2025 Invasive Species Action Fund
Applicant Guidelines

Website link: https://www.invasivespeciescentre.ca/wp-content/uploads/2024/11/ISAF-FY2026-Applicant-Guidelines-Final.pdf

The Invasive Species Action Fund (ISAF) is a grant program designed to facilitate on-the-ground management and monitoring of invasive species in Ontario. The program is made possible thanks to the support of Ontario's Ministry of Natural Resources (MNR).

_____

Key Details and Deadlines

Applications must be submitted electronically via the below links by 11:59pm, January 15, 2025. Submissions received after the deadline or not fully completed will not be accepted.

To submit an application for a grant under the Invasive Species Action Fund please visit the following link: Apply to the Invasive Species Action Fund

For projects up to $3,500 select the Microgrants category.
For projects up to $15,000 select the Accelerated Impacts category.
For projects up to $50,000 select the Transformative Action category.

Projects that exceed the funding cap for the Transformative Action Stream may be considered on a case by case basis. To discuss project eligibility for these exceptional circumstances please reach out to Kendra Jolley, kjolley@invasivespeciescentre.ca by **December 10, 2024** to discuss your project and eligibility.

Optional live informational sessions will be offered via webinar on the following dates:

Webinars:

Webinar 1: General Info - Thursday November 28, 2024, 11:00am – 12:00pm Register Here: https://www.invasivespeciescentre.ca/take-action/invasive-species-action-fund/
Webinar 2: Developing a Budget and In-Kind Contributions Thursday, Dec. 5, 2024 11:00am – 12:00pm Register Here: https://www.invasivespeciescentre.ca/take-action/invasive-species-action-fund/

If you are unable to attend any of the live sessions, a recording will be posted on the ISC YouTube page found here: ISC YouTube Channel

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

PLEASE NOTE: The form that follows at the end of this document should be used to 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. **Only submissions made using the Good Grants platform will be accepted for consideration.**

_____

Program Goal

Ontario continues to be one of the highest-risk provinces for the introduction of new invasive species to Canada. With an abundance of invasive species and finite resources to address the issue, allocating resources to the most strategic projects is critical to make effective progress.

Many municipalities, Indigenous communities, conservation authorities, community organizations and other partners continue to see invasive species establishing and spreading in their areas with few resources to work proactively to detect, prevent and eliminate these species prior to the requirement for long term control and management action.

ISAF will enable successful applicants to catalyze action on invasive species management in Ontario in 2025, while also supporting them in planning and quantifying needs to complete work in the future.

This program will also support goals identified in the Ontario Invasive Species Strategic Plan including:

- To prevent new invaders from arriving and surviving in Ontario,
- To slow, and where possible, reverse the spread of existing invasive species, and
- To reduce the harmful impacts of existing invasive species

Objectives

- Supporting prevention, control, and eradication activities to reduce the threats posed by Ontario's highest risk invasive species
- Enabling planning, mapping, monitoring, and management actions at the local level
- Assessing the impact of control activities and supporting planning for future work

ISAF Funding Streams

Funding Streams			
Stream	**Funding Cap**	**Project Completion**	**Reporting Requirements**
Stream 1: Microgrants	$3,500	January 2026	Agreement Interim Report Final Report
Stream 2: Accelerated Impact	$15,000	January 2026	Agreement Interim Report Final Report

Stream 3: Transformative Action	$50,000	January 2026	Agreement Interim Report Final Report

2025 ISAF Priorities

ISAF 2025 includes 3 streams to support projects of varying scope and scale.

The Microgrants stream continues to support local communities with invasive species needs.

Priorities For Microgrants Stream 1		
Species	**Geographies**	**Key Themes**
Any established invasive species, or related pathway, with demonstrated impact on Ontario's environment, economy, or society	All of Ontario	Prioritized themes include, but are not limited to: ❑ Volunteer stewardship ❑ Collaborative action

Priorities for Accelerated Impact and Transformative Action streams are more specific and can be found in the table below. Here you will see a range of species, geographies and key themes that have been identified as ISAF priorities for 2025. Applicants are encouraged to submit projects that meaningfully address at least one priority species and key theme.

