THE CONSERVATION & GROW TRUSTS

Manitoba Climate and Green Plan Initiatives
delivered by The Manitoba Habitat Heritage Corporation

Applicant Guide

Spring 2022 Call for Proposals

Revised November 2021

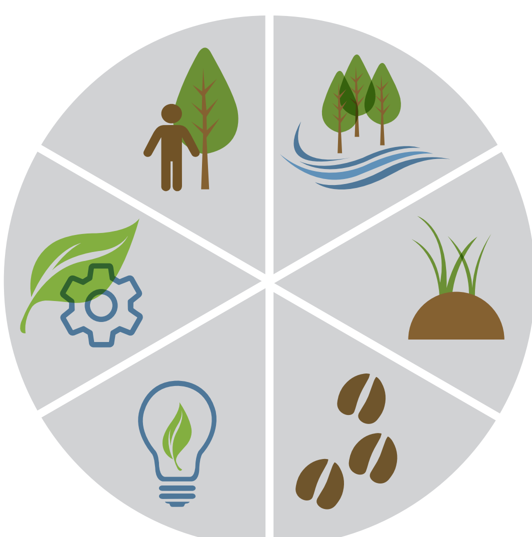

Table of Contents

PART 1: CONSERVATION TRUST

Section 1: Executive Summary	2
Section 2: Activity Location(s)	4
Section 3: Detailed Proposal Description	4
Section 4: Additional Proposal Information	10
Section 5: Attachments	12
Before You Submit	12
Notification and Reporting Requirements	12
CT Objective Example Tables	14
CT Application Checklist	15

PART 2: GROW TRUST

Section 1: Executive Summary	16
Section 2: Wetland GROW Trust	18
Section 3: Annual Incentive Payments	18
Section 4: Activity Location(s)	19
Section 5: Detailed Proposal Description	19
Section 6: Additional Proposal Information	25
Section 7: Attachments	26
Before You Submit	27
Notification and Reporting Requirements	27
GROW Application Checklist	29

THE CONSERVATION TRUST

Conservation Trust Applicant Guide

Application Sections

1. Executive Summary
2. Activity Location(s)
3. Detailed Proposal Description
4. Additional Proposal Information
5. Attachments

SECTION 1: EXECUTIVE SUMMARY

Proposal Title

The proposal title from your approved Letter of Interest (LOI) will be copied over automatically. It is used to track your proposal throughout the granting cycle.

Proposal ID Number

This is a unique project ID assigned by Trust staff.

Primary Contact

Identify the name, title, email address, and phone number of the person who will lead this project and will be the primary contact for communication purposes. This person's information should be listed in the Organizational Registration Form.

Proposal Author

Identify the name of the proposal author(s), if different from the Proposal Leader.

Duration

Select the number of years it will take to complete establishment phase of the project.

Management Plan

Is this proposal being delivered in the context of a larger management plan (conservation, watershed, or resource management plan)?

If yes, please briefly identify:

- The plan's Goal, Objective and specific Action items addressed by your proposed project (bulleted list preferred)

Previous Project(s) Funded by the Trusts

Are the proposed activities building upon a project that was previously funded by the Trusts? (e.g. Is this phase two?)

If so, please enter the name of project(s), year(s) funded, and funding amount(s).

Previous Project(s) Status

What is the status of your previously funded project?

- Ahead of schedule
- On-Track
- Completed
- Delayed

Conservation Trust Project Category

Select the Project Category that most closely describes the project type that your proposal addresses within the one to two-year project time period. See *Guidelines* for more information on the project categories.

Note: Ensure the category you have selected for your project reflects the outputs that occur within the timeframe of the proposed project.

1. Habitat and Wildlife

2. Watersheds

3. Soil Health

4. Innovation

5. Conservation Planning

6. Connecting People to Nature

Ecological Goods and Services Outcomes

Select the EG&S outcomes addressed by your project.

Note: Avoid selecting additional EG&S beyond those directly addressed by your project outputs within the one to two-year project time period.

1. Improved water quality e.g. decreased nutrient loading
2. Flood mitigation e.g. water retention ponds
3. Improved drought resilience
4. Increased biodiversity
5. Increased production of harvestable wildlife species
6. Enhanced carbon sequestration
7. Increased soil health
8. Increased public access to nature
9. Interpretive programs delivered in natural areas
10. Activities that enhance a recognized greenway or equivalent natural area

Brief Proposal Description

The Trusts will use this description for communication purposes. Describe what your proposal will accomplish, including the total of the Trust and match funded estimated outputs (e.g. 500 acres restored), in 3 lines or less.

Note: If your project is successful, you may need to revise this description to reflect any changes in Activities or Objectives.

Total Trust Project Request

Enter funding amount requested from the Trusts.

Note: The Total Trust Project Request is the sum of Trust Project Establishment Expenses and any payments to landowners.

Total Match Funds

Enter total amount of matching funds, including cash and in-kind contributions.

- The overall objective is a minimum match ratio of 2:1
- 50% of total project costs must be from non-provincial government sources

Note: If your match ratio is lower than 2:1, you may still apply; however, amount of match in the proposal is a factor in ranking the proposal.

Total Project Budget (including match)

Enter the amount of the total project budget.

(Total Project Budget = Total Trust Project Request + Total Match Funds)

SECTION 2: ACTIVITY LOCATION(S)

Location of Proposal Activities

Provide a brief description that includes distance to the nearest town, Watershed District, municipality, or other known geographical location. This helps to orient the reviwers to your project's location.

SECTION 3: DETAILED PROPOSAL DESCRIPTION

Background

You may want to explain important aspects such as:

- The issue(s) or challenge(s) to be addressed
- The urgency/priority
- The risk of loss/conversion
- Any relevant justification that supports your proposal
    - This may include: scientific evidence, literature reviews, local expert and/or Indigenous Knowledge, etc.

Objectives

What are your Objectives, and how will your proposal address the issue(s) or challenge(s) identified above?

Objectives describe the specific, measurable ways you will address the conservation issue identified. Objectives are important because they are the basis for the activities and evaluation of your project. You should have few objectives. Write one or two objectives for each major part of the project, problem, or need committed to in the issue statement. Objectives are not a list of the activities you will be doing.

