

UNILEVER—EVERGREEN

Aquatic Stewardship and Conservation Grant

2009 Application Form



THIS APPLICATION CONSISTS OF 4 PARTS:

- Parts A and B** must be completed by all applicants.
- Part C** must be completed only by applicants undertaking hands-on aquatic restoration projects.
- Part A** consists of general questions about your organization and project.
- Part B** asks for information on your budget and fundraising efforts.
- Part C** asks for information specific to aquatic restoration work.
- Part D** is a checklist of required attachments to include with your application.

FOR PARTS A, B AND C, PLEASE:

- create a new document and answer the questions
- indicate the question number before each response
- do not exceed the specified word limits and
- number each page

PART A – General Information

ABOUT YOUR ORGANIZATION

1. Name of organization:
Contact name and address:
Telephone: Fax: e-mail:
Website (if any):
2. Total amount requested from Evergreen \$ _____
3. Are you proposing to plant trees and/or shrubs as part of this project¹ ? YES / NO
If so, how many trees will be planted? _____ How many shrubs? _____
4. Have you applied for an Evergreen grant in the past? YES / NO
If so, was your application successful? YES / NO
5. Is your organization legally incorporated? YES / NO
6. Please tell us about your organization. What is its mandate/mission? When it was established?
Describe the community it serves/represents. (maximum 250 words)
7. Describe your organization's past experience planning and carrying out projects similar to the one you propose (i.e., either aquatic and other habitat restoration projects, or water conservation and education projects). (maximum 250 words)
8. If your proposal is not selected to receive a Unilever—Evergreen Aquatic Stewardship Grant, would you like it to be considered for one of Evergreen's other grant programs? YES / NO

¹ Tree and shrub planting numbers are recorded for tracking purposes only. The answer to this question has no bearing on the eligibility of the application.

ABOUT YOUR PROJECT

- 9. Project Name:
- 10. Where is it located (municipality, region and watershed)?
- 11. What kind of project are you proposing? (please check one)
 - ___ Hands-on Aquatic Stewardship Project (Complete Sections A, B and C)
 - ___ Water Conservation, Sustainability and/or Education Project (maximum 250 words)
- 12. Please provide a concise description of your project (maximum 250 words), making reference to:
 - the aquatic feature(s) you are restoring
 - why it is important
 - the issues/problems that it is addressing
- 13. More specifically, what are the primary goals of your project (five or fewer)? What tasks will be undertaken to accomplish them? When is each task expected to begin and end? Please provide your answers in the table format shown below:

Goal	Tasks to Achieve Goal	Expected Start Date	Expected Completion Date
<i>Example: control erosion and stabilize adjacent slopes.</i>	<i>Example: plant shrubs and groundcover species with Scouts and Guides.</i>	<i>Example: Sept. 2009</i>	<i>Example: Sept. 2009</i>

- 14. When is the project expected to begin and end (month/year)?
- 15. Have you received a Unilever—Evergreen Aquatic Stewardship Grant for this project in the past? If no, please proceed to Question 17. If yes, please answer the following question:
- 16. In what year did you receive the grant? Please describe your most notable successes and challenges since you have undertaken this project and how continued funding from Unilever—Evergreen will build upon your project’s success (maximum 200 words).

ABOUT YOUR PARTNERS

- 17. Who is/are your institutional partner(s)? Please describe their roles (maximum 50 words). (For an explanation, please see “Who Can Apply?” section of the Grant Guide.)
- 18. Do you have other project partners? If so, please list them and briefly describe their role (maximum 50 words).

COMMUNITY INVOLVEMENT AND OUTREACH

- 19. What types of volunteer opportunities will your project create? Please describe the activities that are planned (e.g. planning sessions, planting events, cleanup days, monitoring, community education etc.) (maximum 100 words).
- 20. How will you promote the project to raise awareness of it in your community? Please describe any outreach activities you have undertaken to date (maximum 100 words).
- 21. Applicants in Calgary, greater Toronto, greater Montreal, Halifax, St. John NB and Peterborough are encouraged to consider opportunities for involving Unilever employees in the planning, implementation and celebration of projects. What opportunities can your project provide for Unilever employee participation (maximum 100 words)? For projects in other cities, please continue to the next question.

PART B – Budget—Project Revenues

22. In table format (as shown below) please list all confirmed sources of financial and in-kind support. (In-kind donations are all non-cash contributions to your project including supplies, services and equipment and volunteer labour.)

REVENUE : SOURCES OF FUNDS FOR PROPOSED PROJECT				
The following template shows common categories of Revenue, please add lines if needed.				
Name of Organization:				
Name of Project:				
REVENUE	Confirmed Cash	Pending Cash	Confirmed or Pending In-Kind	Total
Government Grants				
Federal				
Provincial				
Municipal				
Government Subtotal				
Fundraising				
Individuals				
Corporations				
Foundations				
Other (list)				
<i>Example: Joe's Lumber; Building Materials</i>			\$2,000	
Fundraising Subtotal				
Earned Income				
Social enterprise				
Fee for Service				
Other (list)				
Earned Income Subtotal				
Current Assets				
Current Assets Subtotal				
Total Project Revenue				

Reminder: This grant is to be a minimum of 10% and a maximum of 50% of the total cost of your project (not including in-kind contributions). For aquatic stewardship projects, a maximum of 20% of this grant can be used for:

- educational and communications materials (such as flyers and press releases)
- volunteer expenses (such as refreshments, awards etc.)
- health and safety support

23. Please list other sources of support that you have applied for and the amounts requested.

PROJECT EXPENDITURES

24. a) If you are including salary/wages in your Expense Budget, please note which position they will fund and how the position will contribute to the project (maximum 50 words).
- b) In table format, list all the expenses that you are expecting to incur. Please indicate the expenses that the Unilever—Evergreen grant will pay for, should your project be awarded funding.