Priorities For Accelerated Impact and Transformative Action Streams 2 & 3	
Priority Species	**Key Themes**
Priority species include, but are not limited to: **Terrestrial Plants:** • Ontario Invasive Species Act regulated species such as: o Knotweeds (where regional or multi-site level plans guide activities) o Dog strangling vines (particularly North and Central Ontario, where regional or multi-site level plans guide activities) o Tree of heaven • Giant hogweed and wild parsnip (where regional or multi-site level plans guide activities) **Aquatics:** • Ontario Invasive Species Act regulated species such as: o Invasive crayfish (excluding rusty crayfish) o Water soldier o Hydrilla o European water chestnut o Carolina fanwort o Yellow floating heart o Flowering rush • Great Lakes St Lawrence Governors & Premiers Least Wanted list • Zebra and quagga mussels (in new areas) **Forest pests** • Species regulated under Ontario Invasive Species Act and federal regulations such as:	Priority key themes for action-oriented project include, but are not limited to: • Multi-partner collaboration • Indigenous-led monitoring and control projects addressing invasive species, including those utilizing Traditional Knolwedge and Traditional Ecological Knowledge • Projects supporting Great Lakes coastal areas from the threat of invasive species • Leading edge of invasion and/or new populations, particularly work pursuing a planned local or regional eradication • Supporting development and implementation of local/regional management plans for priority species • Activities that support multi-year approaches to invasive species including future work planning • Building community capacity (e.g., trade associations, Indigenous communities, working groups, school, and community groups, etc.) to undertake new invasive species activities making future monitoring and control efforts more efficient and sustainable • Projects supporting the protection of pristine watersheds from the threat of invasive species • Organisms in Trade: action-oriented projects that raise awareness of regulated species within trade

o Oak wilt – in highest risk regions (e.g., Niagara Region, Central Ontario, Windsor, Sarnia, Sault Ste Marie) o Beech tree diseases o Hemlock Wooly Adelgid – in highest risk regions (e.g., Niagara Region, GTHA, Muskoka Region, Durham and Kawarthas) o Spotted Lanternfly – in highest risk regions (e.g., Niagara and GTA West, Prince Edward County, Norfolk, Windsor) **Please note, there is a strong preference for additional sources of funding for projects supporting activities on federally regulated forest pests. Applicants with projects focused on federally regulated pests are encouraged to seek out or obtain additional funding to exceed the 1:1 matching requirement.	and are proactively using industry-led approaches to address new threats on the horizon that may come in trade or help prepare/prevent spread within the industry. • Recreational Watercraft: applications involving recreational watercraft encompassing a holistic approach will be considered. These projects must include on the ground activities, and are not eligible for major capital expenditures. • Innovation: projects utilizing new, cutting-edge approaches to monitoring and managing invasive species with the intent to share knowledge and results to expand the collective ability to combat invasive species.

Above tables are not exhaustive lists

Eligible Applicants

- Non-government organizations and charities
- Municipal and local governments
- Universities, colleges, and schools
- Indigenous Communities/Organizations
- Conservation Authorities
- Landowners (only where projects align with collaborative ongoing efforts on public lands)

Ineligible Applicants

- Federal government departments and agencies
- Provincial government ministries
- Private landowners (Note: in exceptional situations, private lands directly abutting onto public property with a comprehensive public invasive species management plan could be part of an application from an eligible participant above)

Eligible Costs & Activities

- Salary costs directly related to the project
- Contractor costs directly associated with the project
- Purchase and rental of equipment, supplies and materials directly related to the project
- Administration costs not exceeding 10% of ISAF contribution to a project
- Convening multi-partner collaborations on invasive species management to address landscape-level prevention and management work
- Prevention, control and management plans for invasive species
- Training youth and youth engagement activities
- Costs associated with training and/or licensing of current employees to increase capacity for invasive species removal
- Communications costs (signage, advertising)

Ineligible Costs & Activities

ISAF does not fund:

- Salary costs for full or part-time municipal employees that would continue to be employed without ISAF funding. However, ISAF funding can be used to support new positions or contract extensions that are solely intended to meet ISAF project outcomes.
- Projects with a primary focus on invasive species education and outreach
- Projects that focus on invasive Phragmites. Ontario Phragmites Action program's Invasive Phragmites Control Fund for these projects.   We expect to share Information on future cycles of the Invasive Phragmites Control Fund shortly. See more information: Invasive Phragmites Control Fund.
- Projects that are undertaken exclusively on privately owned property
- Land securement
- Capital equipment purchases exceeding 20% of the total ISAF request

