

Southern Boundary Restoration and Enhancement Fund: Guidelines for completing the Stage Two Detailed Proposal Form.

These guidelines are provided to make the rationale used for selecting among competing projects as transparent as possible and to assist proponents with preparing strong proposals.

GENERAL INSTRUCTIONS

- Formatting: you must use formatting that is consistent with the form itself: Times New Roman, font size 11, consistent justification, etc. Please consider that Committee members receive a high number of proposals to read each year; please do not adjust the page margins or do anything else to reduce legibility / the consistency of formatting between proposals.
- Length: there is no limit on the number of pages that you may include at stage 2.

COVER PAGE

- Proponent name: please underline the person(s) who will act as the primary point of contact for this proposal. Ideally this will be a single person but no more than one person per origination, please.
- Amount requested: please ensure that currency is specified.
- Categorization: this will be the same as for your concept form.
- Project Location: for projects with a specific location/s, include a small inset map here on in the Approach section.
- Questions applicable to multi-year projects: please note that if your project spans multiple years the Southern Fund Committee can only consider the 2023 portion of the project in this cycle. Please specify the total project length here and using the start / end date fields.

Part 1. RELEVANCE AND SIGNIFICANCE

Questions 1 through 6 are the same as the Project Concept Form. Please begin the Detailed Proposal Form by providing this information again, updating your entries where necessary.

Part 2. TECHNICAL IMPLEMENTATION DETAILS

The Southern Fund Committee will assess the technical quality of the proposed project including the soundness, accuracy, thoroughness and validity of the ideas and methods presented.

7. Approach:

- The answer to this question carries significant weight in the review process. It is strongly recommended that proponents provide an in-depth description.
- If novel quantitative or statistical methods are proposed, proponents should provide a brief mathematical presentation of the proposed approach and formulas to be used. References to published methods are also acceptable.
- Be sure to provide a sound rationale that supports the methods proposed.
- Indicate the metrics or indicators of project success and who will evaluate them.
- Location maps are strongly recommended for all field projects, especially when there are multiple field locations discussed in the proposal.
- Diagrams, technical drawings, photographs, etc. are all acceptable in so far as they support the description of the approach.

8. Schedule:

- A tabular or Gantt chart format is recommended in answering this question.
- Provide a reasonable and realistic timetable of logical steps leading to the achievement of the project's objectives.
- Show that key activities, milestones, and timelines are appropriate and achievable.

9. Assumptions and Risks:

- Clearly identify the risks and assumptions associated with this project.
- Describe the contingency plan to deal with potential risks or problems.

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| Part 3. CAPACITY TO DELIVER |
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The Southern Fund Committee will evaluate the team of people proposed to carry out the project; the extent to which the proponent has consulted and partnered with other interested parties in the field; and the steps they have taken to comply with regulations.

10. Key Personnel:

- Clearly identify the Project Leader and the roles of ALL the Principal Project Participants.
- Brief (half page) resumes are recommended for all the project's Principal Participants, describing the credentials of the proposed Project Leader and key staff or consultants.

11. Consultation, coordination and approvals:

- Describe the provenance of the group you are affiliated to.
- It is strongly recommended that proponents provide brief supportive letters when they are required to confirm important claims of cooperation.
- *(For Habitat and Enhancement projects)* Show that you have the appropriate permits and authorizations or describe the degree of certainty that they can be obtained in time to implement the project.
- *(For all other projects)* Show how the project coordinates with, and has the approval of, appropriate fishery management and research agencies.

12. Partnerships.

- Describe the extent to which the project may involve or foster partnerships with other agencies, organizations and/or other interested parties.
- Describe your efforts to involve appropriate external partners in the project and with whom you will consult in the preparation and delivery of this project.
- Detail any other agencies, co-managers, and other interested parties you are working with.

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| Part 4. COST EFFECTIVENESS |
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The Southern Fund Committee will evaluate whether the budget requested for the work proposed is reasonable and justified.

13. Costs:

- Provide adequate explanations of budget line items.
- The cost of capital item acquisitions will be scrutinized.

14. Cost sharing:

- Provide details of the other entities contributing to the costs of the proposal and/or supplementing it with in-kind contributions.
- It is strongly recommended that proponents provide brief supportive letters when they are essential to confirm important claims of cost sharing.
- If the Southern Fund the sole financial supporter of this proposal, describe why.

15. Duration of funding request:

- Describe how many years it will take to complete your project in full.
- If applicable, describe the phases of the project and where this funding request corresponds.
- For multi-year projects describe any plans to transition to or source alternative funding sources.

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| Part 5. PROGRESS UPDATE |
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16. Progress update:

- This section only needs to be completed by proponents of multi-year projects which are already underway. If this applies to you, please provide a succinct (1 or 2 page) update on the progress of your project so far, so that the Southern Fund Committee have this to-hand while reviewing your proposal to continue the work.