Each objective should:

- Describe how your project will address the conservation issue you have identified or what you want to accomplish
- State the changes you want to see as a result of the project
- Describe the steps that you need to take to reach the project results

When describing objectives:

- They are S.M.A.R.T. - specific, measurable, achievable, relevant and time-bound

See CT Objective Example Tables on page 14 for how to write SMART objectives

Activities and Outputs

What are the specific Activities to accomplish these Objectives including the total of the Trust and match funded estimated Outputs from your Output Table (e.g. 500 acres grassland restored)?

Note: Project Outputs and Activities identified must occur within the 1-2 year timeframe of the project.

Table Package

1. Read the information below for detailed instructions on how to fill out the table package
2. Download the Spring 2022 Table Package which includes the following templates:
    a. Budget
    b. Workplan
    c. Output Table
3. Fill out the templates with your proposal information and upload them as an Excel document

A. Budget Table

Your budget needs to include both Trust funds as well as your matching contributions. Match contributions include your cash and in-kind match. Landowner incentive payments require matching funds.

Budget: Request for Trust Funding

When completing your online application, ensure the budget details you entered are correct. Ensure all total funding amounts match in the CT Spring 2022 Table Package -budget template. Ineligible expenses, such as major equipment purchases, are listed in the Guidelines document.

Note: You should also ensure that the total request matches that in your Executive Summary.

Budget: Matching and Other Funding Partners

Use the Application Budget to:

- List funding sources
- Indicate whether the funding is from the Manitoba Provincial Government
    - If you are a Watershed District providing your own match, please do not list this as Provincial funding.
    - For Trust purposes CAP/AG Action funding is considered 50% Provincial and 50% Federal. If using CAP/AG Action funds, please put 50% on one line and indicate Provincial source and put 50% on the second line indicating Federal source
- Indicate whether the funding is cash or In-kind
- Indicate whether it is confirmed or pending

Matching Funds

Match funds are cash and in-kind expenditures that are required to complete the project but are not paid for by the Trusts.

Matching funds for activities that directly relate to the project may have been received up to one fiscal year prior to the proposed start date, e.g., April 1st - March 31st

Cash Matching (costs with a financial transaction)

Cash matching includes costs (goods or services) that have run through the applicant's books. For example:

- Project staff time
- Goods and services paid for by the applicant or by a project partner
- Donations with a tax receipt

In-Kind Matching

In-kind matching includes non-financial transactions that can be valued at generally accepted market rates. For example:

- Partner staff time
- The loss of agricultural value associated with land affected by a conservation project where no incentive is paid (See Appendix B Calculating the value of in-kind land, in the Guidelines)
- Landowner and community time in planning and establishment
- Community volunteer time
- Use of facilities
- The use of equipment, construction materials or other specialized materials donated by a retailer
- Volunteer equipment and operator time

Note that for Audit purposes, the Trusts require you keep a record for both cash and in-kind match in as careful a manner as you would for Trust expenditures. See the Trust section of the MHHC website for an example in-kind tracking form: mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/

Please contact the Trust Team for support if you are experiencing challenges identifying a 2:1 match contribution 204.784.4354 (Toll free 1.833.323.4636) or granting@mhhc.mb.ca. **If you are a returning applicant, please contact your designated Grant Associate**

Budget Categories

Divide your budget expenses into the Trust application budget categories to provide a breakdown of total costs by the following:

Direct Project Costs

Direct Project Costs are capital and associated expenses that are required to complete a project. These expenses would not exist if a project was not delivered. These may be Trust or match expenditures.

- Materials and Supplies: associated with the construction, delivery, or establishment of the project such as seed, fertilizer, fence posts, trees, etc.
- Construction Services: includes contractors, crews or equipment operators including equipment
- Equipment Rentals
- Consulting/Professional Services: includes consultants and legal fees
- Acquiring interest in Land (conservation easements, and land acquisition): Land purchase is not eligible for Trust funding. Land purchase costs may be included as cash or in-kind matching. At the proposal stage it is understood that applicants can only provide estimates of these in-kind contributions. The final match amounts will be calculated when projects are established

- Payments to landowners: There are two types of payments that can be made to landowners:
    - Establishment costs to landowners: costs that are borne by landowners, such as purchase of seed or fertilizer or use of farm equipment, for which offsetting payments are made by the grantee. (e.g., payments for forage conversion projects to offset the cost of seed, fertilizer and use of seeding equipment)
    - Incentive payments to landowners*: direct payments to landowners to encourage them to take part in projects that are expected to result in a loss of future income-generating potential from the land affected (e.g., cultivated land flooded by a wetland restoration). These payments are outlined in a contract or agreement between the grantee and the incentive payment recipient.

**Note: If you are considering including incentive payments to landowners, please contact your designated Trusts Grant Associate.*

Capital Expenditures / Equipment Purchases over $5,000:

Please list and describe any single item with anticipated capital and materials costs (equipment purchases and equipment rentals, vehicle rentals, materials and supplies, and miscellaneous expenses) greater than $5,000 in the Budget Notes text box in the Application Budget. This refers to items with a per unit cost >$5000 (not multiple, lower cost items whose total is greater than $5000). Make sure to also include these items in the appropriate proposal cost category as well as providing further details in the Budget Notes text box.

Delivery Costs

Delivery costs include expenses that are tied to the project and, in many cases, are a component of your general operations. These may be Trust or match expenses.

- Salaries & Benefits*: The cost of staff that are tied to the project (including contract staff hired to support project delivery)

  If you are using a staff day rate to estimate your eligible delivery costs for the project, please contact a Trust Grants Associate for guidance on how to proceed.

- Travel & Field Costs*: Vehicle, accommodations, and meals based on current Manitoba Government reimbursement rates which can be found here: gov.mb.ca/csc/labour/pubs/pdf/agreements/master_agree_14_19.pdf
- Administration and overhead associated with the project: Applicants can identify overhead and/or administration fees that are related to project delivery. Much of these expenses may be matching funds. All applicants are encouraged to minimize requests for administration fees
    - Board expenses
    - Management costs
    - Rent, phones, computer infrastructure

**Note: Whether you identify expenses through a staff day rate or by individual activity ensure that there is no duplication of expenses in your budget. For example, if travel and administration expenses are part of your day rate you should not fill a separate Travel and/or Administration line in your budget; you should report it as one lump sum only in the Salaries and Benefits line.*

- Communications*: should not be calculated as part of a day rate.

** Funding recognition – If materials such as signs at the project sites are to be used to recognize the Trusts contribution, include the cost of the sign in the Communications budget category. See the Trust Recognition Guidelines document.*

Other

Includes costs that do not fit in the Project Cost categories above and could include special costs related to the nature of collaborative activities.

