

*Email completed applications to:* [*admin@forestryfutures.com*](mailto:admin@forestryfutures.com)

*For more information contact: FFTC Program Coordinator at*

*(807) 343-8010 ext. 8851 or email* [*shelley.vescio@forestryfutures.com*](mailto:shelley.vescio@forestryfutures.com)

**Forest Resource Inventory**

**Knowledge Transfer & Tool Development Program**

**Application Form B**

**For office use only :**

Project Number

# General Information

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| **Project Name**  Clear, concise (ideally 6 words or less) |
| **Applicant Information**  Company:    Contact Name:    Address:      Phone:  E-mail: |
| **Project Summary**  Three to five lines including concise project objective and outcomes |
| **Project Duration**  From:       To: |
| **Project Theme**  Identify which of the listed project themes in the Call for Proposals this application addresses. |

# Section 1: Project Description

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| Overview of objectives, contribution, target audience, applicability and rationale. |

# Section 2: Project Team

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| **Project Lead(s)**  Identify Project Lead(s), their qualifications and relevant experience. Attach a curriculum vitae (no longer than two pages) to the application |
| **Team Members**  List all team members, positions, company, their qualifications and relevant experience. Attach a curriculum vitae (no longer than two pages for each team member) to the application. |
| **Roles & Responsibilities**  Describe the roles and responsibilities of each team member. Reference project milestones and deliverables where appropriate. |
| **Partnerships (if applicable)**  List any project partners and their roles and responsibilities. Attach letters of commitment and support from each partner to the application. If a partner will be responsible for delivering part of the project outline those deliverables. |

# Section 3: Design & Methodology

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| **Design**  Describe the design of the project and the rationale for the planned design. |
| **Methodology**  Describe, in detail, the methodology used for the project and the rationale for its application. |

# Section 4: Incremental Value

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| Describe how the project will add value to previous or ongoing work. |

# Section 5: Schedule

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| **Project Dates**  List start and completion dates and identify any key milestones |
| **Deliverables**  List measurable deliverables with target dates |

# Section 6: Project Budget

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| Use Excel budget tables on the Forestry Futures Website. Highlight any unusual costs for treatments proposed and describe the rationale for those costs. Discuss funding ($) contributions by the applicant or by partners (other than Forestry Futures Trust) planned for this project. Describe and quantify in-kind contributions and any investments ($) planned for treatments beyond the project term. |

# Section 7: Partnerships

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| Identify all project partners their financial support (level of funding) and leverage they are providing to the project. |

# Section 8: Knowledge & Technology Transfer

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| Describe overall transfer plan, including target audience, outcomes, capacity-building potential, and feasibility of implementation. |

# Section 9: External Reviewers

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| Identify two potential independent external reviewers who are recognized for their knowledge and expertise in the project area |

# Section 10: References

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| Provide two professional references |

**INFORMATION COLLECTION NOTICE:**

All information contained in your Project Application and supporting documentations are considered public information subject to the application of the Freedom of Information and Privacy Act R.S.P. 1990. c. F. 31, and is collected under the authority of the Act.

The information may be used by the Forestry Futures Trust Committee, the Trustee of the Forestry Futures Trust, the Minister of Natural Resources or an independent auditor of the operations of the Forestry Futures Trust. The information will be used to evaluate the project, audit the project or to prepare reports or provide information as may be requested under the Crown Forest Sustainability Act. Any questions related to the collection of this information should be directed to the FFC Chair.