaboration, technical review and Indigenous Knowledge input with First Nations;</p> <p>5. Present projects to interested First Nations and organizations, possibly including field visits to project site.</p> <p>Deliverables:</p> <p>A. Management Committee Records of Discussion (RoD) including meeting dates, times, attendees, and summary of meeting discussions/ recommendations.</p> <p>B. Submission of Technical Working Group Records of Discussion (RoD) including meeting dates, times, attendees, and summary of meeting discussions/recommendations. Identification of subject matter experts/qualifications and submission of written submissions or record of discussions related to the independent review of the projects.</p> <p>C. Submission of the RoD and results of all engagement sessions including meeting dates, times, attendees, and summary of meeting discussions/ recommendations.</p> <p>D. Report regarding First Nations engagement, participation, communications and a summary of input to support project outcomes, including Indigenous Knowledge, as appropriate.</p> <p>E. Engagement materials used to present project to external parties.</p>
<p>Activity 3: Restoration Project #2 – Estuarine Marsh Restoration (Implementation Phase)</p> <p>Estimated Cost BCSRIF: \$1,583,840</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$400,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Undertake construction works base on the marsh restoration project plans developed in year 1. Monitor construction activities and provide on-site project management services.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Ensure all project requirements and regulatory review processes are completed and facilitate project revisions; 2. Mobilization, demobilization of equipment and undertake construction works; 3. Oversee contractors and construction works according to the finalized engineering designs, drawings, and specifications; 4. Revegetation restoration; 5. Coordinate logistics (project management) for tidal marsh restoration project #1; 6. Undertake site monitoring for tidal marsh restoration project #1; <ol style="list-style-type: none"> a. Project management oversight during construction b. Environmental monitoring c. Archeological monitoring d. Field review/ field inspection reports and summary observations <p>Deliverables:</p> <p>A. Final construction reports and as-built designs, drawings, specifications and any associated final reports for the tidal marsh restoration project site #1.</p> <p>B. Report providing a summary of works undertaken, any changes resulting from professional input, challenges, risks and deficiencies, and an interim assessment of functionality/ long-term sustainability.</p> <p>C. Date-stamped photo series compendium of site pre-, during and post-revegetation taken from same locale and perspective (each year).</p> <p>D. Summary of project monitoring results including: <ol style="list-style-type: none"> a. Fish/ wildlife savage reports b. Archaeological findings c. Construction environmental monitoring records, including date-stamped photos of the site pre-, during and post construction </p>

Annual Work Plan for 2025-26
<p>Activity 4: Project Management and Communications – Year 3</p> <p>Estimated Cost BCSRIF: \$79,040</p> <p>Estimated Cost ALL OTHER FUNDING SOURCES: \$50,000</p> <p>Start and End dates: April 1, 2023 – March 31, 2024</p> <p>General Description of the Activity:</p> <p>Provide lead project management, technical oversight and communications related to the restoration projects. This includes contract procurement and oversight for consultants, construction operators, engagement coordinators, administration staff, partnering agencies, collaborative parties and others (e.g., volunteers). Oversee research studies; provide academic support. Coordinate training, health and safety needs, financial reporting, and financial management.</p> <p>Provide all project communications, including media management (publications, social media, website, newsletters), signage, education and outreach. Provide photo journal from each stage of the project and video of the project (short documentary) that highlights the project components (pre, during and post-construction, and research), and discussing the overall benefits of the restoration projects.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Coordinate year-end reporting (project reporting and financial); 2. Oversee contracts and coordinate communications: postings in various media, photography, initiate filming documentary. Submit all external communications to BCSRIF for approval prior to public release; 3. Attend and present project at scientific/environment-focused conferences (x2); 4. Design, construct, and install project signage for site #2 recognizing DFO as a key funder, while using appropriate federal identity standards. <p>Deliverables:</p> <ol style="list-style-type: none"> A. Year-end and financial reporting as defined by the Contribution Agreement. B. Comprehensive overall project narrative and final reporting on projects and program accomplishments. C. Copies of, and links to, social media posts or other online stories/websites. D. Sneak preview of documentary video footage from year 2. E. Photo of the installed project signage for project site #2. F. Pre-conference registration notification and confirmation to BCSRIF with conference dates/presentation time (once confirmed). Copies of presentation materials delivered and summary of any other proceedings related to the results of this project (e.g. poster, technical discussions, etc.).

