Application Guide

Healthy Habitats Community Service Grants

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INTRODUCTION

Welcome to the Healthy Habitats Community Service Grants Program! These micro-grants aim to support and empower young people across Canada, to take action to enhance their local communities. Youth ages 15-30 can enhance their skills and bring their ideas to life to improve local ecosystems

Our goal is to offer financial support, and project management skills, and provide opportunities to grow your skills while making a difference in your local area. We are here to help you through this process and to help you achieve your goal!

This guide will walk you through applying for a grant. Please follow these steps to complete your application.

ELIGIBILITY CRITERIA

Age Requirements

Applicants must be between the ages of 15 and 30 at the time of application.

Project Focus

The project must align with the program goals and aim to improve stewardship of the environment at a local, regional, or national scale. The potential is wide open! Share your idea to make a difference! Some ideas are, but are not limited to, educational materials, art installations, signs, environmental research, field activities, community events, site cleanup, etc. Maybe you want to create a children's game engage others in 'adopting' a park or do presentations to senior groups, all ideas are welcome. The goal is to support you in your local area to help make it a better place!

Geographic Location

Applicants must be living in Canada, and the project must take place in Canada..

Citizenship Requirements

Applicants must hold Canadian citizenship, permanent resident status, or refugee status to qualify for this program.

Self-Directed Projects

All projects must be mainly developed and implemented by youth (age 15-30), and will not be developed on behalf of another organization. The project may also not be a continuation of existing programs offered by an organization or club

Fundraising & Sponsorship

Project funds may not be used for the primary purpose of fundraising or sponsorship events, or any other form of financial assistance.

FUNDING

The micro-grant program supports youth in various stages of their projects or ideas.There are three distinct tiers of funding, each aimed at different scopes and scales. Please note that the tier choice must align with a clear budget, highlighting how the funds will be used. Detailed budgeting guidelines and templates are supplied to help applicants in this process. These funds will be awarded to approved project proposals

Micro-Grant tiers

Applicants can apply for one of the following tiers based on the needs of their project:

➢ **(Seed) Tier 1: $100 - $500**
» Ideal for small-scale projects or initiatives that require limited resources. This tier is perfect for early-stage experimentation or buying basic materials and supplies. Some projects could include printing handouts and education materials, purchasing equipment for project maintenance, transportation costs or space rentals for outreach events.

➢ **(Sprout) Tier 2: $500 - $2,000**
» The Sprout tier is aimed at more comprehensive projects that involve community engagement, collaboration with other artists or entrepreneurs or larger scale production. Some examples of projects include a native species art lesson, an invasive species removal day or an educational nature walk. Perhaps you want to develop signage or deliver stewardship presentations at various locations.

➢ **(Sapling) Tier 3: $2,000 - $5,000***
» This tier is for ambitious and extensive projects with broad and/or a long-lasting impact. Applicants seeking funding in this range should prove the potential for significant community engagement and environmental impact, innovation, or contribution in their field. Some examples of projects could include the creation of a native seed library, the development of research protocols for local parks invasive monitoring program(s), educational kits, or a significant community event. Think

about how you can make a difference for the local lakes, lands, and community!

» *A portion of funds will be withheld before your final reporting is done, find more information in the terms & agreements document after funds are awarded*

REQUIRED DOCUMENTATION

Project Description

In the application process, you will be asked to include your project details in under 500 words. We are looking for the following information- it can be in bullet form or text. Our goal is to understand what you are proposing.

 Include all details outlined below:

➢ *What do you plan to accomplish and why?*

» Detail your project's objective, explaining what you aim to achieve. Clearly outline the problem your project is addressing and the proposed solution.

➢ *What environmental impacts will your project have?*

» Describe both the direct and indirect stewardship benefits that will arise from your project. Provide specifics on how it will increase awareness, aid in controlling invasive species, restoring native habitats, or other relevant environmental impacts.

➢ *How will you complete this project? What is your timeline?*

» Outline the steps needed for your project, assigning a timeline to each. Be realistic in setting deadlines and include a buffer for unforeseen delays.

➢ *Where is your project taking place?*

» Specify the exact location(s) where your project will take place, including GIS coordinates if possible. Explain your location rationale and its significance in relation to your project.

➢ *Who is helping you with this project if anyone?*

» List all individuals involved in the project, explaining their roles and responsibilities, and relevant qualifications or intent related to this project.

» If a community group or organization is supporting you, please include who along with their contact information so we can connect with them.

» Mention any supporting organizations or community groups and provide their contact information as well as how they are supporting this project (advisory, borrowing tools, etc.).

