**Habitat Stewardship Program for Aquatic[[1]](#footnote-2) Species at Risk
Application Form**

**Form for applicants to submit a proposal to the Habitat Stewardship Program (HSP) for Aquatic Species at Risk**

**2025-26 Funding Cycle**

**IMPORTANT:** The following form is your application to the HSP for Aquatic Species at Risk. Please refer to the HSP [Application Instructions](http://www.dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/proposal-proposition/instructions/index-eng.html) and the [Program Guide](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/proposal-proposition/program-guide-programme/index-eng.html) as you complete this application.If you have questions, please contact the appropriate [HSP Regional Coordinator](http://dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/contact-contactez/index-eng.html).

The HSP for Aquatic Species at Risk has an approximate annual national budget of $4M. Funding is variable and dependent on project activities. Suggested minimum funding request to HSP is **$25,000** (this amount may be spread over one or up to three years of a project). The Program does not have a maximum funding limit. However, **typical HSP contributions can range from $25,000 to $100,000.** Please contact your [HSP Regional Coordinator](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/contact-contactez/index-eng.html) if you have questions about funding amounts.

# Timelines and How to Apply

Prior to submitting a complete application to the HSP, applicants are strongly encouraged to submit an [Expression of Interest](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/proposal-proposition/eoi-di/index-eng.html) (EOI) via email to the appropriate [HSP Regional Coordinator](http://dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/contact-contactez/index-eng.html). Although the EOI is not mandatory it will give you the opportunity to discuss and receive feedback on your project and to verify that it is aligned with national and regional priorities and program expected results. EOIs are due ***November 8, 2024 (closing at 11:59pm for your region).***

Applications must be submitted via email to the [HSP Regional Coordinator](http://dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/contact-contactez/index-eng.html) by ***December 13, 2024 (closing at 11:59pm for your region).***

Please note that extensions to the application deadline will not be granted. Applicants are reminded that they should receive a notification of a successful submission within five working days of the submission of their application. Contact your HSP Regional Coordinator if you have submitted an application but have not received this notification.

# Propose a New Project

***Unless otherwise indicated, all fields are mandatory. Failure to complete all mandatory fields may result in your application NOT being considered for funding.***

## A Full Legal Name of Applicant:

|  |
| --- |
|  |

## B Project Title (*max 15 words*):

|  |
| --- |
|  |

## C Province(s) / Territory(ies) in which the project will be undertaken:

|  |
| --- |
|  |

# 1. Applicant Information

## 1.1 Project Management Team and Contact Information

### a) Organization Description (max 150 words):

|  |
| --- |
|  |

### b) Duly Authorized Representative:

|  |
| --- |
| Name: Title:Phone number:Email:  |

***c) Project Manager:***

|  |
| --- |
| Name: Title:Phone number:Email:  |

***d) Address:***

|  |
| --- |
| **Street:****City:****Province/Territory:****Postal Code:****Web Site (*if applicable*):**  |

## 1.2 Organization Type and Business Number

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Federal Business number and / or GST/HST number and / or band number | % GST/HST reimbursable by Canada Revenue Agency | % PST reimbursable by the province |
| NGO | [ ]  |  |  |  |
| Indigenous Group | [ ]  |  |  |  |
| Provincial/Territorial/Municipal/local government | [ ]  |  |  |  |
| Others (specify): | [ ]  |  |  |  |

##  1.3 Program / Project Delivery Experience

1. ***Experience in Delivering Stewardship Programs or Projects (max 250 words)***

***Provide details on the qualifications and relevant experience of your project teams ability and capacity to deliver stewardship programs or projects:***

|  |
| --- |
|  |

1. ***Team Members (max 25 lines):***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Experience** | **Previous HSP Project Experience?** |
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## 1.4 Application to other DFO funding programs

**a)** Has your organization applied to the *Aboriginal Fund for Species at Risk*, *Aquatic Ecosystems Restoration Fund*, *Canada Nature Fund for Aquatic Species at Risk* or any other DFO contribution program for your proposed project?

 **Y [ ]**

 **N [ ]**

**b)** If applicable, please provide a list of other DFO contribution programs you are applying to:

|  |
| --- |
|  |

# 2. Overview and Project Description

### 2.1.1 Project Overview and Outcomes (max 750 words):

|  |
| --- |
| Type of project:Overall project purpose:Location of project:Species:Threats:Anticipated project benefits/outcomes:Program expected results:Performance evaluation: |

### 2.1.2 Project Description (max 500 words):

|  |
| --- |
| Activities:Project timing: |

## 2.2 Broader Initiatives or Plans (*max 500 words*)

*Is your project linked to a broader initiative or plan, such as a restoration plan, a regional watershed initiative, species at risk recovery, or a climate change adaptation initiative? Describe how the proposed project could contribute to other (federal, provincial, local) stewardship and conservation programs, projects, and activities in the target project area):*