PLEASE USE BUDGET TEMPLATE ATTACHED

EXPENSES: PROJECT RELATED EXPENSES			
The following template shows common categories of Revenue, please add lines if needed. * Please include the value of all in-kind donations			
Name of Organization:			
Name of Project:			
EXPENSES	Evergreen Funding	Other Sources*	Total
Human Resources (Maximum 20% of awarded funds)			
Salaries/Wages			
Professional Fees (<i>i.e., consulting</i>)			
Volunteer Honouraria			
Project Expenses			
Native Plant Materials			
Gardening Tools & Supplies			
Transportation			
Licenses & Permits			
Insurance			
Communications/Promotions			
Printed materials			
Community Outreach			
Other (list)			
Volunteer Support			
Health & Safety Supplies			
Total Project Expenses			

PART C – For Aquatic Stewardship Projects Only

25. Please describe your site (maximum 150 words) and provide a sketch-plan (hand-drawn is acceptable) making specific reference to:
- its natural and built features
 - access (example: street, pathway, service road etc.)
 - is it in a built-up or remote part of town?
 - how it is currently used by the community
 - natural and built features on the surrounding properties

26. Which public agency or institution owns the land? Please attach a letter of permission from the landowner. Remember, projects on private property are not eligible.
27. One of Unilever's SWIM (Sustainable Water Integrated Catchment Management) principles is to ensure that projects Unilever supports are contributing to the improvement of the entire catchment or watershed area (i.e. not undertaken in isolation). In planning your project, please describe how you have taken into account the restoration plans or policies for the larger catchment area. How does your project contribute to the restoration goals of your catchment area (maximum 200 words)?
28. Do you have plans for permanent interpretative and/or recognition signs? If so, please describe.
29. How will you ensure that the project is maintained and cared for over the long-term including weeding, site cleanup, addressing vandalism etc. (maximum 200 words)? Please indicate who will be responsible for the ongoing care of the site and what they will do.

PERMITS, APPROVALS AND POTENTIAL IMPACTS

30. Identify the federal, provincial and/or municipal agency approvals that your project requires. Please describe the steps you have taken to obtain them (maximum 100 words). Attach any approvals already received.
31. Please explain how you will address negative environmental impacts that may result from your project (e.g., soil erosion, sedimentation, etc.) (maximum 200 words).

PART D – Attachments Checklist

ALL APPLICANTS MUST INCLUDE:

- Street map showing the location of the project in your community (if applicable)
- Letter(s) from institutional partner(s) (if applicable)
- Any background information, promotional materials, financial statements, and annual report (if available) of the applicant community organization
- Examples of media coverage received by your organization / project over the past 2 years

IN ADDITION, APPLICANTS PROPOSING AN AQUATIC STEWARDSHIP PROJECT MUST INCLUDE:

- Letters of approval (or support in principle, specifying outstanding requirements to obtain full approval) from regulatory agencies
- Letter of permission from the landowner(s)
- A sketch-plan of the site showing existing built and natural features, location of the work site, access points, and a north arrow
- List of all species of plants, trees, shrubs and wildflowers (including quantity) that you intend to plant. (Please note that this grant only covers native species. A list of plants native to your province is available on Evergreen's Website www.evergreen.ca/nativeplants)
- Photos of the site and surrounding area

Applications must be submitted by mail or courier and postmarked no later than February 6, 2009.

Faxed and emailed applications will not be accepted.

Send your application package to:

Unilever—Evergreen Aquatic Stewardship and Conservation Grant
Evergreen
355 Adelaide Street West, 5th Floor
Toronto ON M5V 1S2

For more information, or to obtain an application guide, please contact:
Zanita Lukezich, Common Grounds Grant Co-ordinator

Phone: 416-596-1495 x450
Toll Free Outside Toronto: 1-888-426-3138 x450
Fax: 416-596-1443
E-mail: zlukezich@evergreen.ca
www.evergreen.ca

Each year, Evergreen and Unilever receive more eligible applications than we can fund. While we would like to support all eligible projects please note that we may not have sufficient funds to do so. However, Evergreen does offer other grant programs. For more information please visit www.evergreen.ca/en/cg/cg-funding.html

evergreen.ca

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British Columbia Office #107-555 Great Northern Way, Vancouver, B.C. V5T 1E2 Tel: 604-689-0766 Fax: 604-669-6222
Toll free in Canada 1-888-426-3138 | info@evergreen.ca

To make a donation please call 1-888-426-3138
Donations are tax deductible. Charitable Registration Number: BN131815763RR0001

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