Fiscal Year 2023 Invasive Species Microgrants
Applicant Guidelines

The Invasive Species Microgrant Program is designed to facilitate on-the-ground management, monitoring, education, and outreach on invasive species in Ontario. The program transfers Ministry of Natural Resources and Forestry (MNRF) funds through ISC to eligible projects across Ontario.

Program Goal

Microgrants will catalyze action on invasive species management in Ontario.

Objectives

- Prevent the spread and establishment of invasive species in Ontario
- Support on-the-ground invasive species control through community action and engagement
- Increase awareness of invasive species through education and outreach activities and programs

Funding Priorities

1. Purchasing of equipment, supplies and materials to support implementation of best management practices for the purpose of controlling an invasive species. (e.g., fall/winter control projects)
2. Purchase and installation of materials and equipment that support the implementation of Clean, Drain, Dry Legislation (e.g., sign installation, cleaning stations, etc.)
3. Convening multi-partner collaborations on invasive species management to address landscape-level infestations and prevention work
4. Control and management plans
5. Training youth and youth engagement activities
6. Public education events and materials that include training for volunteers to build community capacity for addressing the spread of invasive species

Ineligible Activities

The Invasive Species Microgrant will not fund:

- The development of new content and graphic design for aquatic invasive species signage. Please visit the species profile of the invasive species you are seeking signage for to see existing resources, and you can also inquire further by reaching out to us by email: info@invasivespeciescentre.ca.
- Projects that do not reference Best Management Practices (BMPs) for control planning (if a BMP is not available, the proposal should provide good references for chosen methods).
- *Phragmites australis*. The Green Shovels Collaborative's Invasive Phragmites Control Fund is open for applications until August 5, 2022. See more information: Invasive Phragmites Control Fund.

Eligible Applicants

- Non-profits
- Charities
- Organizations
- Municipalities
- Universities, Colleges, and Schools
- Registered Community Groups and Associations
- Indigenous Communities

Proposed Timelines

Phase	Start	End
Request for Proposals	July 27, 2022	August 19, 2022
Review of Proposals	August 22, 2022	August 31, 2022
Successful recipients notified (target date)	Early September	
Agreements	Before the end of September 2022*	
Final Reporting	January 2, 2023	February 1, 2023

* eligible expenses are permitted from July 27.

Award Terms

The 2022 Invasive Species Microgrant has $45,000 to distribute to projects in Ontario. The Fund strives to support 45 projects with $1,000 for each successful applicant. Successful applicants will receive a single award of $1,000 for activities to be completed by February 1, 2023.

Award recipients will agree to provide project updates, stories, and photos to be used by the Invasive Species Centre to communicate project outcomes and raise awareness about invasive species in Ontario. Award recipients agree to report on specific key performance indicators that will be used to communicate project outcomes. Award recipients will also communicate project outcomes and raise awareness of invasive species stories when appropriate.

Applicants may also be asked to participate in an ISC-led event to share a short presentation or poster about the project and outcomes.

Key Performance Indicators

To support the evaluation of this fund and ensure future funding is available, the following key performance indicators (KPIs) may be requested. KPIs are not meant to be overly cumbersome and will be more, or less, appropriate for each project. A subset of the KPIs listed below can be chosen and will be agreed upon prior to the distribution of funds along with a final reporting template.

KPI	Unit	Description
Full-time staff	Number (n)	Total number of paid full-time staff working on the project
Volunteers	Number (n)	Total number of volunteers working on the project • Count each person regardless of hours spent on the project
Volunteer hours	Time (hours)	Total number of hours donated. • Total all hours donated by each volunteer on the project
Area controlled	Metres sq. (m^2)	Measures the total area controlled.

Online engagements	Total reach	Total online reach; total all the following:
		• Website hits
		• Social media total reach
		• Email blasts (opens and clicks)
		*helpful details include # of posts made, emails sent, etc.
Events	Number (n)	Total number of organized events
Event attendees	Number (n)	Total number of attendees at all engagements (inclusive of youth)
Youth engagement	Number (n)	Total number of youth attendees at all engagements (under 18)
Indigenous involvement	Number (n)	Total number of Indigenous groups engaged
Municipal/CA involvement	Number (n)	Total number of municipal and CA groups engaged
In-kind contributions	Dollars ($)	Total amount raised using these funds as a match
		• Total in-kind support realized for this project
		• Use in-kind contributions in the budget table to provide a final confirmed total (Dollars $)
Other KPI		Add Key Performance Indicator if applicable

How to Apply

Interested applicants must complete an online application form by **Friday, Aug. 19, 2022 at 11:59 p.m.**

> **Fill out the online application: https://bit.ly/3nbMSJq**

Please contact Karen Alexander at kalexander@invasivespeciescentre.ca to discuss project eligibility and other questions.

Application Outline

The online application form **cannot be saved and returned to.** The following outline should be used to pre-prepare content for the online form in a WORD or other word processing document, which can then be saved while you work and copied and pasted into the online application form.

