Aboriginal Fund for Species at Risk (AFSAR) – Aquatic[[1]](#footnote-1) Project Application Form

Form for Applicants to submit AFSAR Aquatic Proposals for 2024-2025

**IMPORTANT:** For the 2024-2025 fiscal year, Fisheries and Oceans Canada (DFO) is delivering all administrative aspects of aquatic AFSAR projects. As such, the on-line application and tracking system formerly used to submit and process applications will no longer be available for aquatic projects.

**Timelines and How to Apply**

**Expressions of Interest (EOI)**

Though not mandatory, the AFSAR program strongly recommends that applicants submit a completed [Expression of Interest (EOI)](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/afsar-faep/proposal-proposition/eoi-di/index-eng.html) form to the appropriate regional email address prior to submitting the full application. Doing so will allow for early contact with DFO’s Regional Coordinators and facilitate feedback on application and/or proposal development prior to evaluation. **EOIs will be accepted until November 10, 2023**.

**Application Form**

The following sections of this document constitute your application to the AFSAR program’s 2024-2025 aquatic project funding cycle. Please refer to the as you complete your application for more detailed information on program eligibilities, objectives, priorities, and results.

**Applications must be submitted** to the appropriate regional email address **by** **11:59pm Pacific Standard Time (PST)** **December 15, 2023.**

**NOTE:** Extensions to the application deadline due to personal considerations or minor technical difficulties will not be granted.

Applicants should receive a notification of a successful submission of an application within 5 business days of the application deadline. Contact your [Regional Coordinator](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/afsar-faep/contact-contactez/index-eng.html) if you have submitted an application but have not received this notification.

## Tips for filling out the form:

## Enter your responses directly in this document, below the question text. Add rows and columns to tables as needed to accommodate your project requirements.

## For sections 7 & 8 of this form, an optional supplementary Activity Budget Spreadsheet (Excel), is available to download from the AFSAR website.

# Applicant Information

### Full legal name of Applicant[[2]](#footnote-2):

### Business and/or Band Number:

### Organization Type:

### Organization Description and Mandate (max. 100 words)[[3]](#footnote-3):

### Principal Applicant/Representative[[4]](#footnote-4):

### Project Manager:

### Address[[5]](#footnote-5):

### Web Site Address (if applicable):

### Stewardship Program/Project Delivery Experience[[6]](#footnote-6) (max. 250 words):

###  Project Team Members[[7]](#footnote-7)

# Proposal Background

### Project Title[[8]](#footnote-8):

###  Primary Province/Territory:

###  Links to AFSAR Program Objectives[[9]](#footnote-9) (max. 250 words):

### Program Expected Results:

Choose from the list below at least one of the AFSAR expected results that will be addressed by your project (can be more than one):

[ ]  **Habitat for SAR is improved and/or managed to meet their recovery needs**;

[ ]  **Threats to SAR and/or their habitat are stopped, removed and/or mitigated**;

[ ]  **Collaboration and partnership supports the conservation and recovery of SAR**;

[ ]  **Strengthen capacity within Indigenous communities to lead on SAR stewardship**.

### Target and Benefitting Species:

### Target Species

List the species at risk that is/are directly targeted by this stewardship project. Target aquatic species must be listed on Schedule 1 of SARA, or have been assessed by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) as *Endangered, Threatened, or of Special Concern* (see the [Public Registry](http://www.sararegistry.gc.ca/) for more information). **NOTE:** *Please copy and insert/paste as many lines or rows as you need.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **a) Species Name (Common and Scientific)** | **b) Population (if relevant)** | **c) COSEWIC Status** | **d) SARA Schedule 1 Status** | **e) Provincial / Territorial Status (If applicable)** | **f) Recovery Strategy in place (Y / N)** | **g) Cultural Significance of Species (if applicable)?** |
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### **Benefitting Species**

List the species that would most likely benefit from this stewardship project but that are not specifically targeted by the activities. Benefitting species may be SARA-listed or not. (Maximum 20). **NOTE:** *Please copy and insert/paste as many lines or rows as you need.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **a) Species Name (Common and Scientific)** | **b) Population (if relevant)** | **c) COSEWIC Status** | **d) SARA Schedule 1 Status** | **e) Provincial / Territorial Status (If applicable)** | **f) Recovery Strategy in place (Y / N)** | **g) Cultural Significance of Species (if applicable)?** |
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### Project Locations and Coordinates[[10]](#footnote-10)

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| --- | --- | --- | --- | --- |
| Location Name | Habitat Description (Ecosystem Type) | Latitude(decimal degrees, e.g. 45.425533) | Longitude(decimal degrees e.g. -75.69248) | Specific Location (nearest town or city) |
|  |  |  |  |  |
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* + 1. Importance of site for the target species (identify functionality of habitat 150 words max.):

## Permitting

It is your responsibility to acquire the necessary permits for the proposed project. You must verify with Environment and Climate Change Canada, [Fisheries and Oceans Canada](http://www.dfo-mpo.gc.ca/species-especes/sara-lep/permits-permis/index-eng.html), or the Parks Canada Agency whether you require a SARA or other permits prior to undertaking your project. Additionally, you have the responsibility to ensure that all necessary provincial and/or territorial permits are acquired. Please contact your AFSAR Regional Coordinator for further information.