Additional Information for Applicants

- All invasive species prevention and control projects must demonstrate how their project will be using established Best Management Practices for their species of focus. Should a BMP not be available, the proponent must demonstrate how their proposed approach builds on existing knowledge for effective control
- Applicants are required to obtain all permits, licenses and authorizations prior to completing the proposed work. Furthermore, applicants are responsible for obtaining landowner permission to access and complete work on any private property. It is the responsibility of the applicant to understand the legal parameters required under each project and said responsibilities rest with the applicant, project partners, and/or contractors alone.
- Proposals require a formal matching of 1:1 in cash contributions or in-kind support (please see "Non-ISAF Contributions" section below for additional details
- Projects that support positive outcomes in controlling multiple invasive species are encouraged
- Applicants are strongly encouraged to submit any invasive species distribution data collected under ISAF supported projects through EDDMapS and/or iNaturalist
- Applicants are strongly encouraged to describe how the project links and supports municipal or other plans and policies
- An organization can submit more than one application to ISAF for consideration. In situations where multiple submissions are made by a single organization, reviewers will strive to ensure the strongest projects from the most applicants are supported.
- Letters of support are encouraged when submitting a project for ISAF consideration

Proposed Timelines

Phase	Expected Start	
Request for Proposals	November 15, 2024	Close: January 15, 2025 at 11:59pm
Successful recipients notified (target date)	February – March, 2025	
Agreements	May, 2025	
Initial Payments (Target Start)	May, 2025	

Interim Reporting	September 20, 2025
Final Reporting and Payments (all streams)	February 6, 2026, final payment contingent on approval of final report

* Eligible expenses for successful projects will be permitted from award notification date.

Award Terms

The 2025 ISAF has received funding from the MNR to support projects in Ontario. The Fund strives to support a number of projects in three different streams with up to $3,500 for each successful applicant receiving a Microgrant, up to $15,000 for Accelerated Impact grants, and up to $50,000 for Transformative Action grants. Successful applicants will receive their award, once determined, for activities to be completed by January 2026.

Award recipients 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 Invasive Species Centre 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. 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.

Key Performance Indicator	Unit	Project Target
People		
Jobs Created (paid positions, both full and part time)	Number (n)	
Volunteers (total number of individual volunteers)	Number (n)	
Volunteer hours (total number of volunteer hours contributed to project)	Time (hours)	
Collaborations		
Total number of all Collaborative Partners (Indigenous groups or organizations, Municipalities, other groups, organizations or groups directly involved in project)	Number (n)	
Total number of Indigenous communities or groups directly involved in project	Number (n)	
Total Number of Municipalities or Conservation Authorities involved	Number (n)	
Environmental Impact		

Total area monitored or controlled	Meters sq. (m²) KM Number (n)	
Total Shoreline monitored or controlled	Kilometers sq. Km² Number (n)	
Communication and Outreach		
Online engagements	Total reach	
Communications (blog posts and/or social media posts)	Number (n)	
Prevention, Control & monitoring Events		
Non-field events		
Field Events		
Event attendees (field)		
Event attendees (non-field)		
Youth engagement		
Who will be the main audience involved in the initiative? (municipalities, provincial government, federal government, Indigenous communities, NGOs, members of the public, youth, etc.)		
How many individuals will be trained on invasive species? ({internal or external to the organization} learned skills related to the identification, monitoring, reporting and/or managing invasive species)	Number (n)	
Project number of Sites/locations/lakes surveyed and/or managed	Number (n)	
Will new technologies or resources be developed throughout this project? If yes, please provide details in the "Comments" column		
Did this event involve the detection/monitoring of invasive species (yes/no)		

Did this relate to understanding costs related to invasive species? (yes/no/unsure)		
Other KPI		Add Key Performance Indicator if applicable

Non-ISAF Contributions

Proponents are required to secure additional, non-ISAF contributions for all proposed projects. ISAF grant applications require a 1:1 match to the amount of ISAF funds requested. These contributions could be cash or in-kind contributions by proponents, partners, or other sources of funding that support the project. Applicants are asked to clarify which contributions are reported as cash contributions and which contributions are donated in-kind, however both are weighted equally during project assessment. Applicants are asked to indicate if any in-kind contribution has not been secured in the budget table, with a brief indication as to the status of securing that contribution.

**Please note, there is a strong preference for additional sources of funding for projects supporting activities on federally regulated forest pests. Applicants with projects focused on federally regulated pests are encouraged to seek out or obtain additional funding to exceed the 1:1 matching requirement.