**Y [ ]**

 **N [ ]**

|  |
| --- |
|  |

## 2.3 Collaboration among Multiple Stakeholders or Partners

### Does this project involve collaboration among multiple stakeholders or partners (including Indigenous groups)?

 **Y [ ]**

 **N [ ]**

If you answered yes, please complete the table below:

|  |  |  |
| --- | --- | --- |
| **Stakeholder / Partner** | **Description of Role in Project** | **Confirmed or Anticipated** |
|  |  |  |
|  |  |  |
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# 3. Proposal Background

## 3.1 Project Location

|  |  |  |  |
| --- | --- | --- | --- |
| **Habitat Description (Ecosystem Type)** | **Latitude (decimal degree format)****(e.g. 43.09057)** | **Longitude****(decimal degree format)****(e.g. -80.16062)** | **Specific Location****(nearest town or city)** |
|  |  |  |  |
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## 3.2 Importance of Site

Does your project address Critical Habitat of SARA-Listed Species (i.e. identified through a recovery strategy for an endangered or threatened species under SARA)?

 **Y** **[ ]**

 **N** **[ ]**

If you answered yes, briefly describe how your project will help improve/maintain the quality of the critical habitat of listed targeted species (*max 500 wordss*):

|  |
| --- |
|  |

## If you answered no, briefly describe the importance of the site for the target species (*max 500 words*):

|  |
| --- |
|  |

**3.3 National and Regional Priorities**

***a) Target[[2]](#footnote-3)2 Species: SARA-Listed, Priority Activities, Threats, and Regional Priorities***

*Select the SARA-listed species targeted by the project, indicate the specific measures described in the recovery strategy, management plan or action plan and relate your project Activities to these measures. One row per measure (1 species can have many rows). Please refer to the provided spreadsheet (‘Measures for species’) for a quick reference to species and recovery measures. Add rows as required.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **National Priorities** |  |  |  |  |
| **Species** **(common name), Population, Designatable unit** | **Recovery Strategy, Action Plan, or Management Plan Recommended Measures** **(copy/paste from column K in spreadsheet *‘Measures for species’*)** | **Planned:****What activities will be taken to address the recovery measures?** | **SARA Status** | **Threats: Do project activities address the impacts of, or respond to, threats to the target species and/or its or their habitat as described in federal SAR recovery documents? (Yes/No)** | **Threats: If you answered yes, please identify the threat(s) to the target species and/or their habitats that will be addressed by the project and include actual content from the federal SAR recovery documents** | **Regional Priorities** |
| Choose an item. | e.g*.*, RS-1 | e.g*.*, Activity 1, Activity 2 | Choose an item. | Choose an item. | e.g., Contaminant monitoring by conducting sediment sampling and monitoring | Please refer to the [Regional Priorities Table](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/proposal-proposition/program-guide-programme/index-eng.html#Appendix2) and manually type in the exact term(s) from the table that apply to the target species |
| Choose an item. |  |  | Choose an item. | Choose an item. |  |  |
| Choose an item. |  |  | Choose an item. | Choose an item. |  |  |
| Choose an item. |  |  | Choose an item. | Choose an item. |  |  |

1. ***Target Species: COSEWIC-Assessed, Priority Activities, Threats, and Regional Priorities***

*Select the COSEWIC-assessed species targeted by the project, and indicate which project Activities address these species. Add rows as required.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **National Priorities** |  |  |  |
| **Species** **(common name), Population, Designatable unit** | **Planned:** **What Activities will be taken to benefit the conservation of each species?** | **COSEWIC Status** | **Threats: Do project activities address the impacts of, or respond to, threats to the target species and/or its or their habitat as described in COSEWIC Assessment documents? (Yes/No)** | **Threats: If you answered yes, please identify the threat(s) to the target species and/or their habitats that will be addressed by the project and include actual content from the COSEWIC Assessment documents** | **Regional Priorities** |
| Choose an item. | e.g., Activity 1, Activity 2 | Choose an item. | Choose an item. | Improperly designed culverts create barriers to fish passage through hanging outfalls, increased water velocities, or insufficient water velocity and depths within. | Please refer to the [Regional Priorities Table](https://www.dfo-mpo.gc.ca/species-especes/sara-lep/hsp-pih/proposal-proposition/program-guide-programme/index-eng.html#Appendix2) and manually type in the exact term(s) from the table that apply to the target species |
| Choose an item. |  | Choose an item. | Choose an item. |  |  |
| Choose an item. |  | Choose an item. | Choose an item. |  |  |
| Choose an item. |  | Choose an item. | Choose an item. |  |  |

