

Invasive Phragmites Control Fund



Invasive Phragmites Control Fund Applicant Guide

With support from Ontario's Ministry of Natural Resources and Forestry, the Invasive Phragmites Control Fund is seeking proposals for grants to support groups or organizations to implement Phragmites prevention and control activities in Ontario.

The purpose of the Invasive Phragmites Control Fund is to support local on-the-ground action on Phragmites and amplify and expand control activities into a provincial scale, coordinated Phragmites program.

The Fund will support Phragmites projects that range from \$2,500 to \$25,000, with exceptional (e.g. multi-partner, landscape scale collaborations) projects up to \$50,000.

The Invasive Phragmites Control Fund is coordinated by the Invasive Species Centre, in collaboration with the Green Shovels Collaborative, a coalition of conservation organizations including the Nature Conservancy of Canada, Ducks Unlimited Canada, Federation of Ontario Cottagers' Associations, Ontario Invasive Plant Council, Ontario Federation of Anglers and Hunters and the Invasive Species Centre.

Key Details and Deadlines

Applications must be submitted electronically using the Good Grants portal by 11:59pm, Thursday, May 30, 2024. Incomplete submissions, or submissions received after the deadline will not be accepted.

To submit an application for the Invasive Phragmites Control Fund please click here: [Apply Now!!](#)

Optional live informational webinars will be held on the following dates:

The general information session on the Invasive Phragmites Control Fund will be held on **Tuesday, May 7th at 11:00am EST.** [Register Here!](#)

The focused information session on developing a budget and understanding in-kind contributions, will be held on **Monday, May 13th at 11:00am EST.** [Register Here!](#)

Both webinars will be recorded and shared on the Invasive Species Centre YouTube page.

All project spending must be complete by Monday February 3, 2025.

For more information about the Invasive Phragmites Control Fund, please visit:

<https://www.invasivespeciescentre.ca/grant-opportunities/>

For any additional questions please contact Kendra Jolley at kjolley@invasivespeciescentre.ca

www.invasivespeciescentre.ca/grants

Program Objectives

The Invasive Phragmites Control Fund will support collaborative action in Ontario to:

1. Map and develop integrated collaborative plans to prevent and control invasive Phragmites at scale (e.g., watersheds, municipalities, regions etc.) and consider post-management restoration to prevent re-establishment, and/or
2. Amplify and expand Phragmites control implementation, and/or
3. Address the leading edge and rapid spread of Phragmites, and/or
4. Increase collaboration and coordination, volunteer, and landowner participation & capacity

Funding Priority Activities

Funding for multiple categories may be requested in one application.

1. **Phragmites Mapping, Monitoring and Planning** (e.g. mapping surveys, developing integrated plans for prevention, control and considering post-management restoration to prevent re-establishment, employing a regional approach to planning, consulting fees, budgets, partner engagement, landowner engagement, equipment etc.)
2. **Phragmites Control Implementation** (e.g. follow integrated pest management approach, prevention, spading, physical and mechanical removal, chemical removal, prescribed burns, cutting, rolling, biocontrol, equipment)
3. **Phragmites Innovation** (e.g. advancing the use of innovative prevention and control techniques available for use in Ontario)

Funding Priority Areas

One of the goals of the Invasive Phragmites Control Fund is to support coordinated, province-wide actions to advance landscape-level management and protect Ontario's natural environment, economy and society from its negative impacts.

The Fund will:

- Encourage projects from Indigenous communities and groups
- Accept proposals from across Ontario
- Additional review points will be given to projects that support key program objectives and:
- Are submitted in coordination with an active Phragmites Management Area working group or similar group that coordinates Phragmites mapping and control
- Are submitted from a priority geography, including:
 - Durham Region
 - Eastern Ontario (e.g., Brockville, Cornwall)
 - Essex County
 - Georgian Bay East (e.g. Parry Sound, Honey Harbour, Port Severn)