To support proponents in considering the wide variety of in-kind contributions eligible for inclusion we have provided the following table.

Please use the table below when considering factors that would contribute to your in-kind contributions; please note, this list is not exhaustive. ISAF follows the Social Sciences and Humanities Research Council guidelines for determining in-kind contributions.

Please see Appendix A for additional information.

Source	Factors to Consider
Jobs– Manager, Coordinator, Technician, Administration etc.	Salary or wages during the course of the project, payroll that your group or organization is paying out to non-municipal employees working on the project are an eligible in-kind contribution.
Contractor – (licensed invasive species removal specialist)	If your group or organization is paying all or part of an invoice for contracted services with non-ISAF funds, then the contractor amount may be an eligible in-kind contribution.
Volunteers	Value volunteer hours at the hourly equivalent to an employee that performs similar activities or duties. Suggestions: Invasive species removal volunteer- $20/hour
Equipment – Office supplies (e.g., laptop, other)	Office equipment or supplies used over the course of the project

Equipment – specialized machinery	Prorated Cost of equipment purchased, leased, donated, or acquired during the project
Equipment – Personal Protective Equipment	Cost of personal protective equipment purchased, leased, or acquired during the project
Equipment – workplace provided by employer	The cost of equipment provided by the group/organization prorated during the project
Equipment – vehicles- mileage, rental, lease, insurance and/or other associated costs	Costs associated with vehicles- insurance, mileage etc. directly covered by the group or organization over the course of the project
Other costs (disposal, permit, mailing etc.)	Any costs paid out directly by the group or organization over the course of the project
Professional Services (communication, accounting, etc.)	Any costs paid out directly by the group or organization over the course of the project

For further information on in-kind contributions and developing a budget, please consider attending our Webinar: Developing a Budget and In-Kind Contributions Thursday, November 28, 2024 11:00am – 12:00pm Register Here: https://www.invasivespeciescentre.ca/take-action/invasive-species-action-fund/

Developing A Budget

Applicants are required to complete a budget table which identifies overall project budget, funds requested from ISAF, non-ISAF contributions, both cash and in-kind contributions (e.g. those made by the applicants, other project partners and/or other funders,). Please indicate the source of any in-kind contributions in the corresponding cell of the budget table.

 A sample budget is provided below to assist.

Category	BUDGET ITEM	Proponent Contributions/ Non-ISAF Contributions		ISAF REQUEST	PROJECT TOTAL
		Cash Amount and Source	In Kind Amount and Source		
Salaries and Human Resources for seasonal and/or summer students.	*Project Coordinator Staff time to map/monitor giant hogweed across 4 municipal parks*	*28 hours @ $25/hr (MERCs included)* *= $700*	*50 hours @ $25/hr (MERCs included)* *=$1,250*	*20 hours @ $25/hr (MERCs included)* *= $500*	*$2,450*

		Source: Parks Community Fund	*Source: Proponent*		
Funding for full time municipal positions currently on salary or earning wages are ineligible for funding in this category					
Travel & Accommodation	*Mileage to and from each site*	*$0.41/km * 184 km* *= $75.44* *Please calculate milage at $0.41 per km as per the Ontario Public Service Travel Directive*	*$0*	*$0*	*$75.44*
Professional Services	*Contractor fee to treat, remove giant hogweed (includes staff time and equipment costs)*	*$0*	*$0*	*Est 1d @ daily rate of $2,000* *= $2,000*	*$2,000*
Equipment and Supplies Purchase	*Mapping equipment and additional software licence*	*$0*	*1 tablet* *=$600.00* *Source: Proponent*	*1 additional software licence required to complete mapping* *= $130*	*$730*
Equipment & Supplies Rental	*Trailer rental for plant material disposal*	*Trailer rental fee* *=$80* *Source: Parks Community Fund*	*$0*	*$0*	*$80*
Communications	*Printing temporary signage for public notification*	*$0*	*3 signs @ est. $20/each* *=$60*	*$0*	*$60*

			Source: Proponent		
Administration	6% admin to cover misc printing, banking fees, etc.	$0	$0	$278	$278
FINAL TOTAL		**$855.44**	**$1,910**	**$2,630**	**$5,395.44**

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, for example, for mileage less than 4,000 km over the course of the project, the mileage rate is $0.40/km for southern Ontario and $0.41/km for northern Ontario. We appreciate that organizations may have their own mileage rate and ask for your understanding that ISAF grants can only cover the provincial mileage rate. 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.

