



Funding Application Guidelines

Table of Contents

	<u>Page</u>
COMMUNITY HATCHERY PROGRAM FUND ELIGIBILITY REQUIREMENTS	1
CHP FUNDING ALLOCATIONS	1
ELIGIBLE EXPENSES	2
OPTIONS FOR COMPLETING AND SUBMITTING CHP APPLICATIONS	3
DETAILED APPLICATION INFORMATION	4
Section A: Applicant Information	4
Section B: Rearing Site Information	4
Section C: Fish Production Plan	5
Section D: CHP Funding Request	6
Section E: CHP Capital Improvement Grant	7
Section F: Partnership Support	8
Section G: MNRF Approvals	8
Additional Information	8
GUIDELINES FOR THE EVALUATION OF CHP CAPITAL IMPROVEMENT GRANTS	9

CHP Funding Application Guidelines

This document has been prepared as a support tool for community hatcheries to reference when completing and submitting CHP Funding Applications. The intent is to provide clarity on the following;

- What are the eligibility requirements;
- How CHP funding will be allocated;
- What expenses are eligible for funding; and,
- How to fill out each section of the application form.

*Community hatcheries are still encouraged to contact the CHP Coordinator if they have any questions or require assistance in completing or submitting CHP Funding Applications.

COMMUNITY HATCHERY PROGRAM FUND ELIGIBILITY REQUIREMENTS

For community hatcheries to be eligible for CHP funding they must:

- Be operated by community volunteers ;
- Be rearing fish to be stocked into Ontario's public waters for public use;
- Have a valid aquaculture licence;
- Have a valid licence to collect fish or gametes for aquaculture purposes (only mandatory if conducting wild egg/gamete collections);
- Have a valid licence to stock fish; and,
- Have a MNRF approved Fish Production Plan.

*Classroom hatcheries and post-secondary educational hatcheries are not currently eligible for CHP funding.

CHP FUNDING ALLOCATIONS

Community hatcheries can be awarded funding support from two components of the CHP. Each eligible hatchery can apply for one or both of the following:

Operational Funding (Section D) – Operational funding will be allocated to hatcheries to help cover general operating expenses. General operating expenses are those costs that are annually re-occurring or essential for your hatchery's operation. Every community hatchery who meets the eligibility requirements will receive CHP Funding. The level of funding support allocated will take into consideration the number of fish and the development life stage that the MNRF has approved individual community hatcheries to stock. For example, a hatchery that is approved to stock 10,000 yearling Rainbow Trout will be eligible for greater support than a hatchery that is approved to stock 10,000 Rainbow Trout fry, because of the greater investment required to raise those fish.

CHP Capital Improvement Grant (Section E) – A pool of money has been established to aid community hatcheries with capital improvement projects that will improve their hatchery operations. Every community hatchery who meets the eligibility requirements will have an opportunity to apply for a CHP Capital Improvement Grant. Not every hatchery will be successful in receiving this grant. A committee comprised of OFAH and MNRF staff has been established to review grant applications. **See GUIDELINES FOR THE EVALUATION OF CHP CAPITAL IMPROVEMENT GRANTS on page 9 for detailed information on how each grant application will be evaluated.** For larger capital improvement projects, community hatcheries may be required to secure additional funding or in-kind support to complete projects. More specifically, a CHP Capital Improvement Grant may be granted to cover a portion of the costs associated with a capital improvement project and the community hatchery may be required to demonstrate that they have secured additional funding support to complete the project before the CHP Capital Improvement Grant is awarded.

ELIGIBLE EXPENSES

CHP Funding is limited to community hatchery annual operating expenses only. If incurred expenses are directly linked to hatchery operations, they will be eligible for reimbursement. The only exceptions are;

Paid staff (not eligible) - Paid staff refers to hatcheries paying an individual(s) to complete regular community hatchery operational tasks. Please note that payment to a tradesperson or a specialist to conduct work that volunteers are unable to complete, **IS** eligible for funding (i.e. back hoe operator, electrician, HVAC, plumber, consultant, or general contractor).

