

# Species at Risk Stewardship Program 2023-2024 Guidelines



## Contact Information

For questions regarding the Species at Risk Stewardship Program (SARSP), please contact:

### The SARSP Team

**Telephone:** 705-313-2585

**Email:** [SAR.stewardship@ontario.ca](mailto:SAR.stewardship@ontario.ca)

For questions or technical support with the online Transfer Payment Ontario platform, please contact:

### Transfer Payment Ontario Client Care

**Telephone:** 1-855-216-3090

**Email:** [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

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## 1.0 Species at Risk Stewardship Program

To conserve the province's rich biodiversity and promote environmental stewardship, the Ministry of the Environment, Conservation and Parks ("Ministry") provides annual funding through the Species at Risk Stewardship Program ("SARSP") for projects that contribute to the protection and recovery of species at risk and their habitat.

### 1.1 SARSP 2023-2024 Call for Applications

For the 2023-2024 SARSP, the Ministry of the Environment, Conservation and Parks is accepting multi-year applications (spanning 1-3 years). For the purposes of the SARSP, a "year" is considered April 1st to March 31st. All project activities must begin no earlier than April 1, 2023 and finish no later than March 1 of the final year of the project.

### 1.2 Deadline

Applications must be submitted electronically through the [Transfer Payment Ontario \("TPON"\)](#) portal by **3:00pm (ET) on Thursday, October 20, 2022**. Applications submitted after the deadline or not fully completed will not be accepted.

## 2.0 Applying through Transfer Payment Ontario

All applications must be submitted electronically through [TPON](#).

Applicants must have a TPON account in order to apply. If you do not have a TPON account, you must first create a ONE-key account and then register for TPON. Please sign up early; it may take up to 5 business days to be granted access. Follow the detailed steps outlined at [Ontario.ca/GetFunding](https://Ontario.ca/GetFunding).

Once you are registered and have access, the next step is to download and complete the application form (and supporting documents) through TPON.

You are welcome to submit multiple project applications; however, please ensure you create a new TPON case number and download a new application form for each project application you plan to submit.

If you have any questions or difficulties during this process, there are resources to assist at [ontario.ca/GetFunding](https://ontario.ca/GetFunding) or you may contact the TPON Ontario Customer Service Line at 416-325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. (ET), or by email at [TPONCC@Ontario.ca](mailto:TPONCC@Ontario.ca).

If you are an individual interested in applying, please contact [SAR.stewardship@ontario.ca](mailto:SAR.stewardship@ontario.ca).

### 3.0 Program Objectives

The objectives of the SARSP are to:

- Improve the status of species at risk and their habitats by supporting stewardship and recovery actions;
- Support stewardship and multi-partner approaches to species at risk protection and recovery;
- Support community outreach, and the provision of related tools and techniques to inspire and enable people to become involved in species at risk stewardship; and,
- Address important needs and knowledge gaps related to the protection, recovery and management of species at risk and their habitats in Ontario by supporting scientific research.

### 4.0 Background for Applicants

In Ontario, the status of species are assessed by a team of independent experts known as the Committee on the Status of Species at Risk

in Ontario ("**COSSARO**") and, when assessed as at-risk, are placed on the Species at Risk in Ontario List.

The Species at Risk in Ontario List is contained in a regulation ("**O. Reg. 230/08**") made under the *Endangered Species Act, 2007* ("**ESA**").

O. Reg. 230/08 (including species lists and status) is available on the Province of Ontario's [E-laws website](#) and on [ontario.ca](https://ontario.ca).

It is important that all SARSP project applicants consider the most current and relevant provincial recovery documents.

#### **Government response statements (GRS)**

are species-specific policies, authored by the Ministry, that identify provincial recovery goals as well as actions the government intends to take or support to help protect and recover each species. Generally, after five years of publishing the GRS, the Ministry releases a **review of progress** that summarizes the progress made towards the protection and recovery of a species.

If a species has an Ontario GRS, it is important the application addresses the actions identified in the GRS (not in the recovery strategy or management plan). Also, if a review of progress exists for the target species, applicants may find additional information and advice on actions that have already been accomplished or could use more attention. It is important that applicants review and reference the most current provincial recovery documents (see below).

#### 4.1 Recovery Documents

To access the following **provincial** recovery documents, please refer to the [Species at Risk in Ontario List](#) and select the target species for your project. This will take you to the species page which will typically include links to one or more of the following recovery documents:

- COSSARO assessment report;
- Recovery strategy;

- Management plan;
- Government response statement (GRS);
- Review of progress.