Professional Services: includes third party costs such as a contractor hired to manage plant, aquatic and forest invasives or a consultant hired to complete a survey.

Equipment & Supplies Purchase: includes materials and supplies purchased for the implementation of the project. The cost of any purchases over $1,000 must be prorated to the duration of the project timeframe.

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

Communications: ISAF funds under this category are to be used to communicate about the ISAF project, 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: Administration expenses are not to exceed a maximum of 10% of total ISAF funding. Administrative expenses include costs that are part of the normal operations of an applicant's organization, but that can be reasonably attributed 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 need to be in place before any on the ground work commences. Having an authorization in place, 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.

Conflict of Interest

A conflict of interest is defined as any circumstances where a grant reviewer has outside commitments, relationships or financial interests that could, or could be seen by a reasonable person to, interfere with the grant reviewer's objective, unbiased, and impartial judgment relating to the grant.

All grant reviewers adhere to a conflict-of-interest policy. When a conflict is, identified the proposal is reassigned to another reviewer.

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 via Good Grants by **January 15, 2025 at 11:59 p.m.**   Applications cannot be accepted by other means such as email.

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

APPENDIX A

Considerations for In-Kind Contributions

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

Category	Suggested for Consideration for In-Kind Contribution Calculations
Salaries and Human Resources	Actual salary or wage costs, including MERCs for people paid for their contributions to the project. This may include project managers, administrative staff, or other staff contributing to the project. Any costs paid out directly by the group or organization, that may come from other sources ie: cash contribution. **Do not include salary funding received through ISAF**
Volunteer Hours	Hours of time that volunteers will contribute towards the project performing the same or similar duties to that of a current employee. For example: 1 employee who makes $20 an hour completing manual removal of an invasive plant 10 volunteers who each donate five hours of their time completing manual removals $20 hour x 50 volunteer hours = $1,000 of in-kind contributions through volunteer hours
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.) that will be paid out directly by the group or organization, not through ISAF funding.
Travel and subsistence costs	Reasonable out-of-pocket travel and subsistence expenses for work that is directly dedicated to the funded project and paid out by the group or organization
Equipment, materials and supplies	The cost of Purchased, or donated new and used equipment, material, and supplies (e.g., laptops, hand tools, machinery, etc.), can be factored into your group or organizations in-kind contributions.
Software, new technologies and databases	The cost of purchasing licenses needed for the project, if not already provided by the institution, or development costs of new technologies related to the project and paid out directly by the group or organization.
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	The typical cost of a donated meeting rooms, space, or facilities for which a fee is usually charged or donated additional office space that may be at the partner's site are eligible sources of in-kind contributions

The above table should be used as an example of how to apply the specific categories when developing your budget.

The above table is not an exhaustive list of in-kind contributions, should you have any questions about an eligible expense as a potential in kind contribution, please email Kendra Jolley at kjolley@invasivespeciescentre.ca to discuss.

Please join us for a focused Webinar on Developing a Budget and In-Kind Contribution: Thursday, November 28, 2024 11:00am – 12:00pm Register Here: www.invasivespeciescentre.ca/grants

APPENDIX B

Application Outline – **Microgrants** – Working Template

The online application form can be saved and returned to**, you may also edit applications after they have been submitted up to the date of the applications closing, January 15, 2025 at 11:59 PM.**

The following outline may be used to 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 Good Grants.

1. **Start Here Tab:**
   Applicant
   a.   Provide the first and last name of the applicant
   b.   Category: Select Microgrants from the drop-down menu
   c.   Application Name: The title of your project

2. **Eligibility Requirements Tab**
   a.   Will the proposed project occur entirely on private lands?   Yes / No
   b.   Will your proposed project occur in Ontario, Canada?   Yes/No
   c.   Does your organization fall into one of these categories:
         Non-government organizations and charities
         Municipal and local governments
         Universities, colleges, and schools
         Indigenous Communities/Organizations
         Conservation Authorities   Yes/No

   d.   Does your project involve Invasive Phragmites?   Yes/No

Please ensure you are using the green, "CHECK ELIGIBILITY" button prior to moving forward with the remainder of your application. Save + Close or Save + Next will not confirm your eligibility.