2.0 BUDGET

2.1 BCSRIF Projected Expenditures for 2023-24

Budget 2023-24		
Expense category	Expense description	\$ Requested from BCSRIF
1	Salaries, wages, and other labour including mandatory employer benefits	\$ 116,000
	<p>ACTIVITY 1: Baseline Monitoring/Field Research – Year 1</p> <p>Project Manager for project/fieldwork planning and oversight, project management, collaboration with academic partners to identify grad students, data analysis, participate in partner meetings, develop ToR for monitoring programs (\$400/day x 40d) = \$16,000</p> <p>Junior program manager to assist with development of ToR, draft reports, attend collaboration meetings and support effectiveness monitoring program development (\$300/day x 40d) = \$12,000</p> <p>Senior biologist to develop effectiveness monitoring program, lead monitoring and field studies (\$400/day x 20d) = \$8,000</p> <p>Activity 1 total = \$36,000</p> <p>ACTIVITY 2: Engagement processes – Year 1</p> <p>Project manager to provide oversight and lead engagement activities (\$400/day x 10d) = \$4,000</p> <p>Engagement coordinator to facilitate meetings, develop engagement plans, and support engagement processes (\$300/day x 10d) = \$3,000</p> <p>First Nations engagement coordinator to facilitate collaboration, develop engagement plans, provide technical review, Indigenous Knowledge input, and work with nations to identify and provide opportunities for capacity building (\$300/day x 10d) = \$3,000</p> <p>Activity 2 total = \$10,000</p> <p>ACTIVITY 3: Restoration Project #1 – Tidal Marsh Restoration (Planning Phase)</p> <p>Project Director for project planning and management, coordinate engineering discussions, complete regulatory and permitting processes, lease agreements, coordinate field work and monitoring, provide contractor coordination and liaison, lead and review report writing, facilitate.</p> <p>Management & Technical Committee project reviews (\$400/day x 40d) = \$16,000</p> <p>Project technician to assist Project Director and support listed activities above (\$300/day x 30d) = \$9,000</p> <p>Activity 3 total = \$25,000</p> <p>ACTIVITY 4: Project Management and Communications – Year 1</p> <p>Program manager to negotiate with regulators and contractors as needed to keep program on track, oversee training programs and financial management activities (\$400/day x 30d) = \$12,000</p>	

Budget 2023-24		
Expense category	Expense description	\$ Requested from BCSRIF
	<p>Financial manager to facilitate contract and procurement processes complete quarterly financial projects, resolve budget and timeline constraints, general administration (\$400/day x 30d) = \$12,000</p> <p>Junior finance program manager to assist with contracts, database management, financial tracking, reporting (\$300/day x 30d) = \$9,000</p> <p>Communications manager to develop all media related materials, coordinate videography, signage, education and outreach project elements (\$400/day x 30d) = \$12,000</p> <p>Activity 4 total = \$45,000</p>	
2	<p>Professional, technical, and other contracted services</p> <p>ACTIVITY 1: Baseline Monitoring/Field Research – Year 1</p> <p>Geophysical/hydrodynamic/sediment transport survey (contract - consultant flat fee/year) = \$20,000</p> <p>Lidar/topographic drone survey (contract – consultant flat fee/year) = \$15,000</p> <p>Fish and vegetation biological surveys; effectiveness monitoring program development and monitoring report support; professional support during engagement processes (contract – consultant flat fee/year) = \$15,000</p> <p>Vessel charter and operator for site visits (60hrs x \$150/hr) = \$9,000</p> <p>Lab costs for fish genetic analysis = \$15,000</p> <p>Research contracts for scientific studies (flat fee) 4 x \$2,500/mo = 10,000</p> <p>Activity 1 total = \$84,000</p> <p>ACTIVITY 2: Engagement processes – Year 1</p> <p>Facilitator contract for engagement sessions (contract – \$2,500 consultant flat fee for 4 sessions) = \$10,000</p> <p>First Nations support for field reconnaissance, technical review of project, and provision of Indigenous Knowledge (\$5,000 x 3 Nations) = \$15,000</p> <p>Activity 2 total = \$25,000</p> <p>ACTIVITY 3: Restoration Project #1 – Tidal Marsh Restoration (Planning Phase)</p> <p>Project Engineering: development of preliminary and final engineering designs, drawings and specifications, develop CEMP, provide expertise for project logistics, professional support for engagement processes, permitting support, construction contract tendering and review, supervision, and post construction reporting (contract – flat fee) = \$40,000</p> <p>Archeological Impact Assessment for project 1 (15 days x \$1,000/day) = \$15,000</p>	\$ 194,000