## 5.0 2023-2024 Priorities

Although all project applications that target species listed as extirpated, endangered, threatened, or special concern on the Species at Risk in Ontario List are eligible for consideration, targeted SARSP priorities have been established for the 2023-2024 funding year.

Please review the following priorities in detail. During its review of applications the Ministry will consider applications that address the 2023-2024 priorities before applications that do not.

For 2023-2024, where practical and feasible, we are encouraging applicants to submit broad, strategic, consolidated multi-partner project proposals. For more information on this recommendation please contact [SAR.stewardship@ontario.ca](mailto:SAR.stewardship@ontario.ca) or 705-313-2585.

### Species specific priorities

Projects that address high priority actions as outlined in the relevant final Government Response Statement for the species listed below:

- American White Pelican (under the focus area of Monitoring)
- Blanding's Turtle
- Bluehearts
- Blue Racer
- Colicroot
- Eastern Small-footed Myotis
- Eastern Whip-poor-will (under the focus area of Research and Monitoring)
- Few-flowered Club Rush
- Goldenseal
- Henslow's Sparrow
- Kirtland's Warbler

- Loggerhead Shrike
- Massasauga (Carolinian population and Great Lakes – St. Lawrence population)
- Northern Bobwhite (under the focus area of Survey and Monitoring)
- Piping Plover
- Round-leaved Greenbrier
- Small-mouthed Salamander
- Yellow-breasted Chat

### Stewardship projects that address the threats and knowledge gaps for species at risk outlined below

- The following activities related to **Black Ash**:
  - » Developing guidance on determining candidate individual Black Ash trees which are potentially resistant to Emerald Ash Borer, and locating and protecting potentially resistant Black Ash trees.
  - » Creating and/or contributing to programs for the preservation and breeding of Black Ash with genetic resistance to Emerald Ash Borer.
  - » Conducting research on maintaining Black Ash and its habitat as it relates to the threat of Emerald Ash Borer.
- Conservation, research, or stewardship activities which support the implementation of commitments outlined in the [Agreement for the Conservation of Caribou, Boreal Population in Ontario](#).
- Develop **survey or monitoring protocols** for species at risk where this action is identified in a government response statement and no current survey protocol exists. Where biologically appropriate, survey protocols that can be applied to multiple species are encouraged.
- Conduct research to implement and evaluate the effectiveness of threat mitigation, recovery approaches, and

Best Management Practices (BMPs) for **Spiny Softshell and Spotted Turtle** (e.g., road mortality, boat collisions, fishing by-catch, illegal collection, ATV use and trails, invasive species, water management, impacts of shoreline development and dam construction/operation).

- Activities that support Indigenous cultural values, enable stronger relationships and increase experiences between Indigenous peoples and the **American Eel**. This may include implementation and evaluation of methods to promote safe downstream passage and, where safe downstream passage is assured, for upstream passage.
- Mitigate threats of pathogen spillover or use of pesticides (e.g., neonicotinoids) to species at risk **bumble bees**, by implementing and monitoring the effectiveness of BMPs in areas surrounding the species.
- Appropriate removal and/or control of **invasive species** or pathogens if this has been identified in a GRS for a threatened or endangered plant, and there is evidence that invasive species or pathogens are a direct and significant threat to the species at the immediate site.
- Working collaboratively with industry (e.g., mining, aggregates, forestry, problem/nuisance wildlife removal, agriculture, wind power) to develop, implement, evaluate and promote BMPs to minimize the impacts of industry activities and operations on **species at risk bats** and their habitat.
- Implementation and evaluation of augmentation or reintroduction programs for **Mottled Duskywing**.
- Projects that support the implementation of on-the-ground restoration actions, such as habitat restoration or enhancement, to help recover **Lake Sturgeon** across the province

## Ecosystem priorities

- Targeted habitat stewardship and threat reduction in **dune ecosystems** that support endangered and threatened species.
- Targeted habitat stewardship **in riparian/riverine ecosystems** in southern Ontario (south of the Canadian Shield) that support a high diversity of species at risk (e.g., Ausable, Grand, Thames and Sydenham Rivers and their tributaries), or riparian/riverine ecosystems in the Greater Toronto Area in support of **Redside Dace**.
- The creation, enhancement or maintenance of **grassland ecosystems** that support endangered and threatened species, especially Bobolink and Eastern Meadowlark.