B. Project Workplan

- Describe project activities and timelines by date (e.g., May 2021-October 2021). If there are additional activities in your proposal that are not included in the "Activity category" drop-down menu, use the option "Other" and add the respective description
- Identify the total Trust and match funded outputs of the proposal including the units (e.g., 50 acres of wetlands enhanced). The outputs entered in the Workplan must match the total outputs entered in the Output table

  To calculate the estimated amounts of the total project budget and total Trust request that is allocated to each activity, we recommend you develop your own spreadsheet to calculate the total costs for each activity* identified.
- Develop your own spreadsheet to calculate the total costs for each activity identified in the proposal workplan Then enter the estimated amounts of the total project budget and total Trust request that is going to each activity*

**Note: Proposals need to demonstrate how much each activity costs so that the Trusts can calculate the cost/benefit of total projects towards Trust results.*

C. Output Table

The purpose of this worksheet is to provide applicants with a concise and consistent format to capture both Trust and Match funded outputs achieved within the project period.

Important Notes:

- Notes flagged in various worksheet cells (signified by a red triangle in the upper right corner) offer important information applicable to the specific metric
- Project outputs identified must occur within the 1–2-year timeframe of the project. Some EG&S are difficult to monitor within the project timeframe and therefore the Trusts will estimate long term outcomes based on best available conservation science. Metrics relating to long-term project outcomes may be included in the Background narrative but should be omitted from the output table.
- The Trusts will require shapefiles for Trust-funded outputs to be submitted with the Final Report. Additional information regarding the shapefiles is available in the Trust Reporting Shapefile Guidelines. Please contact a Trust Grants Associate if you have any questions or concerns regarding shapefiles.

Section A

- Enter the acres, number of basins, and/or acre feet for each habitat type activity the project is proposing and the funding source (Trust-funded or Match-funded).

  Wetland activities only require number of basins and acre feet if known at time of proposal.
- Acres are to be double counted if an enhancement or restoration activity also includes securement. Enter the securement acres under "Conserved" for the respective funding source. For example:
  a. If an enhancement or restoration activity is Trust-funded and the conservation (securement) is Trust-funded, also enter the acres under "Conserved" in the Trust-Funded column.
  b. If an enhancement or restoration activity is Trust-funded and the conservation (securement) is match funded (within the project period), enter the conservation (securement) acres under the match column.
  c. If an enhancement or restoration activity is Trust-funded but it occurs on acres which have been conserved (secured) outside of the project period, do not enter any conservation (securement) acres.

Section B

Water Retention Structures

Enter the output metrics for the proposed Water Retention Structure(s) (WRS) as they pertain to the categories provided below:

- Temporary: Holds water for a short period of time after spring melt or a large rain event, for the primary purpose of flood water mitigation.
- Extended: Generally, retains water for an extended period of time after spring melt or a large rain event but may be partially or fully drained by late spring or early summer. Includes the added benefit of nutrient retention.
- Permanent: Designed to drain only above full supply levels but may include overflow spillway. Can hold permanent water throughout the growing season. Includes the added benefits of nutrient retention, drought mitigation and groundwater recharge.

Note: The WRS categories are defined by the length of time water will be stored (duration). In some cases, a single basin can include multiple categories of WRS. In this instance:

- Estimate the number Acres and/or Acre Feet as they pertain to each WRS category
- Record the Number of Basins for each WRS category as a decimal

For example, if a single basin which holds 10-acre feet at max capacity is composed of 4 Acre Feet of Temporary WRS and 6 Acre Feet of Permanent WRS, enter the 4 Acre Feet in the Temporary WRS row and the 6 Acre Feet in the Permanent WRS row, and enter .4 as the Number of Basins for the Temporary WRS and .6 as the Number of Basins for the Permanent WRS.

Other Outputs

For Other Outputs, enter the output metric for each activity under the respective funder (Trust-funded or Match-funded) column.

Note: Some activities, such as fencing and/or off-site watering systems are often associated with additional outputs, i.e., riparian acres enhanced or grassland acres enhanced, which can be captured in Section A. If the impacted acres are being included in Section A, do not count them again in Section B.

Additional Outputs

Additional outputs not listed in the Output Table can be entered here. Select the activity from the drop-down menu (or enter a brief description if not listed), select the associated units (or enter the units if not listed) of the output, and the quantity proposed.

For example: An applicant proposing a project in the Connecting People to Nature category plans to engage 250 people through an Interpretive Program.

- Additional output: People directly affected
- Units: People
- Quantity: 250

Note: Don't forget to attach the CT Spring 2022 Table Package that you saved to your computer.

SECTION 4: ADDITIONAL PROPOSAL INFORMATION

Project Sustainability

Describe the required maintenance of the proposed activities during and beyond the length of the project agreement.

Monitoring and Compliance

Please describe:

- Your monitoring plan/schedule
- Plan for landowner non-compliance

Landowner Agreements

By applying to the Trusts, you are acknowledging that you will have written agreements in place with landowners on whose land projects are occurring. All Trust funded landscape-based activities will be spatially tracked and applicants are required to provide GIS shapefiles. MHHC also requires a report on the number of acres delivered with match funds. Reported acres and shapefiles are subject to audit. Please contact the Trust Team if you have questions about this at granting@mhhc.mb.ca

Organizational Experience and Key People

Describe how your organization's and/or your team's knowledge, skills, and expertise demonstrate your ability to complete your project. Please only describe experience or education relevant to this project.

Project Partnerships

Provide the following:

- List of all collaborating partners that have agreed to be part of the project
- Briefly describe how these groups will be involved in the planning and implementation of the project
- Contributions of each partner (financial and/or in-kind)

Note: Letters of Support from project partners are not required as part of the application. However, successful applicants may be required to submit letters of support as part of the contribution agreement, and/or a signed memorandum of understanding.

Active effective partnerships are of interest to the Trusts. Partners may be involved in both the planning and implementation of the project. Organizations that are not eligible to apply directly to The Trusts may be identified in the application as project partners. Please see Guidelines for additonal information at mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/

Note: Proposals that incorporate partners will be ranked higher in the partnership review section than proposals with single applicants.

Proposal Consultations

- Identify any individuals, groups, organizations, Watershed Districts, or provincial or federal government staff that are not partners that you have consulted with on your proposal
- If community engagement is a focus of your proposal, you do not need to duplicate information that you have already included in your Workplan Table

Communications

In this section, you'll describe how you plan to communicate about your project. You may include:

- An explanation of how relevant data or information gathered will be shared
- What audiences you want to make aware of your project, and why
- Specific communications activities/deliverables that you will complete (e.g., press releases, technical papers, public

presentations, brochures, video, social media, etc.)