Budget 2023-24			
Expense category		Expense description	\$ Requested from BCSRIF
		Riparian revegetation specialist to develop revegetation restoration plan (contract – flat fee) = \$10,000 Activity 3 total = \$65,000 ACTIVITY 4: Project Management and Communications – Year 1 Communications services for social media posts, website development, blog posts, coordination of mail communications and updates, preparation of photo logs, development of featurette videos (\$2,500/4-month period x 2 staff) = \$5,000 Videographer for documentary film production and professional photos (contract) = \$15,000 Activity 4 total = \$20,000	
3	Conferences and meetings		\$
4	Training	Activity 2: Senior Biologist to train field teams for monitoring and revegetation work (3 sessions @ \$2,000/session) = \$6,000 Field crew safety training (x8 pers) X \$2,500 = \$20,000	\$ 26,000
5	Rental, lease, or charter of office space, a room, set of rooms, building, and/or facilities	ACTIVITY 2: Rental of conference rooms for engagement and stakeholder/public meetings (x6) @ \$1,500 per = \$9,000	\$ 9,000
6	Construction and related costs		\$
7	Purchase or rental of machinery and equipment	ACTIVITY 1: Baseline Monitoring/Field Research – Year 1 Equipment rental: specialized RTK for baseline high-precision mapping of marsh perimeter & islands (\$400/day x 5 days) = \$2,000	\$ 2,000
8	Maintenance and repair		\$
9	Materials and supplies	ACTIVITY 1: Baseline Monitoring/Field Research – Year 1 Procurement of sampling equipment and field supplies for effectiveness monitoring team - Nets (x4) = \$10,000 - Waders (x8) = \$4,000 - Misc field supplies (e.g., fish handling equipment, totes, safety kits, life jackets, notebooks, bubblers, batteries) = \$5,000 - Turbidity loggers: 4 Trimeter Turbidity Sonde sensors (with battery packs, optional temperature sensors, optional depth sensors, cable & software, replacement wiper kits, calibration solution) = \$30,000 - Fabricated logger boxes for turbidity loggers (4) = \$2,000 - Supplies for monitoring transects (e.g. wooden stakes, PVC stakes, sediment tiles, tape) = \$2,000 - Depth of disturbance rods = \$1,000 - Installation/construction materials (hardware, lumber, etc.) = \$1,000	\$ 55,000

Budget 2023-24			
Expense category		Expense description	\$ Requested from BCSRIF
10	Insurance expenses related to activities under the Agreement		\$
11	Fees associated with construction or operating licenses		\$
12	Fees associated with attendance or presentation at conferences, symposia, workshops, meetings, or expositions		\$
13	Travel and related costs, consistent with the National Joint Council's Travel Directive	<p>ACTIVITY 1: Baseline Monitoring/Field Research – Year 1</p> <p>Vehicular travel to and from project sites for fieldwork associated with effectiveness monitoring and research, site visits (total of 2,700 km @ \$0.525/km) = \$1,418</p> <p>Tidal restoration site #1: 50d x 100 km/d x \$0.525/km = \$2,625</p> <p>Estuarine restoration site #2: 25d x 100 km/d x \$0.525/km = \$1,313</p>	\$ 5,356
14	Publishing services		\$
15	Printing and imaging services	<p>ACTIVITY 4: Program Management and Project Communications – Year 1</p> <p>Brochure design and printing (contract) = \$4,000</p> <p>Signage design (contract) = \$2,000</p>	\$ 6,000
16	Postage, freight, express, and cartage		\$
17	Telecommunication services, communications/network services		\$
18	Shipping, printing, publishing, and dissemination costs		\$
19	Communications research services		\$
20	Costs or fees associated with obtaining eco-certification or similar accreditation		\$
21	Administrative overhead up to 10 percent of all other eligible costs (annual budgeted eligible costs x 1.10 x (0.10))	Project administration including processing payments to contractors, HR oversight, payroll management, IT systems, Corporate risk and legal review, insurance accounting staff support (purchasing/invoices/payments), office space, office supplies, office space maintenance, phone/internet.	\$ 41,336
Total			\$ 454,692