## 6.0 Eligibility

### 6.1 Eligible Applicants

Successful applicants must be legal entities who are in good standing with tax, labour and environmental laws. For example, applicants may be:

- Academic institutions
- Corporations
- Indigenous communities/organizations
- Individuals
- Municipal and local governments
- Non-government organizations

### 6.2 Non-Eligible Applicants

- Conservation Authorities
- Provincial government ministries
- Federal government departments and agencies
- Unincorporated informal groups or clubs (non-legal entities)

## 6.3 Eligible Activities

To be eligible for the SARSP, project activities must target species on the Species at Risk in Ontario List listed as:

- extirpated
- endangered
- threatened
- special concern

All project activities must deliver tangible results and be of benefit to an Ontario species at risk and fit into at least one of the categories listed below. Examples of eligible activities are included for each category.

### Habitat Management/Restoration

- Shoreline restoration or wetland creation
- Prescribed burns to manage tallgrass prairie for species at risk (SAR)
- Reconnecting core SAR habitat by planting habitat corridors
- Creation/installation of SAR habitat features such as hibernacula or nesting sites

### Survey, Inventory or Monitoring

- Conducting species and/or habitat monitoring to increase knowledge and understanding of SAR in Ontario
- Conducting species' inventories (for example, presence/absence/abundance surveys) for SAR, especially within areas that have not been previously inventoried
- Assessing the effectiveness of stewardship activities through monitoring to better inform recovery efforts

### Outreach and Education

- Outreach activities that increase awareness and knowledge about SAR, and encourage stewardship actions to targeted audiences or areas
- Developing public and/or industry engagement plans that promote the best actions to benefit SAR

- Promoting the use of best management practices (BMPs) that minimize impacts on SAR and their habitats during land or resource use
- Delivery of information sessions for targeted audiences (for example, landowners, farmers, industries, Indigenous communities, youth) to increase awareness and knowledge of SAR and stewardship
- Preparation of brochures, fact sheets and publications, and other communications media to inform the public of SAR and SAR recovery projects

### Direct Threat Mitigation

- Development and/or implementation of BMPs to minimize impacts on SAR and their habitats during land or resource use
- Implementation of features that reduce, mitigate or eliminate threats to SAR such as exclusion fencing or eco-passages

### Research

- Filling biological knowledge gaps to inform species' recovery
- Assessing the effectiveness of stewardship activities using scientific rigour

### Local and Traditional Ecological Knowledge

- Gathering, sharing, or incorporating local and traditional ecological knowledge of SAR and their habitats

### Other

- Development of local or regional plans to conduct stewardship actions to protect and recover SAR and their habitats
- Development of site-specific habitat management plans for targeted SAR

## 6.4 Eligible Costs

The following expense categories are eligible for funding. Please refer to the 2023-2024 SARSP application form and accompanying



budget table spreadsheet for further details on each expense category.

- **Staff:** includes wages and mandatory benefits for staff that will be directly involved in the implementation of the project. This includes wages for project managers directly involved in project implementation; project oversight/supervision and accounting are excluded from eligible staff costs, but may be included under Support Services (see below). If you are a consultant or consulting company applying for SARSP funding it is important that you itemize your project costs by the budget categories provided. Rates that include costs other than wages (for example, oversight, travel) must be broken-out and included in the relevant categories listed below rather than captured under staff.
- **Goods:** includes materials and supplies required for the project.
- **Services:** includes third party costs such as a contractor to excavate a wetland or a design company to develop communication materials. Costs for some types of services may include reasonable disbursements in addition to fees if commonly charged for such services.
- **Consultants:** includes third party advice or expertise. Consultant costs may include reasonable disbursements in addition to fees if commonly charged for such consulting services. However, funds may not be used for costs that would otherwise be ineligible or beyond reasonable limits set by the program (for example, travel and hospitality limits). If you are a consultant or consulting company applying for SARSP funding, you must itemize your project costs by the budget categories provided. This category is only for third party advice or expertise.
- **Transportation:** may include transportation for meetings or events for project staff, contractors, or meeting/ event attendees. Funded amounts must align with the [Ontario Government's Travel, Meal and Hospitality Expense Directive](#). Funds requested for transportation of meeting attendees must be included in the application budget as its own line item. Transportation costs will be by the most practical and economical method.
- **Accommodation:** may include appropriate/economical accommodations for meetings or events for project staff, contractors, or meeting/event attendees. Funds requested for accommodation of meeting attendees must be included in the application budget as its own line item.
- **Food and beverage:** may include costs for food or beverages for project staff or contractors during project meetings/ events held with the public. Costs must be calculated according to the rates in the [Ontario Government's Travel, Meal and Hospitality Expense Directive](#). Collecting and retaining itemized receipts to verify the expenditure will be required. Funds requested under this budget category may not be used for: non-meal food and beverages; alcohol; meals when the travel period is less than 5 hours; or meals during travel when travel is a part of the regular job duties of the staff or contractor.
- **Hospitality-public meetings/events:** may include costs for food or beverages during project meetings/ events held with the public. Costs must be calculated according to the rates in the [Ontario Government's Travel, Meal and Hospitality Expense Directive](#). If funds are being requested to pay for non-meal food and beverages (for example, coffee, water, snacks) during public project meetings or events, the amount cannot exceed \$5 per day per

