



## 2024 Stewardship Seed Funding Information

RDN DWWP Stewardship Seed Funding supports environmental stewardship organizations within the region to complete restoration, enhancement, and research projects. These projects rehabilitate and monitor our local watersheds while protecting both the ecological and economic values of our natural systems.

### ELIGIBILITY REQUIREMENTS:

- Projects must:
  - be located within the RDN, including electoral areas (A, B, C, E, F, G, H) and member municipalities (Nanaimo, Lantzville, Parksville, Qualicum Beach),
  - be led by a not-for-profit organization,
  - actively enhance the stream health, hydrology, and/or function,
  - involve volunteers,
  - be jointly funded by other partners, donors, and/or include in-kind contributions,
  - acquire all necessary permissions and permits to complete work at project site, and
  - not have received funding for three consecutive years.
- Multi-year projects can apply annually for up to three consecutive years, after the third year of funding the project is ineligible for funding for that following year. After a one-year grace period to allow others to access funds, the project is eligible to apply for funding again for up to three consecutive years.
- All work, including purchasing of supplies and materials, must be completed in the same calendar year that the pre-approval and claim form are submitted.
- Pre-approval applications can be submitted for 2024 between January 1<sup>st</sup> and December 16<sup>th</sup>, 2024, or until funds for the calendar year are exhausted. Apply early to ensure your project will be considered for funding.

**AWARDING PROCESS:** Seed funding, between \$1000 - \$5000, is awarded by the RDN Drinking Water and Watershed Protection program based on the merit of the application and how it matches current program priorities. Apply early, limited funds are available each year. It will be announced when funding is exhausted for the year, visit [www.rdn.bc.ca/stewardship-seed-funding](http://www.rdn.bc.ca/stewardship-seed-funding) for program status.

**PRE-APPROVAL AND CLAIMS:** Apply for pre-approval to “reserve” funds for eligible projects. Once the application is approved, funding will be allocated for that calendar year. Claim forms and supporting documentation must be received by December 16<sup>th</sup>, 2024. The RDN reserves the right to inspect or verify sites prior to pre-approval or issuance of funds, and applicant contacts may receive project status communications before, during, or after project completion.

CATEGORY	FUNDING	DESCRIPTION
Eligible expenses	\$5000 maximum	<p><b>Project specific items necessary for restoration, enhancement, and research</b></p> <p>Stewardship Seed Funding can be applied to costs incurred for items specifically used on site for a project and will not be used for other projects, as outlined and approved during the application process. For example, native plants and fencing materials, permit application fees, professional consultant restoration design and plan, and on-site volunteer support.</p> <p>See <b>Estimated Projects Costs Template</b> for what information to include when applying for funding and submitting your claim.</p>

**HOW STEWARDSHIP SEED FUNDING WORKS**

All forms and additional information available at [www.rdn.bc.ca/stewardship-seed-funding](http://www.rdn.bc.ca/stewardship-seed-funding)

<p><b>STEP 1</b></p> <p><input type="checkbox"/></p>	<p><b>SUBMIT <u>PRE-APPROVAL APPLICATION</u></b></p> <p><b>BY: Email: <a href="mailto:waterstewardship@rdn.bc.ca">waterstewardship@rdn.bc.ca</a></b></p> <p><b>Mail or in person:</b> Attn: Drinking Water &amp; Watershed Protection, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2</p> <p>Include with your pre-approval:</p> <ol style="list-style-type: none"> <li>1) Completed Stewardship Seed Funding Pre-approval Application form.</li> <li>2) Location map of site, such as a RDN Map (<a href="http://www.rdn.bc.ca/gis-mapping">www.rdn.bc.ca/gis-mapping</a>) or Google Earth image.</li> <li>3) Current site condition photos. <i>Submitted photos need to have some indication of scale (i.e. include person or measure stick) and relative frame of reference to compare before and after pictures.</i></li> <li>4) <b>Site Overview</b>, including a detailed description of why the site(s) was(were) chosen and the planned post project maintenance. For research-based projects indicate how the collected data will be used or the site(s) will be monitored in the future.</li> <li>5) Additional project specific items, i.e., permit(s), letter(s) of support, site recommendations, etc.</li> </ol> <p>Upon pre-approval, notification that funds have been allocated for eligible work within the calendar year will be sent to contact.</p>
<p><b>OPTIONAL</b></p> <p><input type="checkbox"/></p>	<p><b>ATTEND A TEAM WATERSMART WORKSHOP and/or DWWP WATER QUALITY MONITORING TRAINING</b></p> <p>Visit <a href="http://www.teamwatersmart.ca">www.teamwatersmart.ca</a> and/or <a href="http://www.rdn.bc.ca/cwmn">www.rdn.bc.ca/cwmn</a> for date(s) and information.</p>
<p><b>STEP 2</b></p> <p><input type="checkbox"/></p>	<p><b>COMPLETION OF QUALIFYING WORK</b></p> <p>Applicants can complete eligible work or hire a qualified environmental professional. The completed work must obtain necessary approvals and meet the current best practices; requirements will be project specific.</p>
<p><b>STEP 3</b></p> <p><input type="checkbox"/></p>	<p><b>SUBMIT YOUR <u>CLAIM FORM</u> BY:</b></p> <p><b>Email: <a href="mailto:waterstewardship@rdn.bc.ca">waterstewardship@rdn.bc.ca</a></b></p> <p><b>Mail or in person:</b> Attn: Drinking Water &amp; Watershed Protection, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2</p> <p>Include with your claim:</p> <ol style="list-style-type: none"> <li>1) Completed Stewardship Seed Funding Claim Form.</li> <li>2) Receipt(s) and/or invoice(s) marked PAID, including DATE and ITEMIZED purchase details.</li> <li>3) Photos clearly showing the work completed as part of the eligible funding and photos of the progression of the project, such as volunteers completing the work, people completing water quality sampling, etc.</li> <li>4) What project maintenance will be completed to ensure works are supported after project completion.</li> <li>5) Additional project specific items, i.e., lab analysis results, future phases of project, etc.</li> </ol> <p>Allow 6 weeks for payment.</p>
<p>Visit <a href="http://www.RDNrebates.ca">www.RDNrebates.ca</a> to see other incentive programs available from the RDN</p>	