- How will you recognize The Trust's contributions to this proposal?

Project Liability

Identify liability concerns and where ownership of liability will lie (especially regarding construction projects). Tenure and public access should be addressed.

Project Risks

Identify any risk factors that may affect the project and describe how these factors will be mitigated.

Licenses/Permits/Approvals

Are any licenses, permits, or approvals needed to undertake this project? Describe your plan to acquire any required documentation.

Sources Cited

Sources Cited: If you have used other sources of information for your proposal, please list where you found them (website, etc.) including articles, reports, academic publications, names of local experts and/or Indigenous Knowledge Keepers, etc.

Additional Information

Please provide any other relevant information not already captured above.

SECTION 5: ATTACHMENTS

Optional Attachments

- Supporting documents such as maps and site photos may be attached if applicable
- Provide a list of the filenames of each attachment and a brief description of the contents (if not evident from the filename)

Reviewers may not have time to review additional documents in detail; do not rely on attachments to provide critical details of activities

Note: You may want to use the CT Application Checklist on page 15 to carefully review your proposal prior to submitting.

BEFORE YOU SUBMIT

Reviewing

We suggest you review, download, save, and print your application before submitting it. You will not be able to edit it online after the proposal deadline. Use the CT Application Checklist on page 15.

The **Submit** button is your final step

- Select the Submit button which will automatically send your proposal directly to the Trusts. You will then receive a confirmation email. Please contact us if you do not receive this notification.

Trust Fund Application Process Feedback

The Trusts will be seeking your input to develop the best process possible. A brief anonymous online survey regarding the grant application process will be distributed to proposal applicants after submission of the grant application. The survey will be anonymous, however your grant will not proceed to review until you have completed the survey.

Thank you for your application to The Trusts.

If you have any questions, please contact your designated Trust Grants Associates at (204)-784-4354 (Toll free 1-833-323-4636), granting@mhhc.mb.ca

NOTIFICATION AND REPORTING REQUIREMENTS

You may be contacted during the review process to provide additional information on your proposal. Once the review process has been completed applicants (both successful and unsuccessful) will be notified in writing.

If your project proposal has been recommended for approval, you will be contacted to develop a contribution agreement, which outlines the terms and conditions of funding, including reporting requirements.

Please note that funding is not considered final until a final Contribution Agreement has been signed by the applicant and MHHC.

No invoices can be submitted for project funding until the Contribution Agreement is signed.

We work towards completing processes as soon as possible. Please note that the development of a contribution agreement is a shared responsibility and largely depends on the submission of all required documentation from applicants to the Trusts in a diligent and timely fashion.

Each Contribution Agreement will require:

- Copy of organization's by-laws or a board resolution identifying signing authority for your organization
- New certificate of insurance evidencing the addition of Manitoba Habitat Heritage Corporation as an additional insured
- Copy of organizational logo for the Conservation Trust to display on the MHHC website as a Funded Project

And may require a:

- Revised Budget, Workplan and Incentive Payment Table, Output Table, and/or Brief Project Description
- List of organizational board members
- Organizational annual budget
- Organizational financial statements (up to last three years if available and applicable)
- A signed memorandum of understanding between project partner(s) that clearly outlines the partner roles and responsibilities
- Letters of support or partnership (on the supporting organization's letterhead or a copy of an original email)
- Written confirmation of all funding sources
- A summary of proposal design, delivery, progress evaluations and anticipated results
- A budget forecast or cashflow. All of these components must be accurately completed before the agreement can be signed

All approved recipients are required to submit reports to the Trusts throughout the duration of the project as outlined in the Contribution Agreement. Payments are based on reporting, meaning that payments cannot be made until a report has been submitted, reviewed and deemed satisfactory. Reports are submitted to and reviewed by the Trust Team.

A final report is required once a recipient's project is finished. The final payment will not be provided (minimum 20% holdback) until a final report has been submitted, reviewed and approved by the Trust Team. All successful projects are subject to a random audit.

Procurement

Applicants are encouraged to conduct all aspects of the proposal, including items such as purchasing and travel, in a manner that demonstrates environmental conservation benefits.

CT OBJECTIVE EXAMPLE TABLES

Table 1. Writing SMART Objectives for the Project

A SMART objective should be:	
Specific:	It describes a specific action, behavior, outcome, or achievement that is observable
Measurable:	It is quantifiable and has outputs associated with it so it can be measured
Achievable:	It is realistic and attainable within constraints such as: availability of human resources and money; knowledge and skills of key participants; and, timeframe
Relevant:	It is tied to priorities of the funder and contributes to bringing about desired conservation outcomes
Time-bound:	It states the time-frame within which the objective will be achieved

Table 2. Examples of stronger objectives[1]

Objective	Stronger Objective
To plant 1,000 riparian trees/shrubs/herbaceous vegetation	To create a 1,000m^2 riparian corridor and link two ecologically significant habitats for local native fauna transit by the end of 2022
To install infrastructure so that people can access the Turtle Island Greenway and increase conservation awareness	To increase the awareness of an estimated 500 people visiting the Turtle Island Greenway on the environmental and cultural significance by posting an interpretive sign at the entrance (average 1000 visitors per year) by the end of the summer of 2022

[1] Adapted from: http://www.environment.nsw.gov.au/resources/grants/11846MEgoodob.pdf; and from Foundations of Success 2009

CT APPLICATION CHECKLIST

Does your application...