2.2 BCSRIF Projected Expenditures for 2024-25

Budget 2024-25		
Expense category	Expense description	\$ Requested from BCSRIF
1	Salaries, wages, and other labour including mandatory employer benefits	<p>ACTIVITY 1: Effectiveness Monitoring/Field Research – Year 2</p> <p>Project Manager for project/fieldwork planning and oversight, project management, collaboration with academic partners to identify grad students, data analysis, participate in partner meetings, develop ToR for monitoring programs (\$400/day x 20d) = \$8,000</p> <p>Junior program manager to assist with development of ToR, draft reports, attend collaboration meetings and support effectiveness monitoring program development (\$300/day x 20d) = \$6,000</p> <p>Senior biologist to implement effectiveness monitoring program, lead monitoring and field studies (\$400/day x 20d) = \$8,000</p> <p>Activity 1 total = \$22,000</p> <p>ACTIVITY 2: Engagement processes – Year 2</p> <p>Project manager to provide oversight and lead engagement activities (\$400/day x 10d) = \$4,000</p> <p>Engagement coordinator to facilitate meetings, develop engagement plans, and undertake engagement processes (\$300/day x 10d) = \$3,000</p> <p>First Nations engagement coordinator to facilitate collaboration, develop engagement plans, provide technical review, Indigenous Knowledge input, and work with nations to identify and provide capacity building (\$300/day x 10d) = \$3,000</p> <p>Activity 2 total = \$10,000</p> <p>ACTIVITY 3: Restoration Project #1 – Tidal Marsh Restoration (Implementation Phase)</p> <p>Project Director to oversee project construction management, coordinate engineering discussions, complete regulatory and permitting processes, lease agreements, coordinate field work and monitoring, provide contractor coordination and liaison, lead and review report writing, and facilitate Management & Technical Committee project reviews (\$400/day x 40d) = \$16,000</p> <p>Junior Project Manager to assist Project Director and support listed activities above (\$300/day x 30d) = \$9,000</p> <p>Activity 3 total = \$25,000</p> <p>ACTIVITY 4: Restoration Project #2 – Estuarine Marsh Restoration (Planning Phase)</p> <p>Project Director to oversee project construction management, coordinate engineering discussions, complete regulatory and permitting processes, lease agreements, coordinate field work and monitoring, provide contractor coordination and liaison, facilitate report writing, and facilitate (\$400/day x 20d) = \$8,000</p>

Budget 2024-25		
Expense category	Expense description	\$ Requested from BCSRIF
	<p>Management & Technical Committee project reviews (\$400/day x 40d) = \$16,000</p> <p>Project technician support to assist Project Director (per above) (\$300/day x 30d) = \$9,000</p> <p>Activity 4 total = \$33,000</p> <p>ACTIVITY 5: Project Management and Communications – Year 2</p> <p>Program manager to negotiate with regulators and contractors as needed to keep program on track, oversee training programs and financial management activities (\$400/day x 30d) = \$12,000</p> <p>Financial manager to facilitate contract and procurement processes complete quarterly financial projects, resolve budget and timeline constraints, general administration (\$400/day x 30d) = \$12,000</p> <p>Junior finance program manager to assist with contracts, database management, financial tracking, reporting (\$300/day x 30d) = \$9,000</p> <p>Communications manager to develop all media related materials, coordinate videography, signage, education and outreach project elements (\$400/day x 30d) = \$12,000</p> <p>Activity 5 total = \$45,000</p>	
2	<p>Professional, technical, and other contracted services</p> <p>ACTIVITY 1: Effectiveness Monitoring/ Field Research – Year 2</p> <p>Geophysical/hydrodynamic/sediment transport survey (contract - consultant flat fee/year) = \$20,000</p> <p>Lidar/topographic drone survey (contract – consultant flat fee/year) = \$15,000</p> <p>Fish and vegetation biological surveys; effectiveness monitoring program development and monitoring report support; professional support during engagement processes (contract – consultant flat fee/year) = \$15,000</p> <p>Vessel charter and operator for site visits (60hrs x \$150/hr) = \$9,000</p> <p>Lab costs for fish genetic analysis = \$15,000</p> <p>Research contracts for scientific studies (flat fee) 4 x \$2,500/mo = 10,000</p> <p>Activity 1 total = \$84,000</p> <p>ACTIVITY 2: Engagement processes – Year 2</p> <p>Facilitator contract for engagement sessions (contract – \$2,500 consultant flat fee for 4 sessions) = \$10,000</p> <p>First Nations support for field reconnaissance, technical review of project, and provision of Indigenous Knowledge (\$5,000 x 3 Nations) = \$15,000</p> <p>Activity 2 total = \$25,000</p>	\$ 264,000