**Does your proposed project require a permit?**

If yes, list the types of permits required for your project, whether you have applied for it, and the expected date that the permit will be issued (if known). **NOTE:** *Please copy and insert/paste as many lines or rows as you need.*

| **Project Activity #** | **Permit or Authorization Type** | **Permit Application Submitted?** | **Expected date of issue** | **Issuing Authority** |
| --- | --- | --- | --- | --- |
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# National Priorities

### Activities described in federal SARA Recovery Documents:

### Does your project focus on the implementation of priority activities described in federal SARA Recovery Documents (i.e. Recovery Strategies, Action Plans, and Management Plans), and/or other documents, including COSEWIC assessments, provincial, and non-governmental conservation plans or strategies?

* + 1. If yes, identify the recovery document, and please outline[[11]](#footnote-11) how the project will implement priority activities described in federal SARA Recovery Documents:

### Multiple-species and multiple-partner projects within important habitat areas[[12]](#footnote-12):

### Does this project target two or more aquatic species?

### Does this project involve collaboration among multiple stakeholders or partners

Include the following information: the name of stakeholders/partners involved, and a detailed description of the role of each stakeholder/partner in fulfilling project objectives. **NOTE:** *Please copy and insert/paste as many lines or rows as you need.*

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| --- | --- | --- |
| **Stakeholder / Partner** | **Description of Role in Project** | **Contact information****(name, email, phone#, if applicable)** |
|  |  |  |
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* + 1. Does this project address Critical Habitat[[13]](#footnote-13) for one of more SARA-listed species?
		2. Does this project address other important habitat13 for target species
		3. If yes, please describe how the project and its activities will address critical and/or important habitat for the target species:

### Activities that address threats described in federal SARA Recovery Documents or COSEWIC species assessments

### Do project activities address the impacts or respond to species, habitat and/or ecosystem threats described in federal SARA Recovery Documents[[14]](#footnote-14) or COSEWIC species assessments.

*If yes, using the table below, describe each threat and how the project activities will address it:* **NOTE:** *Please copy and insert/paste as many lines or rows as you need.*

|  |  |  |  |
| --- | --- | --- | --- |
| **a) Specific threat(s) related to the habitats and/or SAR, as presented federal SARA Recovery Documents or COSEWIC species assessments (Identify document here as well).** | **b) What do the federal SARA Recovery Documents or COSEWIC species assessments recommend to address this threat? (not applicable for unlisted species at risk)** | **c) Describe how proposed project activities will address (stop/monitor/mitigate) identified threats.** | **d) Describe how the direct and intermediate outcomes of the project activities will be measured.** |
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### Capacity Development[[15]](#footnote-15), including the documentation and management of Indigenous Knowledge (IK) as it relates to Species at Risk.

### Do the project’s activities demonstrate investments in community or organizational capacity?

###

### If yes, please describe how these activities and investments support or contribute to community or organizational capacity enhancement:

### Do project activities contribute to community-led documentation and management of Indigenous Knowledge (IK) on Species at Risk?

###  If yes, please describe:

1. How your project activities support the documentation of IK as it pertains to SAR:
2. How the IK or ATK documented through this project will be managed within the community

# Regional Priorities for Aquatic Projects

Information on the aquatic priorities for your specific region can be found in Appendix 1 of the Program Guidelines, online, or by request through your [Regional Coordinator](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/afsar-faep/contact-contactez/index-eng.html).

### Does your proposed project address one or more Regional Priorities for aquatic projects?

###

If yes, please list them and describe the project activities that will correspond to each. **NOTE:** *Please copy and insert/paste as many lines or rows as you need.*

|  |  |
| --- | --- |
| **Regional Priority** | **Project Activity** |
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# Project Overview

* 1. **Executive Summary (max. 250 words):**

The Executive Summary is a brief synopsis of the proposed project including the activities to be accomplished using AFSAR contributions AND matching funds or in-kind contributions. It must contain sufficient information to stand alone during the review and approval phases, and be suitable for public consumption through relevant communications products (including federal).Be sure to spell out acronyms, and do not assume that the reader is familiar with or has read the full proposal.