- Georgian Bay South (e.g. Midland, Penetanguishene, Wasaga Beach)
- Halton Region (Georgetown, Acton)
- Kenora and Region (e.g. Kenora, Lake of the Woods, Shoal Lake, Sioux Narrows)
- Kingston and Region (e.g. Odessa, Gananoque, Newboro)
- Lambton County
- Manitoulin
- Niagara Region (e.g. St. Catharines, Port Colborne, Niagara Falls, Fort Erie)
- Norfolk County
- Peel Region (e.g. Mississauga, Belfountain)
- Prince Edward County and Region (e.g. Brighton, Trenton, Belleville, Napanee, Picton)
- Saugeen Bruce (e.g. Sauble Beach, Tobermory, Owen Sound, Meaford)
- Sault Ste. Marie and Algoma Region (e.g. Sault Ste. Marie, Batchewana Bay, Goulais River, Garden River, Thessalon, Blind River)
- Sudbury and Region (e.g. Sudbury, Whitefish, Chelmsford, Wanapitei Lake)
- Thunder Bay and Region (e.g. Thunder Bay, Atikokan, Nipigon)
- York Region
- Occur within Great Lakes coastal wetlands (see Appendix C)

Eligible Applicants

The Fund will support:

- Indigenous governments, communities or organizations
- Municipalities and Conservation Authorities
- Groups or organizations in Ontario including
 - Community Collaboratives
 - Non- profit and charitable organizations

The Fund is unable to support:

- Projects proposed by private individuals are not eligible for funding at this time
- Provincial or federal government agencies
- Projects outside Ontario

Applicants working on multiple projects may submit a maximum of two applications, with only one application at the maximum funding request level.

Timeline

Phase	Start	End
Request for Proposals	April 30, 2024	May 30
Successful recipients notified (target date)	June	
Agreements	June- July	
All funds used by	February 3, 2025	
Final Reporting	February 3, 2025	

Award Terms

With support from the Ministry of Natural Resources and Forestry, the 2024 –2025 Invasive Phragmites Control Fund strives to support approximately 20 – 50 projects.

The Fund will support Phragmites projects that range from \$2,500 to \$25,000, with exceptional (e.g., multi-partner, landscape scale collaborations) projects up to \$50,000. Award recipients will agree to:

- Consider an integrated approach to Phragmites management
- Review the new online Phragmites Management training modules- see <https://www.greenshovels.ca/solutions-for-invasive-phragmites/>
- Use Phragmites best management practices. Projects using one of the following methods will score higher in the review process:
 - Phragmites BMP and Technical Bulletin: <https://www.ontarioinvasiveplants.ca/invasive-plants/species/phragmites/>
 - Phragmites Guidebook: <https://www.greenshovels.ca/solutions-for-invasive-phragmites/>
 - Great Lakes Commission Phragmites Adaptive Management Collaborative: <https://www.greatlakesphragmites.net/pamf/>
- Be responsible for understanding and obtaining any permits or approvals required, and assume any liabilities associated with their project. Please be mindful that some Phragmites management activities require permits (i.e., species at risk permits) and special permissions which may add to project times
- Carry out the project as proposed
- Provide project updates, stories, and photos to be used by the Invasive Species Centre to communicate project outcomes and raise awareness about Phragmites in Ontario
- Acknowledge funding in all materials
- Report on specific key performance indicators used to communicate project outcomes to grant funders
- Provide invoices and reports by the reporting deadlines

Key Performance Indicators

To support the evaluation of progress and ensure future funding is available, the following key performance indicators (KPIs) may be requested. 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 chart to follow on pages 5 and 6.