**3.4 Recovery Activity Experts**

Please list all recognized Recovery Experts or the responsible federal, provincial or territorial agency(ies) that were involved in the development of the project, or list the pertinent recovery activities that were considered:

|  |
| --- |
|  |

# 4. Work Plan

## 4.1 Project Work Plan

### 4.1.1 Annual Work Plan for 2025-26

| **Annual Work Plan for 2025-26** |
| --- |
| **(a) Activity 1:** [Title of Activity]**(b) Estimated Cost HSP:** $[numerical amount]**(c) Start and End dates:** [month-year]**(d) General Description of the Activity:** **(e) Tasks:****(f) Deliverables:** |
| **(a) Activity 2:** [Title of Activity]**(b) Estimated Cost HSP:** $[numerical amount]**(c) Start and End dates:** [month-year]**(d) General Description of the Activity:** **(e) Tasks:****(f) Deliverables:** |
| ***[Add rows as needed]*** |

## *4.1.2 [Two-year projects] Annual Work Plan for 2026-27*

| **Annual Work Plan for 2026-27** |
| --- |
| **(a) Activity 1:** [Title of Activity]**(b) Estimated Cost HSP:** $[numerical amount]**(c) Start and End dates:** [month-year]**(d) General Description of the Activity:** **(e) Tasks:****(f) Deliverables:** |
| **(a) Activity 2:** [Title of Activity]**(b) Estimated Cost HSP:** $[numerical amount)]**(c) Start and End dates:** [month-year]**(d) General Description of the Activity:** **(e) Tasks:****(f) Deliverables:** |
| ***[Add rows as needed]*** |

### 4.1.3 [Three-year projects] Annual Work Plan for 2027-2028

| **Annual Work Plan for 2027-2028** |
| --- |
| **(a) Activity 1:** [Title of Activity]**(b) Estimated Cost HSP: $**[numerical amount]**(c) Start and End dates:** [month-year]**(d) General Description of the Activity:** **(e) Tasks:****(f) Deliverables:** |
| **(a) Activity 2:** [Title of Activity]**(b) Estimated Cost HSP:** $[numerical amount]**(c) Start and End dates:** [month-year]**(d) General Description of the Activity:** **(e) Tasks:****(f) Deliverables:** |
| ***[Add rows as needed]*** |

## 4.2 Surveys, Inventories and Monitoring

## If applicable, explain how the survey, inventory or monitoring results would be used to improve the conservation of the species and/or its habitat over the next two years (*max 250 word*):

|  |
| --- |
|   |

## 4.3 Project Evaluation

Please describe the specific methods (qualitative or quantitative) you would use to evaluate the outcome of your project's activities, such as the improvement your project has made to recovery of your target species at risk (e.g., immediate (6–24 months) and long term outcomes (2–5 years)) (*max 250 words*):

|  |
| --- |
|  |

## 4.4 Project Legacy

Will the results of the project be sustained over time by your organization or organizations directly involved in implementing project activities? If so, please describe how (*max 500 words*):

|  |
| --- |
|  |

## 4.5 Permitting

Does your proposed project require any permit(s) or authorization(s)?

 **Y [ ]**

 **N [ ]**

If you answered yes, please complete the table below.

| **Project Activity #** | **Permit or Authorization Type** | **Expected date of issue** | **Issuing Authority** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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# 5. Project Budget and Expenditures

## *5.1 HSP Projected Expenditures for 2025-26*

|  |  |  |
| --- | --- | --- |
| **Expense category** | **Expense description** | **$ Requested to HSP**  |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
|  | [Add rows as needed] |  |
|  | **Total** | **[sum of above column]** |

## *5.2 [Two-year projects] HSP Projected Expenditures for 2026-27*

|  |  |  |
| --- | --- | --- |
| **Expense category** | **Expense description** | **$ Requested to HSP**  |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
|  | [Add rows as needed] |  |
|  | **Total** | **[sum of above column]** |

## *5.3 [Three-year projects] HSP Projected Expenditures for 2027-2028*

|  |  |  |
| --- | --- | --- |
| **Expense category** | **Expense description** | **$ Requested to HSP**  |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
| Choose an item. | [xxxx] | [$x,xxx] |
|  | [Add rows as needed] |  |
|  | **Total** | **[sum of above column]** |

# 6. Project Support

### Does this project involve collaboration among multiple stakeholders or partners (including Indigenous groups)?

 **Y [ ]**

 **N [ ]**

If you answered yes, please complete the table(s) below:

## *6.1 Sources of Support for 2025-26*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization Name, Description of activities to be funded and Valuation of Support** | **$ Value of Federal cash and in-kind support** | **$ Value of other governmental cash and in-kind support** | **$ Value other cash and in-kind support** | **Total $ Support** | **Confirmed****Y/N** |
| Fisheries and Oceans Canada (HSP) |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

