

# Indigenous Monitoring and Stewardship Fund

## Application Checklist

Use this checklist to ensure your application meets all IMSF evaluation criteria before submitting.

### 1. Confirm Your Project Fits Eligible Activities

In the application form, you must select at least one eligible activity below:

- Community-led stewardship initiatives supporting Indigenous Knowledge or environmental monitoring
- Camps or gatherings that support the sharing of Indigenous Knowledge
- Capacity-building, outreach, or community-based training/sharing of Indigenous Knowledge or monitoring expertise
- Community displays, art, or video projects related to historical, environmental or Indigenous Knowledge teachings
- Species and habitat identification, monitoring, and protection
- Community oral history projects

### 2. Provide an Update on Past Funded IMSF Work

If you have received IMSF funding in the past, be prepared to describe:

- The status of your past project
- Whether your new application continues previous work or proposes a new initiative

### 3. Prepare a Thorough Project Plan

You will be asked to upload a detailed proposal that includes:

- Clear and achievable objectives
- Suitable and well-defined methods
- Expected outcomes, including how the project will contribute to building understandings of the waters and shorelines affected by hydro development
- How the project aligns with broader community or Nation priorities
- Roles and responsibilities of team members.  
If individual names are not yet confirmed, indicate whether each role will be filled by someone internal or external to your community or Nation
- Ways the project maximizes involvement from members and citizens
- How project results will be shared with the community or Nation

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## Application Checklist - Continued

### 4. Create a Feasible Schedule

You will need to upload a project schedule that includes:

- Step-by-step activities achievable within the project timeframe
- Submission of an Interim Report by September 15, 2027
- Submission of a Final Report by March 31, 2028

### 5. Prepare a Detailed and Eligible Budget

Your uploaded budget must:

- Not exceed the \$125,000 IMSF funding limit
- List all estimated costs
- Align with the objectives and activities in your proposal
- Follow these guidelines:
  - No more than 10% of funding may be used for general administration costs
  - Funding for external technical advisors or consultants should be clearly identified and represent no more than 45% of the total project budget
  - Hourly rates for technical advisors or external consultants must not exceed \$250 per hour
  - No costs may be allocated to proposal development
  - No costs may be incurred before the project begins or be not directly related to the project

### 6. Include Any Additional Supporting Information

Applicants are encouraged to include any additional project details that may support the evaluation of their proposal, such as relevant location maps, photographs, business cases for capital purchases, or other pertinent information.