KPI	Unit	Description
Jobs	Number (n)	Total number of paid full and part-time staff working on the project at any time
Jobs	FTE (n)	Total number of Full Time Equivalents supported under this project. Full time employee = 1 Part time employee = 0.5 Seasonal employee = 0.25
Volunteers	Number (n)	Total number of volunteers working on the project <ul style="list-style-type: none"> Count each person regardless of hours spent on the project Strong consideration will be given to applicants who demonstrate collaboration with volunteers where appropriate
Volunteer hours	Time (hours)	Total number of hours donated <ul style="list-style-type: none"> Total all hours donated by each volunteer on the project
Number of Collaborative Partners	Number (n)	Total number of collaborative partners (see list of eligible applicants) working on the project <ul style="list-style-type: none"> Number of collaborators Number of Indigenous communities
Mapping	Square Meters (m ²)	Total area mapped, and amount of Phragmites present in area
Phragmites plans	Number (n)	Total number of Phragmites prevention and management plans
Impact	Square Meters (m ²) Linear meters (m)	Measures the total area of Phragmites controlled <ul style="list-style-type: none"> Area managed (m²) Shoreline protected (m)
Online engagements	Total reach	Total online reach; total all the following: <ul style="list-style-type: none"> Website hits Social media total reach (number of likes, shares, etc.) Email blasts (opens and clicks) Number of resources downloaded *helpful details include # of posts made, emails sent, etc.
Communications	Number (n)	Various methods of communications used <ul style="list-style-type: none"> Media Coverage (please provide any links) Photos (before, during, after – mandatory requirement) Videos taken (as much as possible)
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 communities or groups involvement	Number (n)	Total number of Indigenous communities or groups involved
Municipal/CA involvement	Number (n)	Total number of municipal and Conservation Authority groups engaged
Other KPI		Add Key Performance Indicator if applicable

Additional Contributions

To allow the Invasive Phragmites Control Fund to support as many projects as possible, proponents are required to secure additional funding for their projects, outside of this Fund.

The Invasive Phragmites Control Fund has a formal stacking or proponent **matching requirement of 1:1**, meaning that the amount requested from the Fund needs to be matched by a contribution (which could be a combination of cash or in-kind from proponents, partners, municipal, provincial, federal, or other source). Projects that exceed a 1:1 match ratio will score higher in the review process. Projects proposed by indigenous organizations are encouraged to indicate matching funds where possible and are not required to have a 1:1 match.

Applicants can report cash contributions and donations in-kind separately. Applicants are asked to indicate if any cash or in-kind contribution has not been secured in the budget table, with a brief indication as to the status of securing that contribution.

To support proponents in considering the wide variety of in-kind contributions eligible for inclusion please see Appendix A.

Developing A Budget

Applicants are required to complete a budget table which identifies:

Budget items, the total cost of the project, the cash or in-kind contributions, (e.g., those made by the applicants, other project partners and/or other funders) and funds requested from the Invasive Phragmites Control Fund. Please indicate a source for any cash or in-kind contributions in the corresponding cell.

A sample budget is provided below to assist.

Sample budget to follow on pages 7 and 8.

Category	BUDGET ITEM	Invasive Phragmites Control Fund REQUEST	Proponent Contributions		Source of In-Kind Contributions	PROJECT TOTAL
			Cash (source)	In Kind (source)		
Salaries and Human Resources	Project Coordinator Staff time to map/monitor invasive Phragmites across 4 municipally owned PSW's	20 hours @ \$25/hr (MERCs included) = \$500	28 hours @ \$25/hr (MERCs included) = \$700 Source: Parks Community Fund	50 hours @ \$25/hr (MERCs included) =\$1,250 Source: Proponent		\$2,450
Travel & Accommodations	Mileage to and from each site. Fund requires use of provincial mileage rate set at \$0.41/km		\$0.41/km * 184 km = \$75.44	\$0		\$75.44
Professional Services	Contractor fee to treat, remove invasive Phragmites (includes staff time and equipment costs)	Est 1d @ daily rate of \$2,000 = \$2,000	\$0	\$0		\$2,000
Equipment and Supplies Purchase	Mapping equipment and additional software licence	1 additional software licence required to complete mapping = \$130	\$0	1 tablet =\$600.00 Source: Proponent		\$730
Equipment & Supplies Rental	Trailer rental for plant material disposal	\$0	Trailer rental fee =\$80 Source: Parks Community Fund	\$0		\$80
Communications	Printing temporary signage for public notification		\$0	3 signs @ est. \$20/each =\$60		\$60

				Source:		
				Proponent		
Administration	6% admin to cover misc printing, banking fees, etc. Does not include salaries. Maximum 0-10%	\$278	\$0	\$0		\$278
FINAL TOTAL		2908	\$855.44	\$1,910	\$2,630	\$5673.44

Applicants are asked to use the following budget categories to develop their project budgets (please note some budget categories may have multiple lines):

- Salaries & human resources
- Travel & accommodations
- Professional services
- Equipment & supplies purchase
- Equipment & supplies rental
- Communications
- Administration
- Other (please describe should an expense not fit into an above category)

Salaries & Human Resources: includes wages and mandatory benefits for staff that will be directly involved in the implementation of the project. This includes wages for project managers directly involved in project implementation; project oversight/supervision and accounting are excluded from eligible staff costs.