Personal expenses (not eligible) - this refers to those expenses that are incurred by volunteers while carrying out regular volunteer duties (i.e. meals and traveling to and from the hatchery).

Examples of eligible expenses (Note: Eligible expenses are not limited to the list below);

- Fish feed
- Pond fertilizer
- Disinfection or water treatment chemicals
- General cleaning or hatchery supplies
- Maintenance expenses
- Licencing or Permitting fees
- Hydro and Utilities
- Fuel to operate hatchery equipment
- Volunteer equipment or Personal Protective Equipment (PPE)
- Water monitoring/testing equipment
- Equipment rentals
- Property expenses (rent/lease/taxes)
- Water, Effluent, or Sediment testing
- Communications (telephone, internet)

Expense Eligibility Timelines

CHP operational expenses will be re-reimbursed for expenses incurred from Jan 1, 2017 to Dec 31st, 2017. Capital Improvement Grant projects must be completed between April 1st, 2017 and Dec 31st, 2017.

OPTIONS FOR COMPLETING AND SUBMITTING CHP APPLICATIONS

Community hatcheries have two options for completing CHP Applications. Hard copies of the CHP Application will be mailed directly to community hatcheries each year and hatcheries can complete these application forms by hand. Alternatively, those community hatcheries who wish to complete their CHP Application electronically can access electronic versions of the CHP Application online or by contacting the CHP Coordinator.

Option #1 - Hand Written Applications: Hand written applications can be submitted by mail, fax, or email to the CHP Coordinator.

If you choose to submit your application by mail, please make a copy of your completed application for your hatchery records. Also, ensure that the handwriting is legible.

Option #2 - Electronic Applications (fillable PDF Form): Electronic copies of the CHP application form can be accessed by visiting www.communityhatcheries.com/funding/#forms or by emailing the CHP Coordinator at matt_burley@ofah.org.

Step 1: Save or download a copy of the form to your computer

Step 2: Open the saved form and complete the application electronically

Step 3: Save the completed form

Step 4: Print off and sign the completed application form

Step 5: Submit your CHP Application by mail, fax, or email to the CHP Coordinator

To fill out the application online, you will require Adobe Reader, which is available for free download at <http://get.adobe.com/reader/> if you do not already have a version installed.

All applications are to be sent to:

Matt Burley
Community Hatchery Program Coordinator
Ontario Federation of Anglers and Hunters
PO Box 2800, 4601 Guthrie Drive
Peterborough, ON, K9J 8L5
Phone: 705-748-6324 Ext. 247
Fax: 705-748-9577
E-mail: matt_burley@ofah.org

APPLICATION DEADLINE IS APRIL 30, 2017

DETAILED APPLICATION INFORMATION

Section A: Applicant Information

This is a very important section as it provides the OFAH with current contact information for your hatchery. Please ensure that the information for both the primary and alternate contacts is completely and accurately filled out. Also include which mailing address is your preferred address to receive CHP information. Please note: CHP related mailings may be sent out during non-operational months of your hatchery. Also, if any of the information provided in this section changes at any time throughout the year, please provide the CHP Coordinator with the updated information as soon as possible.

Section B: Rearing Site Information

Please provide the following information for your community hatchery. For those hatcheries that do not have a street address, please provide the nearest city or town to the hatchery's location. If you are operating at more than one location, please provide the information for your main facility (i.e. hatchery or main rearing pond) and include your additional locations (ie. pond or pen sites) information in the Additional Information Section at the end of the form. For example, if you are operating a bell jar hatchery and three rearing ponds on separate properties, then include the information for your hatchery location in this section and record the location of the rearing ponds in the Additional Information Section.