3. **Applicant Information Tab**
a.   Project lead's name
b.   Project lead's phone number:
c.   Project lead's email address:
d.   Applicant organization (legal entity):
e.   Applicant's organization address:
f.   What type of organization do you work with?
g.   Check all that apply from the provided list
      Municipality
      Volunteer Group
      Conservation Authority
      Indigenous Community or Group
      Not-For-Profit
      Community Group or Association
      Other

h. Applicant profile (100 words or less)
    a. Describe the vision, mission, and value proposition of your organization.
j. Choose your geographic area (a list is provided)
    1. **Central Ontario**: Durham – Halton Region – Muskoka District – Peel Region – Simcoe County – Toronto – York
    2. **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
    3. **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
    4. **Northeastern Ontario:** Algoma District – Cochrane – Manitoulin – Nipissing District – Parry Sound District – Sudbury – Timiskaming
    5. **Northwestern Ontario:** Kenora – Rainy River – Thunder Bay
    6. **Other** (e.g., multiple regions): Please describe

k. What is the closest municipality to where your proposed project will be taking place?
l. Previous funding
    a. If you have you received funding from the Invasive Species Centre in the past, please identify project, year, and amount

4. Project Description Tab:
    a. Project Title (15 words or less)
    b. Connecting your project to ISAF priorities
        Which Invasive Species will your project address?
        Volunteer stewardship
        Collaborative action

    c. Does your project require Landowner Permission? (Choose one)

        ❑ Yes, we have obtained landowner permission
        ❑ Yes, we are the landowner/land manager
        ❑ 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

    d. Does your project require a permit (e.g., Letter of Opinion, SAR, etc.) or other special permissions to perform?

        ❑ Yes, one or more are required for our project
        ❑ No permit required

e. 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. Please also indicate if you or project partners have successfully obtained similar permits in the past. (e.g., DFO SAR permit, applied for)

f. Project Description (500 words or less)
   1. What is the purpose of your project, what are you setting out to do and why?
   2. What is your project plan and timeline? Break into phases if this improves clarity.

g. Please outline any applicable best practices, existing resources and partners that will be involved with your project (500 words or less)
   1. How are you planning to achieve your goal?
   2. Reference Best Management Practices if applicable. If BMPs are not available, please provide a reference for your chosen control methods.
   3. Emphasize and reference the use of existing content and materials such as signs and factsheets and other communications materials.
   4. Who will you work with? List partners and their roles and whether you have confirmed their involvement.
   5. Add additional information as required.

h. Short Description (25 words or less)
   1. Provide a concise summary of your project. This summary will be used for various communications materials such as social media and the ISC website.

5. **KPI Table TAB**

   a. **What are your expected project outcomes?**
      Quantify outcomes by including estimates for as many of the key performance indicators as appropriate from the list below. Add additional KPIs and summary text as needed.

Key Performance Indicator	Unit	Project Target
People		
Jobs Created (paid positions, both full and part time)	Number (n)	
Volunteers (total number of individual volunteers)	Number (n)	
Volunteer hours (total number of volunteer hours contributed to project)	Time (hours)	
Collaborations		
Total number of all Collaborative Partners (Indigenous, Municipalities, other groups, organizations or groups directly involved in the project)	Number (n)	
Total number of Indigenous communities or groups directly involved in project	Number (n)	
Total Number of Municipalities or Conservation Authorities involved	Number (n)	

Environmental Impact		
Total area monitored or controlled	Meters sq. (m^2) KM Number (n)	
Total Shoreline monitored or controlled	Kilometers sq. Km^2 Number (n)	
Communication and Outreach		
Online engagements	Total reach	
Communications (blog posts and/or social media posts)	Number (n)	
Prevention, Control & monitoring Events		
Non-field events		
Field Events		
Event attendees (field)		
Event attendees (non-field)		
Youth engagement		
Who will be the main audience involved in the initiative? (municipalities, provincial government, federal government, Indigenous communities, NGOs, members of the public, youth, etc.)		
How many individuals will be trained on invasive species? ({internal or external to the organization} learned skills related to the identification, monitoring, reporting and/or managing invasive species)	Number (n)	
Project number of Sites/locations/lakes surveyed and/or managed	Number (n)	
Will new technologies or resources be developed throughout this project? If yes, please provide details in the "Comments" column)		
Did this event involve the detection/monitoring of invasive species (yes/no)		

Did this relate to understanding costs related to invasive species? (yes/no/unsure)	
Other KPI	Add Key Performance Indicator if applicable

6. **Budget Table Tab**
   a. Please complete the project budget table provided below.
      See Applicant Guidelines document for a completed sample.