- Clearly describe the conservation issue to be addressed
- Describe the urgency/priority and the risk if nothing is done
- Indicate if your project being done as a part of a conservation plan (e.g. watershed plan, conservation plan, habitat plan)?
- If so, do you reference the specific IWMP Goals, Objectives and Action Items to be addressed
- Describe the conservation benefits of the project (EG&S outcomes)
- Have a completed Table Package that includes the Budget, Output Table, and Work Plan
- Identify the Incentive Payments (if any) being requested
- Have a complete and uploaded *Application Budget*
    - Identify matching funding sources and whether the funding is cash or In-kind
    - Indicate whether the project funding is from the Manitoba Provincial Government
    - Indicate whether it is confirmed or pending
    - Indicate project costs by budget category
    - Identify total Conservation Trust funding request
    - Identify any capital expenditures >$5000 and in the budget notes text box
- Describe the sustainability and required maintenance of the proposed activities during and beyond the length of the project agreement
- Describe your team's knowledge, skills, and expertise to effectively complete your proposed activities
- Develop partnerships and engage in consultation
- Describe your communications plan on how you intend to distribute any information products and / or extend the results of the project to the community
- Show how will you recognize the Trusts contributions to the project
- Identify any liability, risks, and subsequent licenses/permits/approvals needed
- Optional: Provide justification to support the project including scientific support, literature reviews, local expert and/or Indigenous knowledge, conservation plan (watershed plan, conservation plan, habitat plan)
- Have any optional attachments
    - Maps
    - Site Photos

THE GROW TRUST

GROW Growing Outcomes in Watersheds

GROW Trust Applicant Guide

Application Sections

1. Executive Summary
2. Wetland GROW Trust
3. Annual Incentive Payments
4. Activity Location(s)
5. Detailed Proposal Description
6. Additional Proposal Information
7. Attachments

SECTION 1: EXECUTIVE SUMMARY

Proposal Title

The proposal title from your approved Letter of Interest (LOI) will be copied over automatically. It is used to track your proposal throughout the granting cycle.

Proposal ID Number

This is a unique project ID assigned by Trust staff.

Primary Contact

Identify the name, title, and email of the person who will lead this project and will be the primary contact for communication purposes. This person's information should be listed in the Organizational Registration Form.

Proposal Author

Identify the name of the author(s) who wrote this application, if different from the Proposal Leader.

Previous Project(s) Funded by the Trusts

Are the proposed activities building upon previously funded GROW project(s)? (e.g. Is this phase two?) If so, please enter the name of project(s), year(s) funded, and funding amount(s) of each.

Previous Project(s) Status

What is the status of your previously funded GROW project(s)?

- Ahead of schedule
- On-Track
- Completed
- Delayed

Total of Previous GROW Trust Grant(s)

Enter the cumulative amount of GROW Trust grant(s) your organization has been awarded, to date (2020 GROW project plus 2021 GROW project).

GROW Trust Grant(s) Spent to Date

How much of this granted GROW money has been spent to date (2020 GROW project plus 2021 GROW project)

Additional Comments

If applicable, you may add additional comments regarding your previous GROW Grant(s)

Duration

Select the number of years (one or two) it will take to complete the establishment phase* of the project.

**The establishment phase excludes the years of annual incentive payments. See the Guidelines for a detailed explanation of the establishment phase of a project at mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/*

GROW Program Activities

Identify the potential GROW program activities that may be included. See the Provincial GROW Guide for examples of these activities at mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/ .

Select all that may apply:

- Water retention
- Wetland conservation, restoration or enhancement
- Riparian area conservation, restoration or enhancement
- Buffer establishment
- Upland area conservation, restoration, or enhancement
- Innovative approaches

Brief Proposal Description

The Trusts will use this description for communication purposes. Describe what your proposal will accomplish, including the **total of the Trust and match funded estimated outputs** (e.g. 500 acres restored), in 3 lines or less.

Note: If your project is successful, you may need to revise this description to reflect any changes in Activities or Objectives

Total Trust Project Request

Enter the total funding amount requested from the Trusts (including the Trust Funded Annual Incentive Payments portion).

(Total Trust Request = Trust Project Establishment Expenses + Trust Funded Annual Incentive Payments)

Note: The Total Trust Project Request is the sum of Trust Project Establishment Expenses and Trust Funded Annual Incentive Payments.

Trust Project Establishment Expenses

Enter the establishment portion of the Total Trust Project Request.

(Trust Project Establishment Expenses = Total Trust Request - Trust Funded Annual Incentive Payments)

Note: The Project Establishment Expenses are the costs to do the project. See the Guidelines document for a more detailed description of "Project Establishment".

Are Trust Funded Annual Incentive Payments included in this proposal?

If Trust Funded Annual Incentive Payments are included in this proposal, please click “yes” and another section labelled *Annual Incentive Payments* will become available to complete.

Trust Funded Annual Incentive Payments

If applicable, enter the amount of Trust funded annual incentive payments of the total Trust Project Request.

(Trust Funded Annual Incentive Payments = Total Trust Request - Trust Project Establishment Expenses)

**See the Guidelines document for a detailed description of “Trust Funded Annual Incentive Payments”*

Total Match Funds

Enter the total amount of matching funds, including cash and in-kind contributions.

Note: Trust Funded Annual Incentive Payments do not require matching funds.

- The overall objective is a minimum match ratio of 2:1
- At least 50% of total match must be from non-provincial government sources

Note: If your match ratio is lower than 2:1, you may still apply; however, amount of match in the proposal is a factor in ranking the proposal.

Total Project Budget (including match)

Enter the amount of the total project budget

Note: (Total Project Budget = Total Trust Project Request +Total Match Funds).

SECTION 2: WETLAND GROW TRUST

Temporary Wetlands

By applying for Temporary Wetland Conservation (TWC) funding, you are agreeing that you have you read the GROW Guide and all relevant TWC content. Any applications received will be reviewed against the GROW TWC priorities. Applicants need to understand those priorities when applying for TWC.

Temporary Wetlands Incentive Payment

Enter the total amount of Trust funding requested for Temporary Wetland Annual Incentive Payments (i.e. if $40/acre over 10 years = $400/acre)

Temporary Wetland Acres

How many acres of temporary wetlands will be secured with requested Trust funding? (enter the estimated acres)

SECTION 3: ANNUAL INCENTIVE PAYMENTS

If available, please upload a copy of your incentive rate calculator.

What is your maximum GROW funded incentive payment rate?

How did you determine the maximum GROW incentive rate?

How did you incorporate the GROW Guide into the calculation of your annual incentive rate?

Note: In most cases, incentive payments for projects should be lower than established maximum payments.

How did you incorporate the following when determining each landowner's incentive rates?:
- **Assessed land value**
- **Local land rental rate**
- **Agricultural capability**

How do your incentive payments consider any economic gain or loss on the enrolled acres (ex: hay and grazing income) for each landowner?

SECTION 4: ACTIVITY LOCATION(S)

Municipal Manitoba

Are all of the project activities occurring within Municipal Manitoba?

SECTION 5: DETAILED PROPOSAL DESCRIPTION

Activities and Outputs

What are the specific activities to accomplish these objectives including the **total of the Trust and match funded estimated Outputs** from your Output Table (e.g. 500 acres grassland restored).

Note: Project outputs and activities identified must occur within the 1-2 year timeframe of the project.