## *6.2* *[Two-year projects] Sources of Support for 2026-27*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization Name, Description of activities to be funded and Valuation of Support** | **$ Value of Federal cash and in-kind support** | **$ Value of other governmental cash and in-kind support** | **$ Value other cash and in-kind support** | **Total $ Support** | **Confirmed****Y/N** |
| Fisheries and Oceans Canada (HSP) |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

## *6.3* *[Three-year projects] Sources of Support for 2027-2028*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization Name, Description of activities to be funded and Valuation of Support** | **$ Value of Federal cash and in-kind support** | **$ Value of other governmental cash and in-kind support** | **$ Value other cash and in-kind support** | **Total $ Support** | **Confirmed****Y/N** |
| Fisheries and Oceans Canada (HSP) |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**7. Measuring Program Performance**

***7.1 Enter planned amounts in the first column for 2025-2026***

|  |  |  |
| --- | --- | --- |
| **Performance Measure** | **Planned** | **Actual** |
| Area of aquatic habitat restored (sq metres/km) | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) targeted by overall project activities | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) subject to mitigated impacts from threats | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) anticipated to have trends consistent with population and distribution objectives in recovery strategies and action plans | **[xxxx]** |  |
| Number of actions implemented from recovery documents for aquatic species at risk (species or populations), including from area or threat-based plans  | **[xxxx]** |  |
| Number of reports (e.g. studies, surveys, inventories, and research reports) completed | **[xxxx]** |  |
| Number of non-indigenous partners engaged and involved in the project (the Recipient and DFO must not be counted as partners) | **[xxxx]** |  |
| Number of indigenous groups involved as partners  | **[xxxx]** |  |
| Number of outreach events conducted (presentations, workshops etc.)  | **[xxxx]** |  |
| Number of actions likely to continue to occur beyond the Habitat Stewardship Program | **[xxxx]** |  |
| Number of jobs created  | **[xxxx]** |  |
| Number of people trained | **[xxxx]** |  |

# *7.2 [Two-year projects] Enter planned amounts in the first column for 2026-2027*

|  |  |  |
| --- | --- | --- |
| **Performance Measure** | **Planned** | **Actual** |
| Area of aquatic habitat restored (sq metres/km) | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) targeted by overall project activities | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) subject to mitigated impacts from threats | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) anticipated to have trends consistent with population and distribution objectives in recovery strategies and action plans | **[xxxx]** |  |
| Number of actions implemented from recovery documents for aquatic species at risk (species or populations), including from area or threat-based plans  | **[xxxx]** |  |
| Number of reports (e.g. studies, surveys, inventories, and research reports) completed | **[xxxx]** |  |
| Number of non-indigenous partners engaged and involved in the project (the Recipient and DFO must not be counted as partners) | **[xxxx]** |  |
| Number of indigenous groups involved as partners  | **[xxxx]** |  |
| Number of outreach events conducted (presentations, workshops etc.)  | **[xxxx]** |  |
| Number of actions likely to continue to occur beyond the Habitat Stewardship Program | **[xxxx]** |  |
| Number of jobs created  | **[xxxx]** |  |
| Number of people trained | **[xxxx]** |  |

***7.3 [Three-year projects] Enter planned amounts in the first column for 2027-2028***

|  |  |  |
| --- | --- | --- |
| **Performance Measure** | **Planned** | **Actual** |
| Area of aquatic habitat restored (sq metres/km) | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) targeted by overall project activities | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) subject to mitigated impacts from threats | **[xxxx]** |  |
| Number of aquatic species at risk (species or populations) anticipated to have trends consistent with population and distribution objectives in recovery strategies and action plans | **[xxxx]** |  |
| Number of actions implemented from recovery documents for aquatic species at risk (species or populations), including from area or threat-based plans  | **[xxxx]** |  |
| Number of reports (e.g. studies, surveys, inventories, and research reports) completed | **[xxxx]** |  |
| Number of non-indigenous partners engaged and involved in the project (the Recipient and DFO must not be counted as partners) | **[xxxx]** |  |
| Number of indigenous groups involved as partners  | **[xxxx]** |  |
| Number of outreach events conducted (presentations, workshops etc.)  | **[xxxx]** |  |
| Number of actions likely to continue to occur beyond the Habitat Stewardship Program | **[xxxx]** |  |
| Number of jobs created  | **[xxxx]** |  |
| Number of people trained | **[xxxx]** |  |

1. An aquatic species is a wildlife species that is a fish as defined in section 2 of the *Fisheries Act*. See the HSP Program Guide for more information on eligible species. [↑](#footnote-ref-2)
2. 2 Aquatic Species at Risk that are directly targeted by this stewardship project. Targeted 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 species at risk. [↑](#footnote-ref-3)