person for a half-day public meeting/ event or \$10 per day per person for a full day public meeting/event. Collecting and retaining itemized receipts to verify the expenditures will be required. Funds cannot be requested for alcohol.

- **Equipment/Other Capital Items:** the province may approve the purchase instead of the rental of equipment or capital items if: (i) the equipment or capital item is being used on multiple occasions throughout the project; (ii) total rental costs are greater than the one-time purchase cost; and (iii) without the project, it is unlikely that the recipient would purchase the equipment or capital item.
- **Administration expenses:** includes costs that are part of the normal operations of an applicant's organization, but which can be reasonably attributable to the project. Administration expenses are comprised of disbursements such as postage/ courier charges, photocopying charges, office supplies, and financial institution service fees incurred in carrying out the project. Funds may not be used for avoidable financial institution service fees (for example, non sufficient fund charges). For clarity, administration expenses do not include items such as salary and wages, rent, travel, accommodation and meal expenses, computers, legal fees, audit fees, engineering fees, and other professional fees.
- **Support services:** includes the time spent by staff in human resources, finance, information technology, and communications departments providing

administrative support that can be reasonably attributable to the project. Project managers that have a key role in project implementation and key project participants are not included under support services. However, managers/positions that are solely involved in the oversight and planning of the project (such as principals, executive directors, academic supervisors) should be included under support services. Staffing costs where staff performs both administration and direct project delivery functions should be pro-rated accordingly. Pro-rating should be based on an estimate of staff time devoted to administrative ("support services" category) or project delivery ("staff" category) activity.

**Requested funds for administration expenses and support services (combined) cannot exceed 10% of total funds requested from the SARSP.**

**Note:** Funding from the Ministry may be applied to the non-refundable portion of HST only. The Ministry will not reimburse any expenses beyond the approved funding amount.

## 7.0 Additional Information for Applicants

- Applicants should consult species experts and partners for advice in developing project applications.
- If proposing to work in a provincial park or conservation reserve, please contact Ontario Parks at [PASCIENCE@ontario.ca](mailto:PASCIENCE@ontario.ca).
- Projects or studies that are required by law are not eligible, including activities that are being undertaken to fulfill legal requirements or conditions identified in an ESA authorization or regulation.
- Projects focusing on multi-species, ecosystems or single species will all be considered for funding.
- While provincial and federal governments may, in certain circumstances, be able to support projects through in-kind and financial contributions, they are not able to receive any direct funding from an approved SARSP project.
- Projects activities must be intended for the protection and recovery of species at risk and their habitats, and not result in the provision of goods or services to the Government of Ontario (including Ontario Parks).
- Applicants are responsible for obtaining landowner permission to access private property to undertake proposed activities.
- In the context of most projects, successful applicants are strongly encouraged to submit species observation records and habitat information to the Natural Heritage Information Centre (NHIC).
- The Government of Ontario is not bound to act based on any findings that are produced during a project. Any results of a project are for the voluntary use of stewardship organizations only. The methods and results of a project will not necessarily be endorsed by the Ministry

nor the Government of Ontario for use in future SAR habitat identification or land use decisions.

## 8.0 Application Evaluation

All SARSP applications undergo a comprehensive, multi-staged assessment process. Applications are evaluated against multiple criteria (outlined below) at all stages of the assessment process. Not all criteria listed below are applicable to all applications, depending on the scope and nature of the work proposed.