1. Applicant Name
   • *Provide the first and last name of the person responsible for implementing the project*
2. Applicant phone number
3. Applicant email
4. Applicant organization (legal entity)
5. Applicant's organization address
6. Applicant profile (50 words or less)
   • *Describe the vision, mission, and value proposition of your organization.*

7. Choose your geographic area (a list is provided)
   - *Central Ontario: Durham – Halton Region – Muskoka District – Peel Region – Simcoe County – Toronto – York*
   - *Southwestern Ontario: Brant County – Bruce County – Chatham–Kent – Dufferin County – Elgin County – Essex County – Grey County – Haldimand County – Hamilton – Huron County – Lambton County – Middlesex County – Niagara Region – Norfolk County – Oxford County – Pelee Township – Perth County – Waterloo – Wellington County*
   - *Eastern Ontario: Frontenac County – Haliburton County – Hastings- Kawartha Lakes – Lanark – Leeds & Grenville – Lennox & Addington – Northumberland County – Ottawa – Peterborough County – Prescott & Russell – Prince Edward County – Renfrew – Stormont, Dundas & Glengarry*
   - *Northeastern Ontario: Algoma District – Cochrane – Manitoulin – Nipissing District – Parry Sound District – Sudbury – Timiskaming*
   - *Northwestern Ontario: Kenora – Rainy River – Thunder Bay*
8. Project Title (15 words or less)
9. Choose all Program Objectives that apply to your project (list provided)
   - *Prevent the spread and establishment of invasive species in Ontario*
   - *Support on-the-ground invasive species control through community action and engagement*
   - *Increase awareness of invasive species through education and outreach activities and programs*
10. Does your project require Landowner Permission? (Choose one)
    - *Yes, we have obtained landowner permission*
    - *Yes, but we have not obtained permissions yet and we have not reached out to the landowner.*
    - *Yes, but we have not obtained permissions for this project yet. We have discussed the project with the landowner who has given verbal support, and/or we have worked with this landowner on other projects in the past.*
    - *No*
11. *Does your project require a permit or other special permissions to perform?*
    - *Yes, one or more are required for our project.*
    - *No permit required.*
12. If you answered yes to the previous question, please list the permits/permissions you require and let us know if you have applied for, obtained, or not applied yet. (e.g., DFO SAR permit, applied for)
13. What invasive species does your project address? List up to the three most impacted.
14. Project Description (500 words or less)
    - *What is the purpose of your project, what are you setting out to do and why?*
    - *What is your project plan and timeline? Break into phases if this improves clarity.*
15. Please outline any applicable best practices, existing resources and partners that will be involved with your project
    - *How are you planning to achieve your goal?*
      - *Reference Best Management Practices if applicable. If BMPs are not available, please provide a reference for your chosen control methods.*

- *Emphasize and reference the use of existing content and materials such as signs and factsheets and other communications materials.*
- *Who will you work with? List partners and their roles and whether you have confirmed their involvement.*
- *Add additional information as required.*

16. Short Description (20 words or less)
- *Provide a concise summary of your project. This summary will be used for various communications materials such as social media and the ISC website.*

17. Expected Outcomes (100 words or less)
- *Describe the qualitative outcomes of your work.*
- *Quantify outcomes by including estimates for one or more of the key performance indicators listed and described above. Add additional KPIs and summary text as needed.*

18. Project Budget
- *Budget should reflect your total project budget, not just activities funded by the Microgrant program. Your budget does not need to show how you will use the Microgrant.*
- *Budget must equal or exceed $1,000.00.*
- *Note that utilities and overhead are not eligible expenses for this project.*
- *The budget in the application will ask for item descriptions and total cost for that item; another section will request category totals.*
- *Use the template below to prepare your budget for the application.*

Example Budget Tracker
Include a description for each budget line and a total cost estimate for that item (CAD, HST inclusive).

Please see the example tracking table and how expenses are to be totalled.

Category	BUDGET ITEM	TOTAL
Salaries and HR	Staff time 10 hours	$2,500.00
Professional Services	Contractor	$5,000.00
Equipment and equipment rental	Backpack sprayers and PPE	$2,400.00
Marketing and advertising	Printing for one page factsheet, 300 copies	$350.00
Professional Services	Design services	$500.00
	FINAL TOTAL	$10,750.00

19. Project Budget Totals
- *Expenses will be totalled according to the following categories:*
  - *Salaries & HR*
  - *Materials and Supplies*
  - *Equipment and Equipment rental*
  - *Professional Services/Contractors*
  - *Third Party Support*

- *Marketing and Advertising*
- *Other*

Project Budget Totals

Salaries and HR:	$2,500.00
Professional Services/Contractors:	$5,500.00 ($500.00 +$5,000.00)
Equipment and Equipment Rental:	$2,400.00
Marketing and Advertising:	$350.00

Online Application

See below for examples of how it will look in the online application:

20. Previous funding
   - *If you have you received funding from the Invasive Species Centre in the past, please identify project, year, and amount.*

Additional Questions

Please contact Karen Alexander at kalexander@invasivespeciescentre.ca to discuss project eligibility and other questions.