**Note:** This summary may be published and made available to the public. It may be edited prior to publication and forms an essential basis of the proposal review process, so please be thorough and connect your project to recovery for the species and the program's expected results.

The Executive Summary should clearly demonstrate how the proposal addresses each of the following items:

* **Overall purpose**: What is/are the project goal(s) and objective(s)? (one to two sentences). Where a project builds on or continues past results/efforts, please identify.
* **Project Area(s)**: Identify the province(s)/region(s)/main geographic area(s) where the work will take place.
* **Species**: Name the target SAR and their status (as per SARA Schedule 1 listing or, COSEWIC assessment).
* **Threats**: What is/are the main threat(s) that the project will address?
* **Main activities**: Without repeating workplan details, provide a general explanation of how the activities will achieve the project objective(s).
* **Project Timing**: When do the activities need to be carried out to achieve the project objective(s)?
* **Anticipated project benefits/outcome**: How will the project contribute to the recovery of the target species?
* **Program Expected Results**: Identify which of the AFSAR Expected Results will be addressed by the project how it/they will be achieved.
* **Performance Evaluation:** Describe how the project will positively impact the recovery of species and their habitats, and how this impact will be measured (e.g. indicators, comparison to baseline data, etc.).

*Enter executive summary here:*

* 1. **Links with other projects:**

Describe how your proposed project will be linked with other stewardship and conservation programs, projects, and activities in the target area? How will these linkages be maintained or enhanced? Provide evidence to support your project’s integration with current initiatives (e.g., letters of support).

*Enter links to other projects here:*

#  Annual Work Plan

**Notes:**

* Please pay particular attention to details you submit under the Annual Work Plan**.** This information will be scrutinized by reviewers and, if your project is approved, will form the basis of your Contribution Agreement and associated reporting templates.
* For all **surveys, inventories, and monitoring activities**, **section 6.5** must be completed.
* For all **project and program evaluation activities, section 6.6** must be completed.
* For all **outreach-based activities**, **section 6.7** must be completed.
* Only describe activity types relevant to your project.
1. For each proposed project activity choose one **activity category** from the dropdown list of eligible activity categories.[[16]](#footnote-16)
2. For each activity, provide an estimated cost attributed to AFSAR. These amounts should match what is listed in the Project Budget and Expenditures of Section 8.
3. Provide an estimated start and end date for each activity.
4. Describe each task related to the project activity as linked with Sections 3.3 and 4.1. Be sure to **list all of the target species** that the activity relates to as well.
5. Describe the expected results/anticipated outcome of the activity.
6. Provide a list of the deliverables you will provide to demonstrate the end results of each activity (i.e. summary report, photos, design plans).

**NOTE:** *Please copy and insert/paste as many lines or rows as you need. Refer to Tips section for guidance if needed.*

* 1. **Annual Work Plan for 2024-2025**

| **Annual Work Plan for 2024-2025** |
| --- |
| **a) Activity: [Eligible Activity Category + Title of Activity]****b) Estimated AFSAR Contribution $[numerical amount]**$**c) Start date:**  **End date:** **d) Task Description:** **e) Expected Results:****f) Products/Reports to provide to DFO:** |
| ***Add more rows as needed.*** |

* 1. **Annual Work Plan for 2025-2026 (if applicable)**

| **Annual Work Plan for 2025-2026** |
| --- |
| **a) Activity: [Eligible Activity Category + Title of Activity]****b) Estimated AFSAR Contribution $[numerical amount]**$**c) Start date:**  **End date:** **d) Task Description:** **e) Expected Results:****f) Products/Reports to provide to DFO:** |
| ***Add more rows as needed*** |

* 1. **Annual Work Plan for 2026-2027 (if applicable)**

| **Annual Work Plan for 2026-2027** |
| --- |
| **a) Activity: [Eligible Activity Category + Title of Activity]****b) Estimated AFSAR Contribution $[numerical amount]**$**c) Start date:**  **End date:** **d) Task Description:** **e) Expected Results:****f) Products/Reports to provide to DFO:** |
| ***Add more rows as needed.*** |

##  Surveys, Inventories, and Monitoring

If you will be using surveys, inventories, or monitoring as part of your project activities, explain how these results will be used to improve the conservation of the species and/or its habitat over the next two years?

##  Project and Program Evaluation

*Please address*:

a) The specific methods (qualitative or quantitative) you will use to evaluate the outcome of your project's activities (e.g., immediate (6–24 months) and long-term outcomes (2–5 years))?

b) The specific methods (qualitative or quantitative) you will use to measure improvements that your project has made in the recovery of your target SAR?