➢ *How do you want to report on your project's success?*

» How do you plan to report the project outcomes? Specify the report format (written, presentation, or article) and the platform (conference, meeting, or virtual platform). Provide periodic updates and a final report to highlight the full project impact.

Example Project Descriptions

Your new and fresh ideas are welcomed. These are some samples to get you inspired!

(Seed) Project: Maintenance Tools

➢ *What do you plan to accomplish and why?*

To establish a dedicated facility equipped with specialized tools and equipment.

➢ *What environmental impacts will your project have?*

» This project will contribute to the overall health of the ecosystem by allowing maintenance activities to promote the growth of native species while reducing the number of invasive species. It also will foster a strong sense of community stewardship through educational workshops and hands-on volunteer activities, promoting collective responsibility toward the local ecosystem.

➢ *How will you complete this project? What is your timeline?*

The project will be completed within six months. We will identify specific maintenance needs and collect a list of tools needed. This initial phase will outline the necessary tools, safety gear, and educational materials.

➢ *Where is your project taking place?*

» This is in Be Nice Park and includes an existing restoration site that is about 2 hectares and has a small creek running through it. There are many invasive species along the trails.

➢ *Who is helping you with this project if anyone?*

» We are working with the Be Nice Park association, Volunteers who will provide input and participate in various roles, including finalizing the lists of tools and equipment. We will also be reaching out to the parks department to better understand the tools required to maintain a public area.

➢ *How do you want to report on your project's success?*

» The project's success will be reported through pictures of the completed toolkit and a list of testimonials from volunteers on how these tools will help further stewardship efforts in the area.

(Sprout) Project: Native Species Art Lesson

➢ *What do you plan to accomplish and why?*

» To visually narrate the stories of resilience in our native habitats through diverse art forms, ranging from traditional painting to contemporary digital art. We want to enhance community awareness regarding the negative impacts of invasive species and the benefits of native species.

➢ *What environmental impacts will your project have?*

» This project will help introduce people to the natural world, which in turn will help them better understand the importance of native species, and the negative impact that invasive species have on them. We also want to teach people the correct way to harvest native plants to prevent any unnecessary damage when harvesting for

art projects.

> *How will you complete this project? What is your timeline?*

  » We will engage local artists and community members in an exploration of ecological diversity. Over four months, this educational experience will offer an engaging and inspirational fusion of artistry with a deeper understanding of our natural surroundings. Local artists will serve as guides, facilitating participants to explore the connection between art and nature. This project is designed to nurture creativity while simultaneously fostering a sense of community and guardianship for our local biodiversity.

> *Where is your project taking place?*

  » We will run this art project at the local nature house, as we want people to be immersed in the environment, they are creating art in.

> *Who is helping you with this project if anyone?*

  » The local parks department could provide the facility, and we would like to ask an artist to come in and talk through drawing, painting, or even creating digital art.

> *How do you want to report on your project's success?*

  » a gallery exhibition that showcases the artworks created, with each piece telling a unique story about our native flora and fauna. 'The Native Species Art Lesson' project is more than an educational initiative; it is a celebration of our native biodiversity, a platform for forging deeper connections with our environment, and a testament to the harmonious coexistence of learning and creation. It aims to leave a lasting imprint on the community.

(Sapling) Project: Invasive Species Action Month Community Event

> *What do you plan to accomplish and why?*

  » Our event's primary objective is to educate the community about invasive species during Invasive Species Action Month. We want to raise awareness and promote responsible action to safeguard native species. By organizing this community event, we are looking to educate people of various backgrounds about invasive species and their impacts on the local environment.

> *What environmental impacts will your project have?*

  » Our project is designed to have several positive environmental impacts. First, by raising awareness of the harmful impacts of invasive species, we can further create a network of educated public members. Through our efforts, we hope to engage the community in practical conservation activities, such as removing invasive plants and planting native species. Additionally, by involving the community in crafting projects using materials sourced from invasive species, we aim to establish a continuous cycle of education and action.

- *How will you complete this project? What is your timeline?*
  - » We have planned various activities leading up to Invasive Species Action Month. The heart of our initiative lies in interactive sessions, including workshops and talks. These sessions are intended to provide hands-on experiences, allowing participants to connect with the environment they are trying to protect. Our activities include not only education but also direct involvement in conservation efforts. We will need 4 months to plan and a weekend to host the event.

- *Where is your project taking place?*
  - » This event will be happening at a local park, one where there can be enough space for games, events, and practical activities**.**

- *Who is helping you with this project if anyone?*
  - » We are working closely with students, local groups, and experts in the field. We are involving schools and local groups to ensure that our initiative reaches a wide and diverse audience. We think that working with other organizations will help fill any holes in knowledge we have when organizing a large event.