Category	BUDGET ITEM	ISAF REQUEST	Proponent 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			$	$	$

Thank you for applying for the Invasive Species Action Fund!

APPENDIX C

Application Outline – **Accelerated Impact & Transformative Action** – Template

The online application form can be saved and returned to**,** you may also edit applications after they have been submitted up to the date of the applications closing**, January 15, 2025**
The following outline may be used to 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. **Start Here Tab**
   a. Applicant: Your first and last name
   b. Category:
      Select **Accelerated Impact** if the cap of your project falls between **$3,500 - $15,000.00**
      Select **Transformative Action** if the cap of your project is below **$50,000** but exceeds **$15,000**

2. **Eligibility Requirements Tab:**
   a. Are you a private landowner?   Yes / No
   b. Will your project occur in Ontario, Canada?   Yes/No
   c. Does your organization fall into one of these categories:
      Non-government organizations and charities
      Municipal and local governments
      Universities, colleges, and schools
      Indigenous Communities/Organizations
      Conservation Authorities   Yes / No
   d. Does your project involve Invasive Phragmites?   Yes / No

Please ensure you are using the, "CHECK ELIGIBILITY" button prior to moving forward with the remainder of your application. Save + Close or Save + Next will not confirm your eligibility.

3. **Applicant Information Tab**
   a. Project lead's first and last name:
   b. Project lead's phone number:
   c. Project lead's email:
   d. Applicant organization (legal entity):
   e. Applicant's organization address:
   f. Does your organization identify as one or more of the following groups:
      ▫ Municipality
      ▫ Volunteer Group
      ▫ Conservation Authority
      ▫ Indigenous Community or Group
      ▫ Not-For-Profit
      ▫ Community Group or Association
      ▫ Registered Charity
      ▫ Other
   g. Applicant profile (100 words or less)
      1. Describe the vision, mission, and value proposition of your organization:

h. Choose the geographic area the project will occur in (a list is provided)
   1. Central Ontario: Durham – Halton Region – Muskoka District – Peel Region – Simcoe County – Toronto – York
   2. 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
   3. 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
   4. Northeastern Ontario: Algoma District – Cochrane – Manitoulin – Nipissing District – Parry Sound District – Sudbury – Timiskaming
   5. Northwestern Ontario: Kenora – Rainy River – Thunder Bay
   6. Other (e.g., multiple regions): Please describe.
i. What is the closest municipality to where your proposed project will be taking place?
j. Have you previously received funding from the ISC Before?
   a. If so, please identify the year, project name and amount

4. **Project Description Tab**

a. Project Title (15 words or less)
b. Please select all ISAF Priority Species, Priority Geographies & Key Themes that your project addresses:.

Priority Species

Plants:

❑ Giant hogweed
❑ Knotweeds
❑ Dog strangling vines (particularly Northern Ontario/central)
❑ Ontario Invasive Species Act regulated species
❑ None of the above

Aquatics:

i. Invasive crayfish (excluding rusty crayfish)
ii. Zebra mussels or quagga mussels (in new areas)
iii. Great Lakes St Lawrence Governors & Premiers Least Wanted list
iv. Ontario Invasive Species Act regulated species
v. None of the above

Forest invasives:

❑ Oak wilt – in highest risk regions (e.g., Windsor, Sarnia, Sault Ste Marie)
❑ Beech leaf diseases
❑ Hemlock Wooly Adelgid
❑ Spotted Lanternfly – in highest risk regions (e.g., Niagara, Prince Edward County, Norfolk)
❑ None of the above