Budget 2024-25		
Expense category	Expense description	\$ Requested from BCSRIF
	<p>ACTIVITY 3: Tidal Marsh Restoration Project #1 (Implementation Phase) – Year 2</p> <p>Engineering contracts for final engineering designs, drawings and specifications, permitting support, construction contract tendering and review, for project management, design revision, implementation of CEMP, construction support, construction supervision, professional surveys, and post construction reporting = \$40,000</p> <p>Project environmental monitoring and archaeological monitoring during construction (contracts) = \$30,000</p> <p>Activity 3 total = \$70,000</p> <p>ACTIVITY 4: Restoration Project #2 – Estuarine Marsh Restoration (Planning Phase)</p> <p>Project Engineering: development of preliminary and final engineering designs, drawings and specifications, develop CEMP, provide expertise for project logistics, professional support for engagement processes, permitting support, construction contract tendering and review, supervision, and post construction reporting (contract – flat fee) = \$40,000</p> <p>Archeological Impact Assessment (15 days x \$1,000/day) = \$15,000</p> <p>Riparian revegetation specialist to develop revegetation restoration plan (contract – flat fee) = \$10,000</p> <p>Activity total 4 = \$65,000</p> <p>ACTIVITY 5: Project Management and Communications – Year 2</p> <p>Communications services for social media posts, website development, blog posts, coordination of mail communications and updates, preparation of photo logs, development of featurette videos (\$2,500/4-month period x 2 staff) = \$5,000</p> <p>Videographer and professional editor for production of documentary film and professional photos for reports (contract) = \$15,000</p> <p>Activity 5 total = \$20,000</p>	
3	<p>Conferences and meetings</p>	<p>ACTIVITY 2: Engagement processes – Year 2</p> <p>Expenses related to conference audio/visual supplies rental</p> <p>\$ 2,000</p>
4	<p>Training</p>	<p>ACTIVITY 1: Baseline Monitoring/Field Research – Year 2</p> <p>Senior Biologist to train field teams for monitoring and revegetation work (3 sessions @ \$2,000/session) = \$6,000</p> <p>Field crew safety training (x8 ppl) X \$2,500 = \$20,000</p> <p>SVOP (vessel operator training (x2 ppl) = \$5,000</p> <p>\$ 26,000</p>