Travel & Accommodation: may include transportation for meetings or events for project staff, contractors, or meeting/event attendees. Funded amounts must align with the [Ontario Government's Travel, Meal and Hospitality Expense Directive](#). Transportation costs will be by the most practical and economical method. Accommodation may include appropriate/ economical accommodations for meetings or events for project staff, contractors, or meeting/event attendees. Food and beverage may include costs for food or beverages for project staff or contractors during project meetings/events held with the public. Collecting and retaining itemized receipts to verify the expenditure will be required. Funds requested under this budget category may not be used for: non-meal food and beverages; alcohol; meals when the travel period is less than 5 hours; or meals during travel when travel is a part of the regular job duties of the staff or contractor. Please calculate mileage using the government rate of a maximum of \$0.41 /km for Northern Ontario and \$0.40/km for Southern Ontario.

Professional Services: includes third party costs such as a contractor hired to manage Phragmites, or a consultant hired to complete a survey.

Equipment & Supplies Purchase: includes materials and supplies purchased for the implementation of the project.

Equipment & Supplies Rental: includes materials and supplies rented for the implementation of the project.

Communications: includes costs related to communication of activities directly supported by the Invasive Phragmites Control Fund. The Invasive Phragmites Control Fund funds under this category are not to be utilized for expenses whose

primary function is to support education and outreach, rather these funds are to support communication needs to increase on-the-ground impact (e.g., volunteer recruitment).

Administration expenses: includes costs that are part of the normal operations of an applicant's organization, but which can be reasonably attributable to the project. Administration expenses are comprised of disbursements such as postage/courier charges, photocopying charges, office supplies, and financial institution service fees incurred in carrying out the project. Funds may not be used for avoidable financial institution service fees (for example, non-sufficient fund charges). For clarity, administration expenses do not include items such as salary and wages, rent, travel, accommodation, and meal expenses, computers, legal fees, audit fees, engineering fees, and other professional fees.

Legal Authorizations

Applicants are responsible for identifying and obtaining any authorizations required for the project. Projects cannot proceed without obtaining the required authorizations. Note that authorizations (for example, permits or licenses) do not have to be in place to submit your application, but must be in place before any on the groundwork commences. Having authorization in place in advance, if required, may enable your project to start on time.

Liability

The applicant shall be solely liable for any loss, damage or injury to any party resulting from carrying out its project and from its use of knowledge and/or pre-existing know-how.

Recognition

As instructed by the Invasive Species Centre, the successful applicant may be required to acknowledge the receipt of financial assistance from the Government of Ontario and the Invasive Species Centre.

How to Apply

Interested applicants must complete an online application form by **Thursday May 30, 2024 at 11:59 p.m.**

Fill out the online application:

***Link available at top of Applicant Guideline document**

Please contact Kendra Jolley at kjolley@invasivespeciescentre.ca to discuss project eligibility and other questions.

APPENDIX A

Considerations for In-Kind Contributions

The following table is provided as a guide to support applicants in understanding what they might include as an in-kind contribution to their proposed project. This list is not comprehensive, so applicants are encouraged to consider any in-kind contributions not mentioned below.