Key Themes

- ❑ Multi-partner collaboration
- ❑ Indigenous-led monitoring and control projects addressing invasive species, including those utilizing Traditional Knolwedge and Traditional Ecological Knowledge
- ❑ Projects supporting Great Lakes coastal areas from the threat of invasive species
- ❑ Leading edge of invasion and/or new populations, particularly work pursuing a planned local or regional eradication
- ❑ Supporting development and implementation of local/regional management plans for priority species
- ❑ Activities that support multi-year approaches to invasive species including future work planning
- ❑ Building public capacity (e.g., trade associations, Indigenous groups, working groups, school, and community groups, etc.) to undertake new invasive species activities making future monitoring and control efforts more efficient and sustainable
- ❑ Projects supporting the protection of pristine watersheds from the threat of invasive species
- ❑ Organisms in Trade: action-oriented projects that raise awareness of regulated species within trade and are proactively using industry-led approaches to address new threats on the horizon that may come in trade or help prepare/prevent spread within the industry.
- ❑ Recreational Watercraft: applications involving recreational watercraft encompassing a holistic approach will be considered. These projects must include on the ground activities, and are not eligible for major capital expenditures.
- ❑ Innovation: projects utilizing new, cutting-edge approaches to monitoring and managing invasive species with the intent to share knowledge and results to expand the collective ability to combat invasive species.
- ❑ None of the Above

c. Does your project require Landowner Permission? (Choose one)

- ❑ Yes, we have obtained landowner permission
- ❑ Yes, we are the landowner/land manager
- ❑ 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

d. Does your project require a permit (e.g. Letter of Opinion, SAR, etc.) or other special permissions to perform?

- ❑ Yes, one or more are required for our project
- ❑ No permit required

e. 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. Please also indicate if you or project partners have successfully obtained similar permits in the past. (e.g., DFO SAR permit, applied for)

f. Project Description (500 words or less)
   1. What is the purpose of your project, what are you setting out to do and why?
   2. What is your project plan and timeline? Break into phases if this improves clarity.

g. Please outline any applicable best practices, existing resources and partners that will be involved with your project (500 words or less)

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

i. Short Description (25 words or less)
1. Provide a concise summary of your project. This summary will be used for various communications materials such as social media and the ISC website.

5. KPI TABLE TAB

a. Expected Outcomes (100 words or less)
1. Please describe the expected qualitative outcomes of your work. Quantify outcomes by including estimates for as many of the key performance indicators as appropriate from the list below. Add additional KPIs and summary text as needed.

Key Performance Indicator	Unit	Project Target
People		
Jobs Created (paid positions, both full and part time)	Number (n)	
Volunteers (total number of individual volunteers)	Number (n)	
Volunteer hours (total number of volunteer hours contributed to project)	Time (hours)	
Collaborations		
Total number of all Collaborative Partners (Indigenous, Municipalities, other groups, organizations or groups directly involved in project)	Number (n)	
Total number of Indigenous communities or groups directly involved in project	Number (n)	
Total Number of Municipalities or Conservation Authorities involved	Number (n)	
Environmental Impact		
Total area monitored or controlled	Meters sq. (m^2) KM Number (n)	
Total Shoreline monitored or controlled	Kilometers sq. Km^2 Number (n)	
Communication and Outreach		
Online engagements	Total reach	
Communications (blog posts and/or social media posts)	Number (n)	
Prevention, Control & monitoring Events		

Non-field events		
Field Events		
Event attendees (field)		
Event attendees (non-field)		
Youth engagement		
Who will be the main audience involved in the initiative? (municipalities, provincial government, federal government, Indigenous communities, NGOs, members of the public, youth, etc.)		
How many individuals will be trained on invasive species? ({internal or external to the organization} learned skills related to the identification, monitoring, reporting and/or managing invasive species)	Number (n)	
Project number of Sites/locations/lakes surveyed and/or managed	Number (n)	
Will new technologies or resources be developed throughout this project? If yes, please provide details in the "Comments" column)		
Did this event involve the detection/monitoring of invasive species (yes/no)		
Did this relate to understanding costs related to invasive species? (yes/no/unsure)		
Other KPI		Add Key Performance Indicator if applicable

6. Budget Table

Please complete the project budget table provided on Good Grants.

See Applicant Guidelines document for a completed sample.

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

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.

1. Salaries and Human Resources
2. Travel and Accommodation
3. Professional/Contractor Services
4. Equipment and Supplies (Purchase)

5.   Equipment and Supplies (Rental)
6.   Administration

So it may look like this under "Budget Item" in the added row:

5. Boat Rental for 8 Hours

Category	BUDGET ITEM	ISAF REQUEST	Proponent 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. Supporting Materials Tab

This tab is completely optional and will not impact your grant eligibility should you not have any additional materials to submit. This tab may be used to supply photos, plans, or other documents that may not otherwise fit into the application.

Thank you for applying for the Invasive Species Action Fund!