Example:

SECTION B: REARING SITE INFORMATION

Mailing Address (if applicable)			
Unit No.	Street Number	Street Name	PO Box
	<i>123</i>	<i>Wallas Street</i>	<i>428</i>
City/Town		Province	Postal Code
<i>Peterborough</i>		<i>Ontario</i>	<i>K9J 8L5</i>
Land Ownership (e.g. private, crown, municipality)		Name of the Landowner	
<i>Municipality</i>		<i>City of Peterborough</i>	
MNR District		Class of hatchery (i.e. bell jar, flow through, re-circulatory)	
<i>Peterborough</i>		<i>bell jar</i>	
Water source(s) (i.e. well, pond, stream, or a combination)		Volume of water permitted (L/min) (if applicable)	
<i>River</i>		<i>N/A</i>	
Number of rearing ponds operated		Number of net pens operated	
<i>3</i>		<i>0</i>	

ADDITIONAL INFORMATION

If the space provided within this application is insufficient to answer any of the sections, please record the information in this space (indicating which section it applies to):

Section B: Rearing Site Information

We operate 3 rearing ponds, one at our hatchery location and two additional ponds located on a property in the village of Lakefield. Address is 335 Old School Road, RR4 Peterborough, ON, KOL 2V0.

Section C: Fish Production Plan

Please provide a copy of your approved MNRF hatchery stocking plan for all fish to be stocked between April 1, 2017 and March 31st, 2018 (see below for example). Note, this should include all species and all life stages. See below for sample. If you do not have a copy of your current hatchery stocking plan, please contact your stocking coordinator at your local MNRF District office.

STOCKING PLAN									
Applicants should fill out ALL grey areas if applying for a 'Licence to Stock Fish'. Applicants applying for a 'Licence to Stock Fish' should only fill out the white areas if they are NOT applying for or holding a valid aquaculture licence.									
Stock Source (required only if applicant is not applying for aquaculture licence)				Stocking Location Information					
Year	Name of Aquaculture Facility or Classroom Hatchery	Name of Aquaculture Licence Holder or Classroom Hatchery Contact	Licence # (if applicable)	Name of Waterbody	Township	GPS location		MAP attached (Y/N)	MNR District Office
						Northing	Easting		

The above figure is for illustration purposes only and contains only partial information from the full form.

Note: This information should reflect what your community hatchery is planning to stock. The CHP will require accurate stocking details of what your community hatchery actually stocked within the above timeframe when your hatchery submits their CHP Reporting Documentation.

Definitions:

Source/Strain - name the waterbody or hatchery (MNRF or another community hatchery) from where you obtained the eggs/milt/fry

Life Stage - indicate the development life stage at which you are planning to stock.

Life Stage	Trout and Salmon	Walleye
Eyed eggs	greater than 50% eyed	greater than 50% eyed
Fry	1-2 months	less than 5 days
Fingerlings	3-9 months	Summer Fingerling (1-3 months), Fall Fingerling (4-6 months)
Smolts	2-5 months (migratory species)	n/a
Yearlings	10-19 months	10-19 months
Sub-adults	greater than 20 months but immature	greater than 20 months but immature
Adults	mature	mature

Age - Record the age of the fish at stocking time. For fry stockings, record the age in days. For older life stages record the age in months.

Stocking Date - Record the month and the year when fish stocking is proposed to take place.

Destination Waterbody - Record the name of the waterbody where fish will be stocked.

Number of fish – The total number of fish (for each species and life stage) that have been approved by MNRF to be stocked.

Section D: CHP Funding Request

CHP funding will be allocated to hatcheries to help cover general operating expenses. General operating expenses are those costs that are re-occurring or essential for hatchery operations (see *ELIGIBLE EXPENSES* on page 2 for examples of what expenses are eligible for CHP funding). Please provide a brief description on how requested CHP funding will be spent (*Jan, 1, 2017 through December 31, 2017*). This section will explain how your hatchery is going to spend the requested CHP funding (i.e. **NOT** your total operating budget).