## Outreach Activities

Please complete this section for all outreach activities listed in sections 6.1, 6.2, 6.3.

**NOTE:** *Please copy and insert/paste as many lines or rows as you need.*

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| --- | --- | --- | --- | --- |
| **Outreach Activity from Section(s) 6.1, 6.2, 6.3** | **Target audience** | **SAR recovery action addressed – identify recovery document and action.** | **Describe how the activity will lead to the identified recovery action** | **When do you expect this recovery action to occur as a result of your outreach activity** |
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## Reaching the Target Audience for Outreach Activities

* 1. How will you evaluate the effectiveness of your outreach activities related to SAR recovery action? Were your message(s) received and understood by your target audience? What form of quantitative or qualitative measurement will you adopt to better evaluate outreach effectiveness? For example: workshop exit surveys or interviews with community members.
	2. What lessons were learned from previous outreach and education activities and how does this proposal improve on those activities? Explain what has changed.(If applicable)

# Project Support

**Instructions for columns:**

**a) List organizations or individuals that will be making contributions to this project including all federal (except AFSAR funding), provincial, municipal, private sector, foundation, non-government, and Indigenous groups; (for all federal contributions , please specify the program and or source of funding [cash and/or in-kind]. Federal contributions must be listed; however, federal contributions cannot be used as match for AFSAR funds.)**

**b) Describe what and how much support will be provided (e.g. loan of vehicle, services of a graphic designer, cash, etc.) and how the value of each supporting contribution is calculated (e.g., if an equivalent graphic designer would charge $35/hr enter: 10hrs at $35/hr).**

**c) and d) Indicate the contribution is cash and/or in-kind. Proof of contribution will be requested at a later stage.**

**e) Enter the total of c) plus d) for each line.**

**f) Indicate whether or not the support (e.g. applications to various foundations) has been confirmed at the time of proposal submission.**

**g) If known, indicate the date when this support will be received.**

**NOTE:** *Please copy and insert/paste as many lines or rows as you need.****Alternatively, an optional Activity Budget Spreadsheet (***[***available for download****)*](http://wwwdev.ncr.dfo-mpo.ca/species-especes/documents/sara-lep/afsar-faep/budget-eng.xlsx)*may be used to complete this section.*

* 1. **Sources of Support for 2024-2025**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **a) Organization/Name** | **c) $Value (Cash)** | **d) $ Value (In-kind)** | **e) Total Support $** | **f) Confirmed (yes/no)** | **g) Date to be received** |
| **b) Description of support offered** |
| a)b) | $*Enter amount here* | $*Enter amount here* |  |  |  |
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| **Total** |  |   |  |  |

# Sources of Support for 2025-2026 (if applicable)

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| --- | --- | --- | --- | --- | --- |
| **a) Organization/Name** | **c) $Value (Cash)** | **d) $ Value (In-kind)** | **e) Total Support $** | **f) Confirmed (yes/no)** | **g) Date to be received** |
| **b) Description of support offered** |
| a)b) | $ | $ |  |  |  |
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| **Total** |  |  |  |  |

* 1. **Sources of Support for 2026-2027 (if applicable)**

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| --- | --- | --- | --- | --- | --- |
| **a) Organization/Name** | **c) $Value (Cash)** | **d) $ Value (In-kind)** | **e) Total Support $** | **f) Confirmed (yes/no)** | **g) Date to be received** |
| **b) Description of support offered** |
| a)b) | $ | $ |  |  |  |
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| **Total** |  |  |  |  |

# Project Budget & Expenditures

Using the table below, provide a detailed budget for the project and specifically the amount requested from AFSAR. Provide a detailed description of each expenditure, including how the value was calculated (e.g., assistant coordinator, 3 months at $2,000/month), and how much of the expenditure will come from AFSAR funding and how much will come from Matching Funds (cash and/or in-kind). Add or delete rows as required. See the Aboriginal Fund for Species at Risk – Aquatic Projects 2024-2025 [Program Guidelines](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/afsar-faep/proposal-proposition/instructions/index-eng.html) for more information regarding eligible expense categories.