Category	Suggested for your Consideration for In Kind Contribution Calculations
Salaries and Human Resources	Actual salary or wage costs, including MERCs for anyone paid for their contributions to the project. This may include project managers, administrative staff, or other staff contributing to the project.
Volunteer	Value volunteer hours at the hourly equivalent to an employee that performs similar activities or duties
Professional and technical services/contracts	Consulting fees and/or technical expertise directly related to the funded project (e.g., communications professionals, lawyers, Indigenous elders, etc.)
Travel and subsistence costs	Reasonable out-of-pocket travel and subsistence expenses for work that is directly dedicated to the funded project
Equipment, materials and supplies	Donated new and used equipment, material and supplies (e.g., laptops, hand tools, machinery, etc.)
Software, new technologies and databases	Cost of purchasing licenses needed for the project, if not already provided by the institution Development cost of new technologies related to the project
Dissemination of results	Preparation of materials (e.g., digital media) for mass and other audiences Organization of a workshop, seminar, roundtable or public lecture that relates directly to the research project or other funded activities
Use of facilities	Donated meeting rooms, space or facilities for which a fee is usually charged Donated additional office space that may be at the partner's site

APPENDIX B

Application Outline

1. Start Here Tab

- Applicant: Name of individual completing the application
- Category: Invasive Phragmites Control Fund
- Application Name

2. Eligibility Tab

- Are you applying as a private individual? Yes/No
- Does your project focus on Invasive Phragmites? Yes/No

3. Applicant Details Tab

- Applicant lead: person responsible for implementing the project
- Name of the organization applying
- Phone Number
- Address
- Email Address
- Applicant Profile (50 words or less)
- Choose the geographic area your project will occur in from the list below:
 - Central Ontario:** Durham – Halton Region – Niagara Region -- Muskoka District – Haliburton County --Hastings- Kawartha Lakes – Peterborough County – Northumberland County -- Peel Region – Simcoe County – Toronto – York -- Nipissing District – Parry Sound District
 - Southern Ontario:** Brant County – Bruce County – Chatham–Kent – Dufferin County – Elgin County – Essex County – Grey County – Haldimand County – Hamilton – Huron County – Lambton County – Middlesex County – Norfolk County – Oxford County – Pelee Township – Perth County – Waterloo – Wellington County
 - Eastern Ontario:** Frontenac County – Lanark – Leeds & Grenville – Lennox & Addington – Ottawa – Prescott & Russell – Prince Edward County – Renfrew – Stormont, Dundas & Glengarry
 - Northern Ontario:** Algoma District – Cochrane – Manitoulin – Sudbury – Timiskaming -- Kenora – Rainy River – Thunder Bay
- Will your project be completed in any of the priority geographies listed below?
 - Durham Region
 - Eastern Ontario (e.g., Brockville, Cornwall)
 - Essex County
 - Georgian Bay East (e.g., Parry Sound, Honey Harbour, Port Severn)
 - Georgian Bay South (e.g., Midland, Penetanguishene, Wasaga Beach)
 - Halton Region (Georgetown, Acton)
 - Kenora and Region (e.g., Kenora, Lake of the Woods, Shoal Lake, Sioux Narrows)
 - Kingston and Region (e.g., Odessa, Gananoque, Newboro)
 - Lambton County
 - Manitoulin
 - Niagara Region (e.g., St. Catharines, Port Colborne, Niagara Falls, Fort Erie)
 - Norfolk County
 - Peel Region (e.g., Mississauga, Belfountain)
 - Prince Edward County and Region (e.g., Brighton, Trenton, Belleville, Napanee, Picton)

- xv. Saugeen Bruce (e.g. Sauble Beach, Tobermory, Owen Sound, Meaford)
- xvi. Sault Ste. Marie and Algoma Region (e.g., Sault Ste. Marie, Batchewana Bay, Goulais River, Garden River, Thessalon, Blind River)
- xvii. Sudbury and Region (e.g., Sudbury, Whitefish, Chelmsford, Wanapitei Lake)
- xviii. Thunder Bay and Region (e.g., Thunder Bay, Atikokan, Nipigon)
- xix. York Region
- What municipality will your project occur in?
- Is this project being submitted in coordination/collaboration with another Invasive Phragmites Control Fund proposal?
 - i. If you select yes to the above question, you will be asked to provide additional details.