Example: A completed Section D: CHP Funding Request

Expense	Description	Cost (\$)
Fish feed	10 bags of fish feed	\$650
Hydro	Electricity to run the hatchery	\$750
Disinfection chemical	Ovadine for egg disinfection and disinfecting hatchery equipment	\$180
Egg transportation	Coolers, containers, and ice to pack and ship eggs from collection site to hatchery	\$75
Security	Cost for our security system	\$150
Hatchery phone	Annual cost of our hatchery telephone	\$150
Tank Cleaning Supplies	General cleaning supplies to clean tanks (brushes and siphoning hose)	\$45
Water (Effluent) Testing	Cost to have our effluent water tested to comply with the conditions of our MOE permit	\$250
Property Tax	Annual property tax for our hatchery	\$175
Water Filters	Replacement water filters	\$175
Plumbing Supplies	Replacement valves and fittings	\$250
Total CHP Funds Requested		\$2850

Section E: CHP Capital Improvement Grant

In this section, please provide a brief description of capital improvement projects that will improve your hatchery's operations, including the projected benefits for each capital improvement. Capital improvement expenses must occur from April 1, 2017 through December 31, 2017. If you are making multiple capital improvement requests please list them in order of priority (i.e. place the project that is the highest priority for your hatchery first). **See the attached GUIDELINES FOR THE EVALUATION OF CHP CAPITAL IMPROVEMENT GRANTS (Page 9) for detailed information on how the MNRF and OFAH evaluate grant applications.**

Examples of Capital Improvement Projects:

Capital Improvement Description	Project's Projected Benefits to Fisheries Resource or Community Hatchery Operation	Provide an itemized, detailed description of what the grant money will be used for Please include: 1. Description of line item(s) 2. Total project cost 3. Source and amount of funding (OFAH, Secured funding, In-kind, etc.)
New fiberglass rearing tank	We are required to replace our old plywood rearing tanks with impermeable tanks as part of our hatcheries fish health management plan. We have replaced three already and are looking to replace the last one this year.	<p>1. Description of line items: - Fiberglass rearing tank, plumbing parts: \$4000 - Plumber to reinstall water lines and fittings: \$1000</p> <p>2. Total cost of project: \$5000</p> <p>3. Source of funding -\$2000 (secured): Raised in 2017 through a small fund raising event - \$3000 (OFAH): Capital improvement grant</p> <p><u>Total Capital Improvement Grant Request</u> \$3000</p>
Berming of rearing pond	Our pond is in the flood plain of an adjacent creek. We would like to construct a berm that would prevent our Walleye from escaping into the adjacent creek during a high water event. This would prevent escapees from causing negative impacts to the biodiversity of the adjacent creek and its connecting waterways.	<p>1. Description of line items -Landscaping materials to construct berm: \$675 -Contractor costs to construct berm: \$600</p> <p>2. Total Project Cost: \$1275</p> <p>3. Source of Funding -\$1275 (OFAH): Capital improvement grant</p> <p><u>Total Capital Improvement Grant Request</u> \$1275</p>

Section F: Partnership Support

Please list the organizations, companies, and individuals who will provide support to your community hatchery for general operations. Capital improvement project support will be indicated in the capital improvement grant request section. Indicate whether the support will be cash or in-kind (any support you receive that does not require a money transaction). For in-kind support, please provide a brief description of the contribution to your hatchery (e.g. *Municipality of Town A*: provides building and building insurance; General Contractor Joe: will build outbuilding to house new well pumps).

Partnership support information will be used to determine overall value of the CHP program and will not influence CHP funding allocation. Any information provided will not be used by the OFAH to solicit support from community hatchery partners.

Section G: MNRF Approvals

Community hatcheries are required to have a valid aquaculture licence to rear fish. It is mandatory that all required licences in this section are valid to be eligible for CHP funding. A three-in-one application form is available on the MNRF website (link below) or from your local MNRF district office, to apply for an:

- Aquaculture licence;
- Licence to collect fish or gametes for aquaculture purposes; and,
- Licence to stock fish.

Link to Application for Aquaculture-Related Licences for Community Hatcheries:

[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/018-0434E~1/\\$File/0434E.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/018-0434E~1/$File/0434E.pdf)

Please contact the CHP coordinator if you have any questions or issues applying for or receiving these licences.

Additional Information

In this section, please include information on additional rearing sites that were not included in Section B (Rearing Site Information). Also, include any information that did not fit in the space provided for any other sections or additional information that you would like to include with your application.

