



## **Project Application Instructions**

Critical to the AOFRC's field program is the proposal process that occurs throughout September to January. AOFRC staff are responsible for developing project proposals in partnership with First Nations by identifying fisheries concerns/issues, recommending study designs to address concerns/issues, assisting with the development of the application project, and completing and compiling all proposal related documents.

### **Letters of Intent**

Letters of Intent are typically distributed to First Nations in the late summer/fall; however First Nations can submit letters of intent at any point throughout the year. Letters of intent are simple in scope and essentially serve as expressions of interest that a particular First Nation wants to pursue a fisheries project.

Once First Nations have submitted Letters of Intent and the submission deadline has passed (October 31), letters of intent will be assigned to staff who will be responsible for completing all other proposal related documents.

### **Application Package**

Application Packages are the responsibility of the First Nation to complete, however in many cases AOFRC staff will be required to provide assistance on certain sections. The application package is accompanied with guidelines on how to complete the project application package. The following guidelines provide considerations for each component of the application package:

- Is this application being submitted with the approval of Chief and Council? One box must be checked. Note that a Band Council Resolution (BCR) will be required prior to the commencement of any fieldwork.
- Project Title: The title is to include the name of the water body(s) being studied along with the type of method being used to complete the study. For example: Lake Lotsafish Fall Walleye Index Netting.
- First Nation: Enter the full name of your First Nation.
- Contact Name: This individual will become the Contact representing the First Nation for the duration of the Project.
- Contact Phone: Ensure that extensions are included if used.

- Project Partners: Indicate any partners that will be involved in your proposed project. This may include partnerships with another First Nation or with a local fish and game club, educational facilities, etc.
- Project Support: Indicate any organizations that have indicated a commitment of support in the form of cash or in-kind contributions. Examples would be Ministry of Natural Resource (MNR) support in the form of training, or your First Nation's in-kind contribution in the form of hall rentals, dockage, etc. In-kind support is to be noted as an estimated dollar value. Note also any additional funding you have applied for in support of your project.
- Brief Project Summary: Complete this section after the Background, Detailed Project Information, Products, Project Team and Work Plan sections are complete. Use this box to create a brief summary of the concern, how it will be addressed, the expected outcome and the use of the information gathered.
- Project Location: This section identifies some of the logistics to be considered in order to implement the program. Attach a legible map to your Application which identifies the proposed study area. Note recognizable landmarks including the location of the proposed study area in relation to your First Nation. Dark maps such as those printable through Google Maps can be hard to read or unreadable once faxed or scanned. Include the name of the water body. Indicate its coordinates. Indicate the size of the water body. Note directions to the study site including launch points, local roads and landmarks. Also indicate whether there are any access barriers such as dams, unmaintained roads or lack of access roads. The A/OFRC also accepts applications for training and workshops. Note the location (include physical address and contact information if known) of any First Nation facility that will be offered for training / workshop delivery.
- Background: Some background work may be required to complete these sections. Identify previous work undertaken with AOFRC that relates to your proposed study. For the other section, speak to local resource users, your Chief and Council, other users of the resource in question. What is the concern or problem that you are trying to address? Define it. Detail how the problem became known and what work your community or other agencies have undertaken (if any) to resolve it or study it. What recommendations exist? Are there any issues surrounding the resource that should be taken into account during the study such as land claim negotiations, conflicts due to resource rights with other First Nations, other users? Detail any known issues.
- Detailed Project Information: This section is completed with the assistance of the AOFRC Project Lead who will be able to assist with our range of services and expertise.
- Final Products: Project results can be delivered in many different ways including technical reports, newsletters, presentations and community meetings. With the assistance of the Project Lead, choose the best product for the delivery of the results and whose responsibility it will be to compile and deliver the product.
- Project Team: Note names of individuals within the First Nation who will be resources during completion of this study. Include people such as Elders or advisors, individuals who oversee community outreach or community fishermen with knowledge of the water body or resource. Note: This does NOT include individuals

chosen by the community to undertake fieldwork. Those individuals are recruited and hired directly by the A/OFRC.

- **Work Plan:** Using the information contained in the Detailed Project Plan section. Note the dates of key activities. Items that should be noted are target dates for fieldwork, community meetings and the expected date of delivery of any products such as technical reports.
- **Communications:** Detail your communication plan. From informing community members and other resource users of planned fieldwork to reporting the results.
- **Authorization on Behalf of the Applicant:** The individual must be one who is authorized by Chief and Council to submit the Application and be the First Nation Contact for the duration of the project.
- **Attachments:** Ensure that all attachments will be legible if faxed or scanned. Ensure that all attachments if emailed can be opened and read by A/OFRC software.