**NOTE:** *Please copy and insert/paste as many lines or rows as you need.****Alternatively, an optional Activity Budget Spreadsheet (***[***available for download****)*](http://wwwdev.ncr.dfo-mpo.ca/species-especes/documents/sara-lep/afsar-faep/budget-eng.xlsx)*may be used to complete this section.*

* 1. **Project Budget for 2024-2025**

| **Eligible Expense Category** | **AFSAR Requested Funds ($)** | **Description/Details** | **Matching Funds** | **Total Amount (AFSAR + Match)** |
| --- | --- | --- | --- | --- |
| **Cash amount** | **In-kind amount** |
| Activity: *Enter activity title here* |
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| **Sub-total** |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |

* 1. **Project Budget for 2025-2026 (if applicable)**

| **Eligible Expense Category** | **AFSAR Requested Funds ($)** | **Description/Details** | **Matching Funds** | **Total Amount (AFSAR + Match)** |
| --- | --- | --- | --- | --- |
| **Cash amount** | **In-kind amount** |
| Activity: *Enter activity title here* |
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| **Sub-total** |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |

* 1. **Project Budget for 2026-2027 (if applicable)**

| **Eligible Expense Category** | **AFSAR Requested Funds ($)** | **Description/Details** | **Matching Funds** | **Total Amount (AFSAR + Match)** |
| --- | --- | --- | --- | --- |
| **Cash amount** | **In-kind amount** |
| Activity: *Enter activity title here* |
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| **Sub-total** |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |

1. An aquatic species is a wildlife species that is a fish as defined in [section 2 of the Fisheries Act](https://laws-lois.justice.gc.ca/eng/acts/f-14/page-1.html#h-2). See AFSAR Program Guidelines for more information on eligible species. [↑](#footnote-ref-1)
2. Legal name of the organization or entity that would sign a Contribution Agreement with Fisheries and Oceans Canada (DFO). The name must correspond to the name to be used on any cheques if the application is approved and must be a legal entity or individual. **NOTE:** Please avoid the use of acronyms, unless included in the legal name of the organization [↑](#footnote-ref-2)
3. Describe your organization, including its mandate (e.g. not for profit organization registered in 1998 and dedicated to the conservation of species at risk). **NOTE:** Maximum 100 words. [↑](#footnote-ref-3)
4. Please identify the duly authorized organizational representative that would sign a contribution agreement with DFO. [↑](#footnote-ref-4)
5. Address should include street and/or mailing address, along with municipality, province, and postal code. [↑](#footnote-ref-5)
6. Briefly describe your organization's experience in delivering stewardship programs, including: focus on SAR; relevant experience of project leadership; previous work funded by AFSAR; etc. **NOTE:** Maximum 250 words. [↑](#footnote-ref-6)
7. Provide names, titles, and relevant experience of the different team members. [↑](#footnote-ref-7)
8. The project title will be used in all communications and should, in plain language, describe the general purpose, work to be undertaken, and (if possible) project location. **NOTE:** Maximum 15 words (e.g. Addressing Barriers to Migration for Inner Bay of Fundy (iBoF) Atlantic Salmon in Nova Scotia). [↑](#footnote-ref-8)
9. Program objectives are described in the [Program Guidelines](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/afsar-faep/proposal-proposition/instructions/index-eng.html). [↑](#footnote-ref-9)
10. In Canada, the latitude is always positive and should be between 42° N and 83 ° N and the longitude is always negative and should be between -53° W and -141° W. e.g. 45.425533 N, -75.692482 W [↑](#footnote-ref-10)
11. The outline should list the pertinent recovery activities being proposed, and also list all recognized Recovery Experts or the responsible federal, provincial or territorial agency(ies) that were involved in the development of the project. Applicants are encouraged to contact and involve Recovery Experts or to refer to Recovery Documents as early as possible in planning stages of the project. [↑](#footnote-ref-11)
12. The program defines “important habitat” as Critical Habitat, habitat that is considered as candidate for Critical Habitat, or habitat that is important for the species survival (e.g. spawning, rearing areas, overwintering areas, migratory corridors) but that is not actually identified in a recovery strategy/action plan/management plan. [↑](#footnote-ref-12)
13. Critical Habitat is a habitat area essential to the survival and recovery of the listed species as defined in federal SARA Recovery Documents. [↑](#footnote-ref-13)
14. Refers specifically to federal SARA recovery documents, including: COSEWIC status reports and species assessments, SARA recovery strategies, action plans, and management plans. [↑](#footnote-ref-14)
15. Capacity development is a general term that includes (but may not be limited to) SAR-related: training and professional/skills development; local employment through project activities; investments in technical resources, equipment and capital assets; community or public outreach and education; community-led documentation and management of Indigenous Knowledge (IK). [↑](#footnote-ref-15)
16. Refer to [AFSAR Program Guidelines](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/afsar-faep/proposal-proposition/instructions/index-eng.html) for more information regarding Eligible Activity Categories. [↑](#footnote-ref-16)