

Appendix II: Application guidelines and eligibility for research funding through the Rainy Lake Fisheries Charity Trust.

The Rainy Lake Fisheries Charity Trust welcomes proposals for projects that help conserve the health of the Rainy Lake or Rainy River fishery and that return the greatest ecosystem benefit. Applicants are encouraged to review the Trust's funding guidelines and to submit a pre-proposal or full proposal at any time. A full proposal is the complete plan of work and financial package for the project.

Applications for funding are acknowledged and screened by the Chair and the Secretary/Treasurer to ensure they meet the basic criteria of the Trust before being forwarded to the Board of Trustees. The Board of Trustees will meet to determine how much financial support is available annually and whether a full proposal should receive final approval.

The following information will assist interested applicants and ensure that research proposals are received and considered in a consistent fashion:

- ❖ Before completing the application, you may wish to contact the Trust by telephone or e-mail to determine if the project is consistent with the funding mandate of the Rainy Lake Fisheries Charity Trust.
- ❖ Applicants are encouraged to submit a pre-proposal that briefly summarizes the proposed research project. The key elements of the pre-proposal are: the structure of the project team including the name of the educational institution(s), the expected ecological outcomes, and the proposed work plan. The Trust accepts pre-proposals at any time, and the Board of Trustees will notify the applicant within two months, to decline their support or to invite a more detailed full proposal.

- ❖ The following information should be considered in the preparation of a full proposal:
 - name of individual(s), organization or educational institution
 - aquatic species of interest
 - project title and study objectives
 - list of relevant current and past research activities
 - define the environmental or resource management issue the study hopes to address
 - indicate the geographic extent of the project

- detailed work plan with timelines for preparation, literature search, field work, data analysis and report preparation, including the proposed start and completion dates
 - detailed budget for each aspect (salaries, equipment, accommodations, travel, administration, etc.) and year of the project, including the source and amount of revenues: already received, revenues confirmed but not yet received, and other potential fund-raising activities. A maximum of 20% for overhead charges is allowed, although preference may be given to projects with reduced overhead.
 - identify the partners and their financial and/or in-kind contributions
 - explain specifically what the funding received from the Trust will be used for
 - list the permits and government approvals that may be needed or have already been obtained, along with a brief description of any legislative requirements
 - attach all documents showing support for the project
 - outline of communication needs related to pre-project planning, implementation and publicizing the results in the local community and beyond. Also indicate when interim and final reports would be provided.
- ❖ Submit the above full proposal with the Project Application cover page provided.
 - ❖ A formal letter will be provided for those projects which receive final funding approval. This letter will outline the administrative and accounting requirements, and would include the following details:
 - Maximum funding of \$10,000 per project based on a one year allotment or \$5,000 per year for a two year project.
 - A 10% holdback will apply to Year 1 funding pending receipt and acceptance of the Interim Report, and an additional 10% holdback will apply to Year 2 funding until submission of Final Report or thesis.
 - A copy of the raw data will need to be provided, as part of both the interim and final reporting. Data should be in Excel or Access format with clear meta-data description.
 - Timelines for interim and final reporting. The recipient has the sole right to publish their findings in a peer reviewed journal, and that right will extend for a period of 2 years after successful defense of thesis, or 2 years from the end of Year 2 funding period if no thesis is involved.

RAINY LAKE FISHERIES CHARITY TRUST

PROJECT APPLICATION

Please include this form as the cover page of your application material. If you have any questions, please contact the Rainy Lake Fisheries Charity Trust at (807) 274- 6094, or email: djmcleod22@sympatico.ca , or visit our website: www.rainylakefisheriescharitytrust.com .

Return the completed application form to:

Rainy Lake Fisheries Charity Trust
922 Scott Street
Fort Frances, Ontario P9A 1J4

- Pre-Proposal** **Full Proposal**

NAME AND ADDRESS OF LEAD ORGANIZATION:

Organization: _____
Address: _____

Charitable Registration # (if applicable): _____
Telephone: _____
Fax: _____
E-mail: _____

IDENTIFY THE PROJECT LEAD OR CONTACT PERSON:

Contact Person: _____
Organization: _____
Title: _____
Telephone: _____
Fax: _____
E-mail: _____