4. Project Details Tab

- What is the name of your project?
- Please select the program objectives that apply to your project (please choose all that apply)
 - i. Map and develop integrated collaborative plans to prevent and control invasive Phragmites at scale (e.g., watersheds, municipalities, regions etc.) and plans consider post-management restoration to prevent re-establishment, and/or
 - ii. Amplify and expand Phragmites control implementation in Ontario, and/or
 - iii. Address the leading edge and rapid spread of Phragmites, and/or
 - iv. Increase collaboration and coordination, volunteer, and landowner participation & capacity building
- Choose the Funding Priorities that apply to your project (select all the apply)
 - i. Phragmites Mapping, Monitoring and Planning (e.g. mapping surveys, developing integrated plans for prevention and control, employing a regional approach to planning, consulting fees, budgets, partner engagement, landowner engagement, equipment etc.)
 - ii. Phragmites Control Implementation (e.g. follow integrated pest management approach, prevention, spading, physical and mechanical removal, chemical removal, prescribed burns, cutting, rolling, biocontrol, and post-management restoration to prevent re-establishment, equipment)
 - iii. Phragmites Innovation (e.g. advancing the use of innovative prevention and control techniques available for use in Ontario)
- Project description (1000 words or less). Please add more details if requesting higher amounts of funding or consider attaching additional materials.
 - Include a clear purpose for your project, what are you setting out to do and why?
 - How are you planning to achieve your purpose?
 - Who will you work with?
 - What is your timeline and project plan?
 - What are your expected outcomes?
 - How will your project follow Phragmites best management practices?
 - How do you plan to communicate about the project?
 - Have you considered ongoing maintenance and post management restoration?
 - Is this part of a multi-year project?
- Short description of your project (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.

- Does your project require permitting/authorizations /Letter of Opinion and/or Landowner Permission?
 - i. Yes, we have all permits and authorizations and landowner permission
 - ii. Yes, but we have not obtained permissions yet. We have obtained permits/Letter of Opinion and/or Landowner Permission for another project in the past.
 - iii. Yes, but we have not obtained permissions yet. We have not obtained a permit/Letter of Opinion and/or Landowner Permission for another project in the past.
 - iv. Not required
- Have you received previous funding from the Invasive Species Centre and/or Green Shovels?
 - i. If you answer yes to this question, you will be asked to provide additional details.

5. KPI Tab

- What are your expected outcomes?
Describe how your project will advance the Invasive Phragmites Control Fund goals and priorities. Include estimates for one or more of the key performance indicators listed and described above.

KPI	Unit	Project Target
Jobs	Number (n)	
Jobs	FTE (n)	
Volunteers	Number (n)	
Volunteer hours	Time (hours)	
Number of Collaborative Partners	Number (n)	
Mapping	Square Meters (m ²)	
Phragmites plans	Number (n)	
Impact: Phragmites Controlled	Square Meters (m ²) Linear meters (m)	
Online engagements	Total reach	
Communications	Number (n)	
Events	Number (n)	
Event attendees	Number (n)	
Youth engagement	Number (n)	
Indigenous communities or groups involvement	Number (n)	
Municipal/CA involvement	Number (n)	
Other KPI		

6. Budget Tab

- Please provide your budgeting details in the table below:

If you need to add a row, you can do so by clicking on the grey, "Add Row" button under the bottom left corner of the table.

- Please use the numerical value as outlined below to indicate the TYPE of expenditure, this will help us easily identify which category the additional rows belong to.
 - Salaries and Human Resources
 - Travel and Accommodation
 - Professional/Contractor Services
 - Equipment and Supplies (Purchase)
 - Equipment and Supplies (Rental)
 - Administration

A new line-item entry under "Budget Item" may look like this:

"5. Boat Rental for 8 Hours", you can then fill in the dollar amount in the appropriate rows

Category	BUDGET ITEM	IPCF REQUEST	Proponent Contributions		Source of In-Kind Contributions	PROJECT TOTAL
			Cash (source)	In Kind (source)		
Salaries and Human Resources						
Travel & Accommodations						
Professional Services						
Equipment and Supplies Purchase						
Equipment & Supplies Rental						
Communications						
Administration						
FINAL TOTAL			\$	\$		\$

7. Optional Attachments Tab

- The submission of additional information is completely optional and will not affect your eligibility should you not have additional files to add.
- This feature will allow groups or organizations the option of submitting supplemental information that may further explain their project objectives or may not fit into other areas of the application.

APPENDIX C

Map of Great Lakes Coastal Wetlands