Conservation/Watershed Plan

Is this proposal being delivered in the context of a larger conservation or watershed management plan?

If Yes, please reference and describe:

- The IWMP Goal, Objective and specific Action items addressed by your proposed project (bulleted list preferred)
- Identify how the proposed activities will be targeted to achieve maximum benefits of priority IWMP objectives/actions (bulleted list preferred)

Innovative Approaches

Does this proposal include activities that are not included in the district's IWMP or the GROW Guide?

If Yes, please identify and describe:

- The activity, issue(s), or challenge(s) to be addressed
- The urgency/priority
- The risk of loss/conversion
- Any relevant justification that supports your proposal

- This may include: scientific evidence, literature reviews, local expert and/or Indigenous Knowledge, etc.

Table Package

1. Read the information below for detailed instructions on how to fill out the table package
2. Download the Spring 2022 Table Package which includes the following templates:
   a. Budget
   b. Workplan
   c. Incentive Payments
   d. Output Table
3. Fill out the templates with your proposal information and upload them as an Excel document

A. Budget Table

Your budget needs to include both Trust funds as well as your matching contributions. Match contributions include your cash and in-kind match. The annual incentive payments component of any GROW program proposal does not require matching funds

Budget: Request for Trust Funding

When completing your online application, ensure the budget details you entered are correct. Ensure all total funding amounts match in the GROW Spring 2022 Table Package -budget template. Ineligible expenses, such as major equipment purchases, are listed in the Guidelines document.

Note: You should also ensure that the total request matches that in your Executive Summary.

Budget: Matching and Other Funding Partners

Use the Application Budget to:

- List funding sources
- Indicate whether the funding is from the Manitoba Provincial Government
  - If you are a Watershed District providing your own match, please do not list this as Provincial funding.
  - For Trust purposes CAP/AG Action funding is considered 50% Provincial and 50% Federal. If using CAP/AG Action funds, please put 50% on one line and indicate Provincial source and put 50% on the second line indicating Federal source
- Indicate whether the funding is cash or In-kind
- Indicate whether it is confirmed or pending

Matching Funds

Match funds are cash and in-kind expenditures that are required to complete the project but are not paid for by the Trusts.

Matching funds for activities that directly relate to the project may have been received up to one fiscal year prior to the proposed start date, e.g., April 1st - March 31st

Cash Matching (costs with a financial transaction)

Cash matching includes costs (goods or services) that have run through the applicant's books. For example:

- Project staff time paid for by the applicant or project partner
- Goods and services paid for by the applicant or by a project partner

- Donations with a tax receipt

In-Kind Matching

In-kind matching includes non-financial transactions that can be valued at generally accepted market rates. For example:

- Partner staff time
- The loss of agricultural value associated with land affected by a conservation project where no incentive is paid (See Appendix B Calculating the value of in-kind land, in the Guidelines)
- Landowner and community time in planning and establishment
- Community volunteer time
- Use of facilities
- The use of equipment, construction materials or other specialized materials donated by a retailer
- Volunteer equipment and operator time

Note that for Audit purposes, the Trusts require you keep a record for both cash and in-kind match in as careful a manner as you would for Trust expenditures. See the Trust section of the MHHC website for an example in-kind tracking form: mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/

Please contact your designated Grant Associate for support if you are experiencing challenges identifying a 2:1 match contribution 204.784.4354 (Toll free 1.833.323.4636) or granting@mhhc.mb.ca.

Budget Categories

Divide your budget expenses into the Trust application budget categories to provide a breakdown of total costs by the following:

Direct Project Costs

Direct Project Costs are capital and associated expenses that are required to complete a project. These expenses would not exist if a project was not delivered. These may be Trust or match expenditures.

- Materials and Supplies: associated with the construction, delivery, or establishment of the project such as seed, fertilizer, fence posts, trees, etc.
- Construction Services: includes contractors, crews or equipment operators including equipment
- Equipment Rentals
- Consulting/Professional Services: includes consultants and legal fees
- Acquiring interest in Land (conservation easements, and land acquisition): Land purchase is not eligible for Trust funding. Land purchase costs may be included as cash or in-kind matching. At the proposal stage it is understood that applicants can only provide estimates of these in-kind contributions. The final match amounts will be calculated when projects are established
- Payments to landowners: There are two types of payments that can be made to landowners. Please refer to the Provincial GROW Guide for more detailed information about these payments.
    - Establishment costs to landowners
    - Incentive payments to landowners

Capital Expenditures / Equipment Purchases over $5,000:

Please list and describe any single item with anticipated capital and materials costs (equipment purchases and equipment rentals, vehicle rentals, materials and supplies, and miscellaneous expenses) greater than $5,000 in the **Budget Notes** text box in the Application Budget. This refers to items with a per unit cost >$5000 (not multiple, lower cost items whose total is greater than $5000). Make sure to also include these items in the appropriate proposal cost category as well as providing further details in the Budget Notes text box.

Delivery Costs

Delivery costs include expenses that are tied to the project and, in many cases, are a component of your general operations. These may be Trust or match expenses.

- Salaries & Benefits*: The cost of staff that are tied to the project (including contract staff hired to support project delivery)

  If you are using a staff day rate to estimate your eligible delivery costs for the project, please contact a Trust Grants Associate for guidance on how to proceed.

- Travel & Field Costs*: Vehicle, accommodations, and meals based on current Manitoba Government reimbursement rates which can be found here: gov.mb.ca/csc/labour/pubs/pdf/agreements/master_agree_14_19.pdf

- Administration and overhead associated with the project: Applicants can identify overhead and/or administration fees that are related to project delivery. Much of these expenses may be matching funds. All applicants are encouraged to minimize requests for administration fees
  - Board expenses
  - Management costs
  - Rent, phones, computer infrastructure

**Note: Whether you identify expenses through a staff day rate or by individual activity ensure that there is no duplication of expenses in your budget. For example, if travel and administration expenses are part of your day rate you should not fill a separate Travel and/or Administration line in your budget; you should report it as one lump sum only in the Salaries and Benefits line.*

- Communications*: should not be calculated as part of a day rate.

** Funding recognition – If materials such as signs at the project sites are to be used to recognize the Trusts contribution, include the cost of the sign in the Communications budget category. See the Trust Recognition Guidelines document.*

Other

Includes costs that do not fit in the Project Cost categories above and could include special costs related to the nature of collaborative activities.

