

## PRINCIPAL NOTES:

1. Read the Applicant Guide! It is a more robust guidance document.

2. **Workplan:**

- a. Each row is a unique activity (no grouping multiple activities into one row).
- b. Delivery costs must be dispersed throughout the activities, as they are no longer able to be a stand-alone activity in the Workplan.

If your unique activity could be described by multiple options in the Activity Description/BMP column, select the activity that best represents the intent of your activity. For example, Bufferstrip vs. Pollinator Habitat.

- c. Detailed Description: replication of activity details will no longer occur between the narrative of the application and Workplan. Therefore, the Detailed Description will need to contain all relevant activity related details.
- d. Adding rows: do not insert rows from the bottom. Instead, select a row towards the center to insert from, this ensures that auto-calculations do not error. If an error occurs, contact your Grants Associate.
- e. Units: ensure the units associated with your activity are correct. Once you have entered your information in the Project Workplan table, check the auto populating Output table to ensure the units correspond to your Workplan activity. See the Applicant Guide, or the Output table, to reference which unit is associated with which activity. The Output table - Section B, 'Additional Activities' has the most variability of units.

3. **Output table:**

- a. Do not manually enter data. The table now auto-populates from the information in the Workplan.
- b. The Output table moving forward will represent the activity objectives of your project and will be transferred into the database (pending a successful application)

## ADDITIONAL NOTES:

1. **General:**

- a. Read Applicant Guide.
- b. Contact your Grants Associate.
- c. When in doubt, the Detailed Description column in the Workplan is your friend!

2. **Species-at-Risk Related Activities:** ensure you describe (in the Detailed Description) how and which SAR benefit from the proposed activities.
3. **“Other” in the Activity Category column:** requires a thorough explanation in the Detailed Description column. *Note: any Outputs entered in this row will not populate in the Output Table because it is an “unknown” activity.*
4. **“Other” in the Activity Description/BMP column:** requires a thorough explanation in the Detailed Description column. However, unlike selecting Other in the Activity Category, this selection (in most cases) will result in Outputs populating in the Output Table due to the selection in the Activity Category.
5. **“Communications General:** will not populate in the Output table. This option is to be used when exact communication activities have yet to be determined. *Note: the final report will require the exact details to be specified.*
6. **Cover Crops:** include in the Detailed Description if you are targeting producers new to the activity.
7. **Erosion Control:** only to be selected for hardscape type erosion control, i.e., when the erosion control site does not include re-vegetation/restoration.
8. **Grassland Enhancement via Grazing Management System:** In the Detailed Description, include anticipated infrastructure metrics, such as km of fencing, or number of offsite watering systems.
9. **Shelterbelt Conservation:** Shelterbelt Conservation is categorized as Wooded Conservation Activity Category and represented by acres. Include a note regarding the shelterbelts in the Detailed Description.
10. **Shelterbelt Establishment:** represented by km of shelterbelt. In the Detailed Description include the number of rows and/or design style of the shelterbelt(s).
11. **Water Retention:** Water Retention projects are for the purpose of retaining water. If your basin is only permanent water and will have a specific design and vegetative plantings to encourage wetland development, be sure to include this information in the Detailed Description. During the final report stage of your project, you will be guided on how to appropriately identify the project habitat.