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| DEADLINE:  Complete your Letter of Intent (LOI) directly on this form.  Submit your application in word or .pdf format by 3:00 pm ET on November 26, 2024 to northern@westonfoundation.ca with the subject line “Northern Conservation Program Application.” |

The Northern Conservation Program aims to address the goal of **protecting and restoring biodiversity through protecting ecosystems.**

The program funds Indigenous communities and/or their partners with land and ocean conservation and stewardship projects in northern Canada.

Please review the Program Details for further information before submission. The Guidelines describe how best to write your LOI and provides specifics on the information we require.

**How did you hear about this Program?**

Radio

Social Media

Email Blast

Poster

From a friend or colleague

Visited our website

**Project Title:**

**Location of Project (please note geographical limits set out in Program Details [Link]):**

To help illustrate your project, please provide a map or satellite image with jurisdictional boundaries and the approximate boundary of the targeted area/region, and a note with the estimated size (km2) of the targeted area/region.

**Applicant Details:**

1. Principal Applicant Name (Organization):
2. Name of Person Representing the Principal Applicant:
3. Principal Applicant Representative’s Contact Information (i.e. email, phone, and/or website):
4. Please list relevant team members associated with this project, and their organizational affiliations, as well as their anticipated roles in the project:
5. Principal Applicant’s Charitable Number or equivalent Qualified Donee number:[[1]](#footnote-2)
6. Principal Applicant Address:
7. Co-Applicant Organization Name(s) and Name(s) of Leading Representatives of the Co-Applicant Organization(s) (Optional – Co-Applicant(s) are not essential):
8. Describe the general mission and related work of the Principal Applicant organization/agency, and, if part of this application, the same information for Co-Applicant Organization(s)(100 words):
9. Principal Applicant Eligibility (100 words):
   1. If you are applying from an Indigenous community or organization, please describe how your proposed project fits within the priorities of your community and whether the project is endorsed by community leaders.
   2. If you are applying from a non-Indigenous organization please describe the nature of your relationship with the partnered Indigenous community (listing that community as a Co-Applicant or collaborator on this LOI), how your proposed project fits within the priorities of the community and whether the project is endorsed by community leaders. Please note that Principal Applicants that are not an Indigenous organization will be required to provide a letter of partnership from the respective Indigenous community or organization should they be invited to submit full proposals.
10. Which of the following funding priorities does your project fall into:
    1. Projects that contribute to the establishment of a protected area
    2. Projects that contribute to the stewardship or management of an area with nature conservation and the protection or restoration of biodiversity as the priority.
       1. Please note that the area stewarded or managed must have achieved protected or conserved status OR demonstrate that significant steps have and will continue to be taken to designate the area as protected or conserved.

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| **Project Details** |

**Executive Summary**

1. Provide an overview of your proposed conservation project, including (500 words):
   1. Description of the project
   2. Project Objectives (e.g., protect habitat of species x, etc.)
   3. Project Milestones (e.g. sign Memorandum of Understanding (MOU) with project partners, complete feasibility study, etc.)
   4. Steps and Activities you will undertake to achieve Milestones/Objectives (e.g., attend stakeholder workshops, undertake government relations activities, etc.)
   5. Estimated timeline for this project
   6. Aspects of the project with greatest uncertainty or risk
2. Outline the significance of the project location for biodiversity and/or climate change related outcomes with the best available combination of evidence (science and/or Indigenous Knowledge). (200 words)
3. Please outline existing steps, processes, plans, or actions that have been completed for this project to date (e.g. stakeholder workshops, public outreach, mapping or feasibility studies, MOU, land or marine plans, community declaration, etc.). If you are applying for a Manage/Steward project, identify whether or not you have completed a financial sustainability plan. NOTE: for Manage/Steward projects, if a financial sustainability plan has not been completed, you must include the development of such a plan as part of your application/funded activities. (200 words)
4. Explain how your community/organization and partnerships have the social license, the political opportunity, and technical capacity to achieve the outcomes associated with the objectives of the project and in which areas capacity will need to be strengthened. (200 words)

**Budget**

1. **Please provide a budget of the total project costs with the major expenses listed using the template provided.** Indicate the anticipated timing of the expense, and whether the funding would come from the Weston Family Foundation or another source. **Add as many rows as required.**

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|  | **Expense** | **Description of Expense** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **TOTAL FROM OTHER SOURCES** | **TOTAL REQUESTED FROM WESTON FAMILY FOUNDATION** |
| **Expense Category 1** | Item 1 |  |  |  |  |  |  |
| Item 2 |  |  |  |  |  |  |
| Item 3 |  |  |  |  |  |  |
| **Category 1 Subtotal:** |  |  |  |  |  |  |
| **Expense Category 2** | Item 1 |  |  |  |  |  |  |
| Item 2 |  |  |  |  |  |  |
| Item 3 |  |  |  |  |  |  |
| **Category 2 Subtotal:** |  |  |  |  |  |  |
| **Administrative Overhead (10% of total funds requested from Weston Family Foundation):** | | |  |  |  |  |  |
| **Total Request:** | | |  |  |  |  |  |

1. Note: A Qualified Donee may be a northern community that is registered with the Canada Revenue Agency as a “registered municipal or public body performing a function of government in Canada,” a charitable organization, etc. Please see the CRA’s [website](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/qualified-donees.html) if there is uncertainty as to what a Qualified Donee is. [↑](#footnote-ref-2)