Budget 2024-25			
Expense category		Expense description	\$ Requested from BCSRIF
5	Rental, lease, or charter of office space, a room, set of rooms, building, and/or facilities	ACTIVITY 2: Engagement processes – Year 2 Rental of conference rooms for engagement and stakeholder/public meetings (x6) @ \$1,500 per = \$9,000 Boat slip rental (moorage) for 6 months = \$3,000	\$ 12,000
6	Construction and related costs	ACTIVITY 3: Restoration Project #1 – Tidal Marsh Restoration (Implementation Phase) Construction contract including costs related to excavation work, material removal, purchase and placement of rock, erosion protection, building fisheries features, as-built surveys and reporting, signage installation (contractor costs) = \$850,000 Revegetation restoration contract implementation including, revegetation and management/removal/treatment of invasive plant species (contract cost) = \$100,000	\$ 950,000
7	Purchase or rental of machinery and equipment	ACTIVITY 1: Effectiveness Monitoring/ Field Research – Year 1 Equipment rental: specialized RTK for baseline high-precision mapping of marsh perimeter & islands (\$400/day x 5 days) = \$2,000	\$ 2,000
8	Maintenance and repair		\$
9	Materials and supplies	ACTIVITY 1: Effectiveness Monitoring/Field Research – Year 2 Procurement of sampling equipment and field supplies for effectiveness monitoring team - Waders (x4) = \$2,000 - Misc field supplies (e.g., fish handling equipment, totes, safety kits, life jackets, notebooks, bubblers, batteries) = \$5,000 - Supplies for monitoring transects (e.g. wooden stakes, PVC stakes, sediment tiles, tape) = \$2,000 - Depth of disturbance rods = \$1,000 - Installation/construction materials (hardware, lumber, etc.) = \$1,000	\$ 11,000
10	Insurance expenses related to activities under the Agreement		\$
11	Fees associated with construction or operating licenses		\$
12	Fees associated with attendance or presentation at conferences, symposia, workshops, meetings, or expositions	ACTIVITY 5: Program Management and Project Communications – Year 2 Fees and expenses associated with attending and presenting projects at conferences (2 pers x 3 conferences each @ \$1,000/conference)	\$ 6,000

Budget 2024-25			
Expense category		Expense description	\$ Requested from BCSRIF
13	Travel and related costs, consistent with the National Joint Council's Travel Directive	<p>ACTIVITY 1: Effectiveness Monitoring/Field Research – Year 2</p> <p>Vehicular travel to and from project sites for fieldwork associated with effectiveness monitoring and research, site visits (Total of 2,700 km @ \$0.525/km) = \$1,418</p> <p>Tidal restoration site #1: 50d x 100 km/d x \$0.525/km = \$2,625</p> <p>Estuarine restoration site #2: 50 d x 100 km/d x \$0.525/km = \$2,625</p>	\$ 6,668
14	Publishing services		\$
15	Printing and imaging services	<p>ACTIVITY 5: Program Management and Project Communications – Year 2</p> <p>Media and publication materials printing (contract) = \$4,000</p> <p>Signage production = \$2,000</p>	\$ 6,000
16	Postage, freight, express, and cartage		\$
17	Telecommunication services, communications/network services		\$
18	Shipping, printing, publishing, and dissemination costs		\$
19	Communications research services		\$
20	Costs or fees associated with obtaining eco-certification or similar accreditation		\$
21	Administrative overhead up to 10 percent of all other eligible costs	Project administration including processing payments to contractors, HR oversight, payroll management, IT systems, Corporate risk and legal review, insurance accounting staff support (purchasing/invoices/payments), office space, office supplies, office space maintenance, phone/internet.	\$ 142,067
Total			\$ 1,562,735

2.3 BCSRIF Projected Expenditures for 2025-26

Budget 2025-26		
Expense category	Expense description	\$ Requested from BCSRIF
1	Salaries, wages, and other labour including mandatory employer benefits	<p>ACTIVITY 1: Effectiveness Monitoring/Field Research – Year 3</p> <p>Project Manager for project/fieldwork planning and oversight, project management, collaboration with academic partners to identify grad students, data analysis, participate in partner meetings, develop ToR for monitoring programs (\$400/day x 20d) = \$8,000</p> <p>Junior program manager to assist with development of ToR, draft reports, attend collaboration meetings and support effectiveness monitoring program development (\$300/day x 20d) = \$6,000</p> <p>Senior biologist to implement effectiveness monitoring program, lead monitoring and field studies (\$400/day x 20d) = \$8,000</p> <p>Activity 1 total = \$22,000</p> <p>ACTIVITY 2: Engagement processes – Year 3</p> <p>Project manager to provide oversight and lead engagement activities (\$400/day x 10d) = \$4,000</p> <p>Engagement coordinator to facilitate meetings, develop engagement plans, and undertake engagement processes (\$300/day x 10d) = \$3,000</p> <p>First Nations engagement coordinator to facilitate collaboration, develop engagement plans, provide technical review, Indigenous Knowledge input, and work with nations to identify and provide capacity building (\$300/day x 10d) = \$3,000</p> <p>Activity 2 total = \$10,000</p> <p>ACTIVITY 3: Restoration Project #2 – Tidal Marsh Restoration (Implementation Phase)</p> <p>Project Director to oversee project construction management, coordinate engineering discussions, complete regulatory and permitting processes, lease agreements, coordinate field work and monitoring, provide contractor coordination and liaison, lead and review report writing, and facilitate Management & Technical Committee project reviews (\$400/day x 40d) = \$16,000</p> <p>Junior Project Manager to assist Project Director and support listed activities above (\$300/day x 30d) = \$9,000</p> <p>Activity 3 total = \$25,000</p> <p>ACTIVITY 4: Project Management and Communications – Year 3</p> <p>Program manager to negotiate with regulators and contractors as needed to keep program on track, oversee training programs and financial management activities (\$400/day x 30d) = \$12,000</p> <p>Financial manager to facilitate contract and procurement processes complete quarterly financial projects, resolve budget and timeline constraints, general administration (\$400/day x 30d) = \$12,000</p> <p>Junior finance program manager to assist with</p>