- **Alignment with annual SARSP priorities**
  - » Overall, the proposed project directly addresses annual priorities, or most/all of the proposed activities address priorities.
  - » Note that applications which do not address any of the annual priorities or that only weakly address the priorities will be considered after priority applications.
- **Value of the project to species protection and recovery**
  - » Proposed activities address identified protection or recovery actions as outlined in government response statements (GRS). If a species does not yet have a GRS, proposed activities should address actions identified in relevant recovery strategies or management plans.
  - » Activities will directly benefit targeted species at risk, their habitat and/or the targeted ecosystem.
  - » Activities are relevant, fill a demonstrated need, and/or address an impending threat or knowledge gap.
  - » Project is part of, links to and/or complements a larger species recovery or habitat protection initiative.



- **Project design and workplan**
  - » Work plan is detailed, clear and appropriate for the scope of work proposed.
  - » Objectives, design and methods are practical, appropriate, and scientifically sound.
  - » Project is feasible and has a high likelihood of success given the information provided.
  - » Project results or products, such as BMPs or survey protocols, will be made publicly available to further the protection and recovery of the species (e.g., published and promoted via website, peer reviewed journal, etc.).
  - » Performance measures and evaluations are built into the project to assess the effectiveness of the activities. For outreach and awareness activities there is a plan to measure changes to levels of awareness, behaviours and/or actions towards SAR recovery.
- **Expertise, partnerships, and value for money**
  - » Numerous partners are engaged in and support the project in order to maximize available resources and knowledge.
  - » There is a high likelihood for long-term benefits and continued work through established partnerships.
  - » Applicant has proven experience, expertise and capacity (financial and operational) to complete the project.
  - » Project budget is detailed and appropriate for the scope of work proposed.
  - » Multi-year requests show a demonstrated need for annual funding and demonstrate how subsequent years build on previous years' progress.
- » Appropriate amount of matching funds/support from a variety of sources has been identified. A combination of both in-kind and financial support is encouraged, with financial being evaluated more favourably. Land values cannot be used as in-kind matching funds.
- **Application quality and additional considerations**
  - » Application avoids duplication of effort. Efficiencies are realized through the use of existing materials and established BMPs, survey protocols or an innovative/creative approach to species at risk protection or recovery.
  - » Application is well written, easy to understand, and follows all instructions and criteria identified.
  - » Application is complete in full and aligns with the SARSP Guidelines.
  - » Application outlines how proposed activities build on past work (if applicable). Projects will only be evaluated on information included in the application.

**Whether or not to provide funding and who funding is provided to is within the sole discretion of the Ministry.** In its final evaluation, the Ministry may also consider the kinds of projects proposed, the number of projects funded per organization, and types of organizations applying in order to support a variety of projects, SAR and recipients across the province. The Ministry may elect not to consider an application containing misrepresentations or any inaccurate or misleading information.

## 9.0 Notification

All applicants will be notified in writing of the outcome of their application. Following project approval, all applicants are required to enter into a transfer payment agreement with the Province before any payments will be made. Applicants should not proceed with a project on the expectation that it will be funded under the SARSP without an executed agreement with the Ministry.

## 10.0 Agreement and Payment

Successful applicants will be required to enter into a transfer payment agreement which includes the terms and conditions of the project, expenditures and reporting requirements.

The terms and conditions of the funding will be set out in detail in the transfer payment agreement. Generally, those terms and conditions will be consistent with the following:

- Payments will be made following the completion of milestones and Ministry approval of required project reporting. An initial payment may be available upon signing of the transfer payment agreement.
- For single-year projects, the final date to submit all final reporting and financial documentation is **March 1, 2024**. For multi-year projects not in their final year, an interim report with financial documentation is due April 15 of each year of the project, or other date(s) negotiated with the Ministry.
- Applicants approved for funding will be required to submit certificates of insurance to confirm insurance coverage in accordance with the terms of the transfer payment agreement.

If you would like to see an example of the detailed transfer payment agreement before applying, please contact us at [SAR.Stewardship@ontario.ca](mailto:SAR.Stewardship@ontario.ca).

## 11.0 Legal Authorizations

All applicants must review this section before applying.

### Authorizations & Other Requirements

Applicants are responsible for identifying and obtaining any authorizations required for the project. Projects cannot proceed without obtaining the required authorizations.

The following includes information on ESA authorizations and other requirements that may be required for projects being funded. There may be additional authorizations needed depending on your project. These guidelines are designed to help develop your application as completely as possible. Note that authorizations (for example, permits) do not have to be in place in order to submit your application. However, having an authorization, if required, will enable your project to start on time.