B. Project Workplan

- Describe project activities and timelines by date (e.g., May 2021-October 2021). If there are additional activities in your proposal that are not included in the "Activity category" drop-down menu, use the option "Other" and add the respective description
- Identify the total Trust and match funded outputs of the proposal including the units (e.g., 50 acres of wetlands enhanced). The outputs entered in the Workplan must match the total outputs entered in the Output table

  To calculate the estimated amounts of the total project budget and total Trust request that is allocated to each activity, we recommend you develop your own spreadsheet to calculate the total costs for each activity* identified.
- Develop your own spreadsheet to calculate the total costs for each activity identified in the proposal workplan Then enter the estimated amounts of the total project budget and total Trust request that is going to each activity*

**Note: Proposals need to demonstrate how much each activity costs so that the Trusts can calculate the cost/benefit of total projects towards Trust results.*

C. Incentive Payments

GROW includes annual incentive payments to landowners for the duration of the project. Annual incentive payments could be considered for projects where landowners have a loss of income due to the project and/or the natural areas in question are considered to be of high environmental value and are at high risk of loss. Details about estimating annual incentive payments can be found in Provincial GROW Guide.

In the incentive payments table, select the applicable Activity Categories, Length of Time for the Incentive Payment, Estimated Average Cost Per Acre, Estimated Total Acres and Total cost per activity.

Ensure that you separate out Conservation, Enhancement, and Restoration.

D. Output Table

The purpose of this worksheet is to provide applicants with a concise and consistent format to capture both Trust and Match funded outputs achieved within the project period.

Important Notes:

- Notes flagged in various worksheet cells (signified by a red triangle in the upper right corner) offer important information
- Project outputs identified must occur within the 1–2-year timeframe of the project. Some EG&S are difficult to monitor within the project timeframe and therefore the Trusts will estimate long term outcomes based on best available conservation science. Metrics relating to long-term project outcomes may be included in the Background narrative but should be omitted from the output table.
- The Trusts will require shapefiles for Trust-funded outputs to be submitted with the Final Report. Additional information regarding the shapefiles is available in the Trust Reporting Shapefile Guidelines. Please contact a Trust Grants Associate if you have any questions or concerns regarding shapefiles.

Section A

- Enter the acres, number of basins, and/or acre feet for each habitat type activity the project is proposing and the funding source (Trust-funded or Match-funded).

  Wetland activities only require number of basins and acre feet if known at time of proposal.

- Acres are to be double counted if an enhancement or restoration activity also includes securement. Enter the securement acres under "Conserved" for the respective funding source. For example:
    a. If an enhancement or restoration activity is Trust-funded and the conservation (securement) is Trust-funded, also enter the acres under "Conserved" in the Trust-Funded column.
    b. If an enhancement or restoration activity is Trust-funded and the conservation (securement) is match funded (within the project period), enter the conservation (securement) acres under the match column.
    c. If an enhancement or restoration activity is Trust-funded but it occurs on acres which have been conserved (secured) outside of the project period, do not enter any conservation (securement) acres.

Section B

Water Retention Structures

Enter the output metrics for the proposed Water Retention Structure(s) (WRS) as they pertain to the categories provided below:

- Temporary: Holds water for a short period of time after spring melt or a large rain event, for the primary purpose of flood water mitigation.
- Extended: Generally, retains water for an extended period of time after spring melt or a large rain event but may be partially or fully drained by late spring or early summer. Includes the added benefit of nutrient retention.
- Permanent: Designed to drain only above full supply levels but may include overflow spillway. Can hold permanent water throughout the growing season. Includes the added benefits of nutrient retention, drought mitigation and groundwater recharge.

Note: The WRS categories are defined by the length of time water will be stored (duration). In some cases, a single basin can include multiple categories of WRS. In this instance:

- Estimate the number Acres and/or Acre Feet as they pertain to each WRS category
- Record the Number of Basins for each WRS category as a decimal

For example, if a single basin which holds 10-acre feet at max capacity is composed of 4 Acre Feet of Temporary WRS and 6 Acre Feet of Permanent WRS, enter the 4 Acre Feet in the Temporary WRS row and the 6 Acre Feet in the Permanent WRS row, and enter .4 as the Number of Basins for the Temporary WRS and .6 as the Number of Basins for the Permanent WRS.

Other Outputs

For Other Outputs, enter the output metric for each activity under the respective funder (Trust-funded or Match-funded) column.

Note: Some activities, such as fencing and/or off-site watering systems are often associated with additional outputs, i.e., riparian acres enhanced or grassland acres enhanced, which can be captured in Section A. If the impacted acres are being included in Section A, do not count them again in Section B.

Additional Outputs

Additional outputs not listed in the Output Table can be entered here. Select the activity from the drop-down menu (or enter a brief description if not listed), select the associated units (or enter the units if not listed) of the output, and the quantity proposed.

For example: An applicant proposing a project in the Connecting People to Nature category plans to engage 250 people through an Interpretive Program.

- Additional output: People directly affected
- Units: People
- Quantity: 250

Note: Don't forget to attach the GROW Spring 2022 Table Package Excel file that you saved to your computer.

SECTION 6: ADDITIONAL PROPOSAL INFORMATION

Project Sustainability

Describe the required maintenance of the proposed activities during and beyond the length of the project agreement.

Monitoring and Compliance

Please describe:

- Your monitoring plan/schedule
- Plan for landowner non-compliance

Landowner Agreements

By applying to the Trusts you are acknowledging that you will have written agreements in place with landowners on whose land projects are occurring. All Trust funded landscape-based activities will be spatially-tracked and applicants are required to provide GIS shapefiles. MHHC also requires a report on the number of acres delivered with match funds. Reported acres and shapefiles are subject to audit. Please contact the Trust Team if you have questions about this at granting@mhhc.mb.ca.

Organizational Experience and Key People

Describe how your organization's and/or your team's knowledge, skills, and expertise demonstrate your ability to effectively complete your proposed activities. Please only describe experience or education relevant to this proposal.

Project Partnerships

Provide the following:

- List of all collaborating partners that have agreed to be part of the project
- Briefly describe how these groups will be involved in the planning and implementation of the project
- Contributions of each partner (financial and/or in-kind)

Note: Letters of Support from project partners are not required as part of the application. However, successful applicants may be required to submit letters of support , and/or a signed memorandum of understanding. as part of the contribution agreement.