- *How do you want to report on your project's success?*
  - » After the event is finished, we will organize an interactive session, during this session, we will ask participants to tell us what their favourite part of the events were, how we can improve, and one thing that they think would make next year better. These survey responses and the number of participants will be used to write a one-page document highlighting the key takeaways from the event. This document will serve as a valuable measure of success and as a blueprint for future initiatives.

Project Budget

Each project will require a budget outlining all materials and services you need to complete your project. You can find a list of example project budgets for each granting tier, and a blank project budget sheet for you to use, in the 'Healthy Habitats Community Service Grant' budget template file. There will but additional tools on the resources page here.

Proof of Age

Include a copy of a government-issued ID, student card or other document verifying your age. These application will remain private, and no sensitive information will be shared.

APPLICATION SUBMISSION GUIDELINES

Online Portal

Applications are on the online portal found on the Healthy Habitats Community Service Grants, under 'Begin Application' button.

Deadlines

All microgrant funds must be spent by February 29, 2024, and all Reporting must be completed before March 15, 2024. These deadlines may be extended depending on future project extensions.

EVALUATION PROCESS

Initial Screening

Applications are screened for completeness and adherence to eligibility criteria.

Application Review

We will review each proposal to ensure that it is complete, and clear and will be in touch to clarify what is missing or needs to be addressed. We will help you through this to make sure you can make your good idea become reality. Notification

Successful applicants will be notified by email and invited to participate in the micro-grants open house session, where you can ask any questions about the journey ahead.

Document Signing

Successful candidates will receive a terms & agreement document for review and signature, Once signed, please send it back to the Youth Grant Coordinator email (grants@bcinvasives.ca), for filing.

REPORTING

Progress Reports

We ask that you have open and frequent contact with one of our Youth Grant Coordinators to discuss how best to report on progress. Throughout your project timeline, we ask that you collect data that is relevant to your project from the list below;

This information will not be required to report on until final reporting, and a simple

Midterm / Final Reporting

A midterm and final project survey will be sent out to you to see what progress is being made if objectives need to be amended, and if you may need assistance in reaching project completion.

Final Project Reflection Guide

We want to make this process of reflection as tailored as possible to the different projects you will be running, this is why we suggest you follow the steps below and determine with your grant coordinator how best to share the impact of your project work.

Step 1: Review Your Project Goals

Begin by revisiting the initial goals and objectives you set for your project. What did you aim to achieve when you started? Write these down.

Step 2: Gather Project Data

Collect all relevant data related to your project. This could include photos, videos, surveys, attendance records, and any other information that helps tell the story of your project.

Step 3: Reflect on Your Journey

Take some time to reflect on your project experience. Write a brief, open reflection on how you felt during the project. What challenges did you face, and how did you overcome them? What surprised you the most about the process?

Step 4: Assess Impact

Consider the impact your project had on your community or the target audience. Use both quantitative and qualitative data to support your assessment. Quantitative data: Did you meet your project's numerical goals, like reaching a certain number of people or completing specific tasks? Qualitative data: Share stories or testimonials from community members, partners, or participants about how your project affected them.

Step 5: Identify Areas for Improvement

What were some lessons learned during your project? Project reflections and critical assessment is an essential part of the learning process. What challenges did you encounter that you weren't able to overcome? Were there aspects of the project that didn't go as planned, and how could they have been managed better?

Step 6: Include Testimonials

Gather testimonials from community members, project partners, or anyone who participated in your project. Testimonials can be in the form of quotes, stories, or short interviews. They add a personal touch to your report.

Step 7: Write Your Report

Start with an introduction briefly describing your project, its goals, and its significance. Share the journey of your project. Discuss what you did, who was involved, and how you executed your plan. Present your impact assessment, including quantitative data, qualitative stories, and testimonials. Reflect on improvement areas and what you learned from the experience. Conclude with a summary of the overall impact you believe your project had

Step 8: Visuals and Multimedia

Use visuals like photos and videos to make your report engaging. Consider creating a simple presentation or infographic alongside your written report.

Step 9: Seek Feedback

Before finalizing your report, please reach out to project members/partners, or mentors for feedback and suggestions.

Step 10: Finalize and Share

Make any necessary revisions based on feedback. Once your report is ready, please share it with your microgrant program organizers and other relevant stakeholders. Celebrate your achievements and the impact you've made in your community!

Remember, the final report is not just a document; it's a chance to reflect on your journey, learn from your experiences, and share the story of your project with others. Be open, honest, and proud of what you've accomplished, and use the report as a tool for continuous learning and improvement.

Feel free to contact us during your application process if you need help email us at grants@bcinvasives.ca, we look forward to seeing your innovative ideas come to life!

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