

The changes in the application forms are a result of what we have heard from reviewers and proponents over the past few years. The changes within the form are not so much changes to **what** information you put in, but **how** you give us this information. We’re also providing a new set of instructions that are not part of the form and will hopefully clarify the information needed.

Here’s some highlights of the changes:

- a. A change in the order of some of the sections from previous years’ forms;
- b. The Multi-Year Budget Summary table is now on the first page of the proposal;
- c. On the Continuing project form, the Continuing Project Progress to Date now replaces the Executive Summary;
- d. “Benefits & Risks” is no longer a separate section (benefits have been folded into Issues and risks are now in the Activities/Methods section); and
- e. Proponent contact information has been moved and is now just before the Budget section.

Differences between NEW and CONTINUING proposal forms and changes from last year’s form

Section of Form	NEW proposals	CONTINUING proposals	Changes from last year
Project Overview			
Proponent contact info	Included	Included	Moved from front page to Section 9 (after map)
Links	Identify links to previous projects	Omitted	Omitted from CONT proposals
Multi-year Budget Table	Omits the column for HCTF \$ approved. Rationale for estimating projected budgets for multi-years	Identify funding approved in previous years Rationale for any changes in multi-year budget	This table has been moved from the end of the budget Section 10 to the front page
Project Description	Included	Revise description annually to reflect any changes in obj/activities	Small change to CONT instructions
Location, Type, Species	Included	Included	No changes
Project Details			
1. Executive Summary	Included	Omitted	Omitted from CONT proposals
1. Project Progress To Date	Not included	Name changed from Continuing Project Summary and moved from end of proposal form to replace the Exec Summary	Not included in NEW proposals; Name changed to Project Progress to Date

Section of Form	NEW proposals	CONTINUING proposals	Changes from last year
2. Issue	Included	Omitted	Omitted from CONT proposals
2. Is Project Progressing as Planned?	Omitted	Added section	This is a new section for CONT proposals only
3. Obj/Activities Summary Table	Included	Included	Now a separate section in the proposal and moved to before Detailed Obj/ Activities; a column for Measures of Success has been added
4. Detailed Obj/Activities	Included	Included	Combines Objectives section and Activities section and includes the Risk mgt issues
Benefits and Risks	no longer a separate section	no longer a separate section	Now Benefits included in Issues section and Risks included with Detailed Obj/Activities
5. Detailed Measures of Success	Included	Included	No changes
6. Communication / Outreach	Included	Included	Provides separate headings & instructions for the Communications Plan for: a) Project, and b) HCTF
7. Literature Cited	Included	Included	No changes
8. Map	Included	Included	No changes
9. Proponent Info	Included – moved to end	Included – moved to end	This info has been moved from the front page to just before the Budget
10. Budget	10.1 A Labour Costs - Updated	10.1 A Labour Costs - Updated	New column to i.d. total days on project for personnel, contractors
10. Budget	10.5 Other Funding Partners - Updated	10.5 Other Funding Partners -Updated	Change Yes/No to Yes/Unconfirmed;