**Disclaimer:** Applicants must note that the following is for illustrative purposes only and does not constitute advice of any kind from the Ministry on how an applicant must comply with any requirements of law. Applicants must not rely on the following information as being a comprehensive list of authorizations or other requirements that may be required for their project and should consult with their own legal counsel or other relevant advisors in this regard.

Applicants should also note that the Ministry will not give preferential treatment for any authorization issued by the Ministry. The Ministry is under no obligation to issue authorizations and retains authority to refuse issuing authorizations if it is reasonable to do so, based on the information provided.

If your project involves a species listed as extirpated, endangered or threatened under the ESA, you may wish to contact the

Species at Risk Branch of the Ministry at [SARontario@ontario.ca](mailto:SARontario@ontario.ca) for information on whether an authorization under the ESA may be required. Early contact with the Species at Risk Branch during your project planning process may enable you to amend your project plan to avoid adverse impacts to species at risk and their habitats and allow you to determine the need for an authorization under the ESA. The Species at Risk Branch may be able to provide information on the following:

- i. What conditional exemptions are available under Ontario Regulation 242/08;
- ii. Whether an ESA 17(2)(b) permit for protection and recovery activities (B permit) may be required and will need to be obtained before undertaking the funded activity; or,
- iii. Whether your proposed activity may not require an authorization under the ESA.

All projects must avoid and/or minimize adverse effects to species at risk and their habitat. An ESA authorization is required for activities that kill, harm or harass a species at risk, damage or destroy their habitat or otherwise contravene section 9 (species protection) or section 10 (habitat protection) of the Act. For greater detail, please refer to section 9 and section 10 of the [ESA](#).

Most activities supported by the 2023-24 SARSP will be eligible for the conditional exemption for stewardship activities set out in Ontario Regulation 242/08 (General) made under the ESA and therefore would not require an ESA B permit. For more information about this and other conditional exemptions, including eligibility and requirements, please consult [O. Reg. 242/08](#) under the ESA.

Activities not eligible for a conditional exemption and that impact species at risk would require an ESA B permit or agreement. For more details, contact [SARontario@ontario.ca](mailto:SARontario@ontario.ca).

If your project will be occurring in a provincial park or conservation reserve, you may require additional authorizations. You can apply for a research authorization online at [Ontario Parks research](#), or if you have any questions about working in provincial parks and conservation reserves, please email [PAScience@ontario.ca](mailto:PAScience@ontario.ca).

## 12.0 Recognition

If instructed by the Ministry, the successful applicant may be required to acknowledge the receipt of financial assistance from the Government of Ontario.

## 13.0 Freedom of Information and Protection of Privacy

Personal information provided on the 2023-2024 SARSP application form is being collected by the Ministry to be used for the purposes of the proper administration of the SARSP, including to contact you for clarification or further information about your project proposal.

The collection, use and disclosure of this information are governed by the *Freedom of Information and Protection of Privacy Act*.

Questions about this collection, use or disclosure of personal information should be directed to the Species at Risk Stewardship Program team at [SAR.stewardship@ontario.ca](mailto:SAR.stewardship@ontario.ca).

## 14.0 Auditing

To ensure integrity in the use of public funds, the Province of Ontario reserves the right to require independent verification of reported information as required in the terms of the transfer payment agreement. The terms as set out in a transfer payment agreement must be satisfied to receive payments. The successful applicant shall provide, if requested by the

Province, any necessary permissions to access the property where the project activities took place and make available any records, documents and/or information that may be required for this purpose.

## 15.0 Terms of Reference

The following provisions apply to this application process for SARSP:

- i.** this application process is not intended to create a formal legally binding procurement process and shall not give rise to the legal rights or duties applied to a formal legally binding procurement process;
- ii.** the Ministry reserves the right to seek clarification, and supplementary information relating to the clarification, from applicants. The response received by the Ministry from an applicant shall form an integral part of the applicant's submission;
- iii.** at the conclusion of this process, selected applicants will be expected to enter into a transfer payment agreement with the Ministry (please see section 10.0 of the Guidelines for further information);
- iv.** neither party shall have the right to make claims against the other with respect to this application process, the selection of any applicant, the failure to be selected to enter into a transfer payment agreement, or the failure to honour applications prior to the execution of such an agreement;
- v.** the Ministry may make public the names, addresses, telephone numbers, email addresses, website addresses, project description and funding amount, if applicable, of any or all applicants; and
- vi.** the Ministry will not consider an applicant whose application is found to contain misrepresentations.