Active effective partnerships are of interest to the Trusts. Partners may be involved in both the planning and implementation of the project. Organizations that are not eligible to apply directly to The Trusts may be identified in the application as project partners. Please see Guidelines for additonal information at mhhc.mb.ca/the-conservation-trust/conservation-trust-all-downloads/

Note: Proposals that incorporate partners will be ranked higher in the partnership review section than proposals with single applicants.

Proposal Consultations

- Identify any individuals, groups, organizations, Watershed Districts, or provincial or federal government staff that are not partners that you have consulted with on your proposal
- If community engagement is a focus of your proposal, you do not need to duplicate information that you have already included in your Workplan Table

Communications

In this section, you'll describe how you plan to communicate about your proposal activities. You may include:

- An explanation of how relevant data or information gathered will be shared
- What audiences you want to make aware of your proposal activities, and why
- Specific communications activities/deliverables that you will complete (e.g., press releases, technical papers, public presentations, brochures, video, social media, etc.) List these in the Additional Outputs section in the Output Table
- How will you recognize The Trust's contributions to this project?

Project Liability

Identify liability concerns and where ownership of liability will lie (especially regarding construction projects). Tenure and public access should be addressed.

Project Risks

Identify any risk factors that may affect the project and describe how these factors will be mitigated.

Licenses/Permits/Approvals

Are any licenses, permits, or approvals needed to undertake this project? Describe your plan to acquire any required documentation prior to the start of your activities.

Sources Cited

If you have used other sources of information for your proposal, please list where you found them (website, etc.) including articles, reports, academic publications, names of local experts and/or Indigenous Knowledge Keepers, etc.

Additional Information

Please provide any other relevant information not already captured above.

SECTION 7: ATTACHMENTS

Optional Attachments

- Supporting documents such as maps and site photos may be attached if applicable
- Provide a list of the filenames of each attachment and a brief description of the contents (if not evident from the filename)

Reviewers may not have time to review additional documents in detail; do not rely on attachments to provide critical details of activities

Note: You may want to use the checklist at the end of this guide to carefully review your proposal prior to submitting.

BEFORE YOU SUBMIT

Reviewing

We suggest you review, download, save, and print your application before submitting it. You will not be able to edit it online after the proposal deadline. Use the GROW Application Checklist on page 29.

The **Submit** button is your final step

- Select the Submit button which will automatically send your proposal directly to the Trusts. You will then receive a confirmation email. Please contact us if you do not receive this notification

Trust Fund Application Process Feedback

The Trusts will be seeking your input to develop the best process possible. A brief anonymous online survey regarding the grant application process will be distributed to proposal applicants after submission of the grant application. The survey will be anonymous, however your grant will not proceed to review until you have completed the survey.

Thank you for your application to the Trusts.

If you have any questions, please contact The Trust Grants Associates at (204)-784-4354 (Toll free 1-833-323-4636), or granting@mhhc.mb.ca.

NOTIFICATION AND REPORTING REQUIREMENTS

You may be contacted during the review process to provide additional information on your proposal. Once the review process has been completed applicants (both successful and unsuccessful) will be notified in writing.

If your project proposal has been recommended for approval, you will be contacted to develop a contribution agreement, which outlines the terms and conditions of funding, including reporting requirements.

Please note that funding is not considered final until a final Contribution Agreement has been signed by the applicant and MHHC.

No invoices can be submitted for project funding until the Contribution Agreement is signed.

We work towards completing processes as soon as possible. Please note that the development of a contribution agreement is a shared responsibility and largely depends on the submission of all required documentation from applicants to the Trusts in a diligent and timely fashion.

Each Contribution Agreement will require:

- Copy of organization's by-laws or a board resolution identifying signing authority for your organization
- New certificate of insurance evidencing the addition of Manitoba Habitat Heritage Corporation as an additional insured
- Copy of organizational logo for the the Trusts to display on the Manitoba Habitat Heritage Corporation website as a Funded Project

And may require a:

- Revised Budget, Workplan and Incentive Payment Table, Output Table, and/or Brief Project Description
- List of organizational board members
- Organizational annual budget
- Organizational financial statements (up to last three years if available and applicable)
- Letters of support or partnership (on the supporting organization's letterhead or a copy of an original email)
- Written confirmation of all funding sources
- A summary of proposal design, delivery, progress evaluations and anticipated results
- A budget forecast or cashflow. All of these components must be accurately completed before the agreement can be signed
- A signed memorandum of understanding between project partner(s) that clearly outlines the partner roles and responsibilities

All approved recipients are required to submit reports to the Trusts throughout the duration of the project as outlined in the Contribution Agreement. Payments are based on reporting, meaning that payments cannot be made until a report has been submitted, reviewed and deemed satisfactory. Reports are submitted to and reviewed by the Trust Team.

A final report is required once a recipient's project is finished. The final payment will not be provided (minimum 20% holdback) until a final report has been submitted, reviewed and approved by the Trust Team. All successful projects are subject to a random audit.

Procurement

Applicants are encouraged to conduct all aspects of the proposal, including items such as purchasing and travel, in a manner that demonstrates environmental conservation benefits.

GROW APPLICATION CHECKLIST

Does your application...

- Clearly describe the conservation issue to be addressed
- Describe the urgency/priority and the risk if nothing is done
- Indicate if your project being done as a part of a conservation plan (e.g. watershed plan, conservation plan, habitat plan)?
- If so, do you reference the specific IWMP Goals, Objectives and Action Items to be addressed
- Have a completed Table Package that includes the Budget, Workplan, Incentive Payments, and Output Table
- Identify the Incentive Payments (if any) being requested
- Have a complete and uploaded *Application Budget*
  - Identify matching funding sources and whether the funding is cash or In-kind
  - Indicate whether the funding is from the Manitoba Provincial Government
  - Indicate whether it is confirmed or pending
  - Indicate project costs by budget category
  - Identify total GROW Trust funding request
  - Identify any capital expenditures >$5000 and in the budget notes text box
- Describe the sustainability and required maintenance of the proposed activities during and beyond the length of the project agreement
- Describe your team's knowledge, skills, and expertise to effectively complete your proposed activities
- Develop partnerships and engage in consultation
- Describe your communications plan on how you intend to distribute any information products and / or extend the results of the project to the community
- Show how will you recognize the Trusts contributions to the project
- Identify any liability, risks, and subsequent licenses/permits/approvals needed
- Optional: Provide justification to support the project including scientific support, literature reviews, local expert and/or Indigenous knowledge, conservation plan (watershed plan, conservation plan, habitat plan)
- Have any optional attachments
  - Maps
  - Site Photos