Budget 2025-26		
Expense category	Expense description	\$ Requested from BCSRIF
	<p>contracts, database management, financial tracking, reporting (\$300/day x 30d) = \$9,000</p> <p>Communications manager to develop all media related materials, coordinate videography, signage, education and outreach project elements (\$400/day x 30d) = \$12,000</p> <p>Activity 4 total = \$45,000</p>	
2	<p>Professional, technical, and other contracted services</p> <p>ACTIVITY 1: Effectiveness Monitoring/Field Research – Year 3</p> <p>Geophysical/hydrodynamic/sediment transport survey (contract - consultant flat fee/year) = \$20,000</p> <p>Lidar/topographic drone survey (contract – consultant flat fee/year) = \$15,000</p> <p>Fish and vegetation biological surveys; effectiveness monitoring program development and monitoring report support; professional support during engagement processes (contract – consultant flat fee/year) = \$15,000</p> <p>Vessel charter and operator for site visits (60hrs x \$150/hr) = \$9,000</p> <p>Lab costs for fish genetic analysis = \$15,000</p> <p>Research contracts for scientific studies (flat fee) 4 x \$2,500/mo = 10,000</p> <p>Activity 1 total = \$84,000</p> <p>ACTIVITY 2: Engagement processes – Year 3</p> <p>Facilitator contract for engagement sessions (contract – \$2,500 consultant flat fee for 4 sessions) = \$10,000</p> <p>First Nations support for field reconnaissance, technical review of project, and provision of Indigenous Knowledge (\$5,000 x 3 Nations) = \$15,000</p> <p>Activity 2 total = \$25,000</p> <p>ACTIVITY 3: Restoration Project #2 – Estuarine Marsh Restoration (Implementation Phase)</p> <p>Engineering contracts for final engineering designs, drawings and specifications, permitting support, construction contract tendering and review, for project management, design revision, implementation of CEMP, construction support, construction supervision, professional surveys, and post construction reporting = \$40,000</p> <p>Project environmental monitoring and archaeological monitoring during construction (contracts) = \$30,000</p> <p>Activity 3 total = \$70,000</p> <p>ACTIVITY 4: Project Management and Communications – Year 3</p> <p>Communications services for social media posts, website development, blog posts, coordination of mail communications and updates, preparation of photo logs, development of featurette videos (\$2,500/4-month period x 2 staff) = \$5,000</p>	\$ 199,000