GUIDELINES FOR THE EVALUATION OF CHP CAPITAL IMPROVEMENT GRANTS

Evaluation Criteria:

A) Proposed project will benefit the fisheries resource (directly or indirectly)

The project will directly or indirectly benefit the fisheries resource by improving/enhancing the operation of a community hatchery. Projects that have direct benefits to the fisheries resource include, but are not limited to; aquaculture equipment (E.g. pumps, tanks, etc.), hatchery infrastructure improvements, and pond reconstruction (E.g. installing a harvest structure). The link to a fisheries resource for projects with indirect benefits may be less obvious, but in many cases are essential to the operation of a community hatchery (E.g. volunteer Personal Protective Equipment, improving facility accesses, and energy efficiency).

Scoring:

Excellent

- The project addresses any identified aquaculture permitting risk analysis deficiencies identified by the MNR.
- The project addresses fish health and/or biosecurity improvements.
- The project identifies hatchery improvements or efficiencies that will ultimately improve fish culture operations to help optimize approved production (E.g., generators, pumps, filters, tanks, pond regrading or reconstruction etc.)

Good

- The proposed project addresses a hatchery infrastructure deficiency (E.g. rotting decks, leaking roof, degraded laneway, etc.)

Somewhat

- The project reduces energy consumption (E.g. green energy, high efficiency equipment, LED lighting, etc.).
- The project will support education and outreach (E.g. educational material, public viewing or interpretive areas, etc.).
- The funding request addresses clearly identified health and safety needs (E.g., harnesses for fish ways, life jackets, PPE, etc.).
- The project focuses on expanding hatchery production (E.g., increased number of fish reared, increased species/strain reared, rearing to an older life stage, etc.)

Not at all

- The project focuses on landscaping or lawn maintenance of a hatchery. (E.g. lawnmowers, landscaping material, etc.)

Scoring Range:

Not at all (0-9); Somewhat (10-19); Good (20-29); Excellent (30-40)

B) Likelihood for long term benefits

The projected benefits from the proposed project will be obtained over the long term.

Scoring:

<i>Excellent</i>	Will provide benefits for greater than 5 years
<i>Good</i>	Will provide benefits for 2-5 years
<i>Somewhat</i>	Will only provide temporary benefits (i.e. only one rearing season)
<i>Not at all</i>	Will provide no benefits

Scoring Range:

Not at all (0-4); Somewhat (5-9); Good (10-14); Excellent (15-20)

C) Applicant has clearly defined project benefits

The applicant has clearly defined what benefits the proposed project will have on the fisheries resource and/or hatchery operations.

Scoring: Example project of a request for a new YSI multi meter

<i>Good to Excellent</i>	It is believed that our low Walleye survival may be contributed to high pH levels in our hatchery and low dissolved oxygen in our rearing pond. A new Multi Meter will allow us to monitor water quality to determine if our poor survival is contributed to high pH or low DO levels.
<i>Not at all to Somewhat</i>	We would be able to now measure the DO in our hatchery and pond

Scoring Range:

Not at all (0-1); Somewhat (2-4); Good (5-7); Excellent (8-10)

D) Project appears feasible and can be completed within this year's CHP funding timeframe

What is the probability that the proposed project will be completed by the CHP reporting deadline of December 31?

Scoring Range:

Not at all (0-1); Somewhat (2-4); Good (5-7); Excellent (8-10)

E) Project budget is complete and is appropriate for scope of work

Has the applicant requested an appropriate level of funding for the proposed project? Has the applicant provided a detailed budget with individual lines items? Has the applicant included all sources of funding? For larger projects the applicant has provide quotes from suppliers/manufacturers/contractors.

Scoring Range:

Not at all (0-1); Somewhat (2-4); Good (5-7); Excellent (8-10)

General Comments/Recommendations/Questions:

Please provide any general comments or recommendations for the proposed project.

Recommended Funding:

Please provide the level of funding that is appropriate for the proposed project. **Note:** If the recommended funding level is below the applicant's request, the CHP would need to ensure that the applicant would be able to complete the project before issuing any funding (i.e. verify sources of remaining funds).