Budget 2025-26			
Expense category		Expense description	\$ Requested from BCSRIF
		Videographer and professional editor for production of documentary film and professional photos for reports (contract) = \$15,000 Activity 4 total = \$20,000	
3	Conferences and meetings	ACTIVITY 2: Engagement processes – Year 2 Expenses related to conference audio/visual supplies rental	\$ 2,000
4	Training	ACTIVITY 1: Effectiveness Monitoring/ Field Research – Year 3 Field crew safety training (x2 pers) X \$2,500 = \$5,000	\$ 5,000
5	Rental, lease, or charter of office space, a room, set of rooms, building, and/or facilities	ACTIVITY 2: Rental of conference rooms for engagement and stakeholder/ public meetings (x6) @ \$1,500 per = \$9,000 Boat slip rental (moorage) for 6 months = \$3,000	\$ 12,000
6	Construction and related costs	ACTIVITY 3: Restoration Project #2 – Estuarine Marsh Restoration (Implementation Phase) Construction contract including costs related to removal of obstructions (dam), excavation work, material removal, purchase and placement of rock, as-built surveys and reporting (contract cost) = \$1,200,000 Revegetation restoration contract implementation including, revegetation and management/removal/treatment of invasive plant species (contract cost) = \$150,000	\$ 1,350,000
7	Purchase or rental of machinery and equipment	ACTIVITY 1: Effectiveness Monitoring/Field Research – Year 3 Equipment rental: specialized RTK for baseline high-precision mapping of marsh perimeter & islands (\$400/day x 5 days) = \$2,000	\$ 2,000
8	Maintenance and repair		\$
9	Materials and supplies	ACTIVITY 1: Effectiveness Monitoring/Field Research – Year 3 Procurement of sampling equipment and field supplies for effectiveness monitoring and research teams - Misc field supplies (e.g. fish handling equipment, totes, safety kits, life jackets, notebooks, bubblers, batteries) = \$5,000	\$ 5,000
10	Insurance expenses related to activities under the Agreement		\$
11	Fees associated with construction or operating licenses		\$
12	Fees associated with attendance or presentation at conferences, symposia, workshops, meetings, or expositions	ACTIVITY 4: Project Communications – Year 3 Fees and expenses associated with attending conferences and meetings (2 pers x 3 conferences each @ \$1,000/conference)	\$ 6,000

Budget 2025-26			
Expense category		Expense description	\$ Requested from BCSRIF
13	Travel and related costs, consistent with the National Joint Council's Travel Directive	<p>ACTIVITY 1: Effectiveness Monitoring/Field Research – Year 3</p> <p>Vehicular travel to and from project sites for fieldwork associated with effectiveness monitoring and research, site visits (Total of 2,700 km @ \$0.525/km) = \$1,418</p> <p>Tidal restoration site #1: 50d x 100 km/d x \$0.525/km = \$2,625</p> <p>Estuarine restoration site #2: 50 d x 100 km/d x \$0.525/km = \$2,625</p>	\$ 6,668
14	Publishing services		\$
15	Printing and imaging services	<p>ACTIVITY 4: Program Management and Project Communications – Year 3</p> <p>Media and publication materials printing (contract) = \$4,000</p> <p>Signage production = \$2,000</p>	\$ 6,000
16	Postage, freight, express, and cartage		\$
17	Telecommunication services, communications/network services		\$
18	Shipping, printing, publishing, and dissemination costs		\$
19	Communications research services		\$
20	Costs or fees associated with obtaining eco-certification or similar accreditation		\$
21	Administrative overhead up to 10 percent of all other eligible costs	Project administration including processing payments to contractors, HR oversight, payroll management, IT systems, Corporate risk and legal review, insurance accounting staff support (purchasing/invoices/payments), office space, office supplies, office space maintenance, phone/internet.	\$ 169,567
Total			\$ 1,865,235

3.0 ACTIVITIES

3.1 Annual Work Plan for 2023-24

Activity #	1	2	3	4	Total
Estimated Cost BCSRIF	\$204,922	\$71,890	\$93,890	\$83,990	\$454,692
Estimated Cost Other Funding Sources	\$250,000	\$50,000	\$120,000	\$50,000	\$470,000

3.2 Annual Work Plan for 2024-25

Activity #	1	2	3	4	5	Total
Estimated Cost BCSRIF	\$162,947	\$57,072	\$1,152,672	\$102,172	\$87,872	\$1,562,735
Estimated Cost Other Funding Sources	\$250,000	\$25,000	\$400,000	\$50,000	\$30,000	\$755,000

3.3 Annual Work Plan for 2025-26

Activity #	1	2	3	4	Total
Estimated Cost BCSRIF	\$154,115	\$48,240	\$1,583,840	\$79,040	\$1,865,235
Estimated Cost Other Funding Sources	\$150,000	\$10,000	\$400,000	\$50,000	\$610,000