

Forest Enhancement Society of BC Guide to submitting a proposal in the FESIMS.

Background

As part of its delivery agreement with the Forest Enhancement Society of BC (FESBC), PricewaterhouseCoopers (PwC) has developed an online Information Management System (FESIMS). This application allows proponents to create a user account and to complete and submit their proposals for FESBC funding. FESIMS also allows reviewers to evaluate proposals, provide review comments and scoring, and for FESBC staff to summarize and present project proposals to the FESBC board of directors. Approved proposals are then transferred from the proposal stage to project plan stage within FESIMS.

This guide is intended to act as a companion to the FESIMS application. **It also may be used as a tool for planning your application before the portal is available to proponents. The tables contained within this guide are designed to mirror the FESIMS application process.**

The FESIMS portal is located at the following URL: <https://fesims.outcome-plus.com>.

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Quick Start Guide



1


Review the FESBC Application Guide

1. Review the section on how to apply at www.fesbc.ca
2. Download and read the Application Guide.
3. Determine if your project is eligible.
4. Contact the MFLNRORD district office and determine if your project is aligned with the Land Manager's priorities.

2

Register on FESIMS and create your Proposal


1. Register on the FESIMS website and create a user account.
2. On the Home Page, click on 'Apply Now'.
3. Review the Terms and Conditions and select either 'Accept' or 'Decline'.



3

Complete and submit your Proposal

1. Complete each section in the Proposal. Required fields are denoted with a star ("*").
2. Refer to the tip boxes for guidance on what information is required in each section.
3. Save your application often as your progress.
4. Once all sections are complete, the application can be submitted.



4

View your Proposal and Status

1. Navigate to the 'Full Proposal' menu at the top left of the Home Page.
2. Click on the Full Proposal Number given to your application to view your submitted application.

General notes on using FESIMS

FESIMS provides helpful navigational tools for completing your Proposal.

- The Proposal sections are listed on the left-hand side. You may click any section on the left to open it.
- Missing information is displayed as red text, such as “This field is required”.
- You will not be able to submit until each section has a green checkmark displayed next to it. Not all fields are mandatory as some fields may not apply to your Proposal.
- Use the “Save as Draft” button to periodically save your work. After saving, you may logout and continue work on your Proposal later.
- When you hover your mouse over a field, instructions for completing the field are displayed in the black call out box. Follow these instructions.

SYMBOLS	
*	Mandatory field to be completed
✓	All mandatory fields in that section are complete
X	Mandatory information is missing in that section



Important note: providing a response for all required fields does not necessarily mean that your Proposal is complete. If information is missing or unclear, FESBC staff may request clarification, or your Proposal may not be considered.

Specific project types may require different information. For example, projects with the goal of greenhouse gas management must complete the “Road Construction and Deactivation” section. Projects with the goal of using fibre from damaged or low value forests must fill out the “Utilization of Wood Fibre” questions under the “Project Activities and Objectives” section.

Additional Questions?

- For questions regarding eligibility, or questions specific to the FESBC application process, contact FESBC toll free at [1-877-225-2010](tel:1-877-225-2010) or by email at office@fesbc.ca.
- For technical difficulties with FESIMS, contact PricewaterhouseCoopers (PwC). Contact information is provided under the “Information” tab – select “Contact us”.

Registering in FESIMS

Please follow these steps to register in FESIMS:

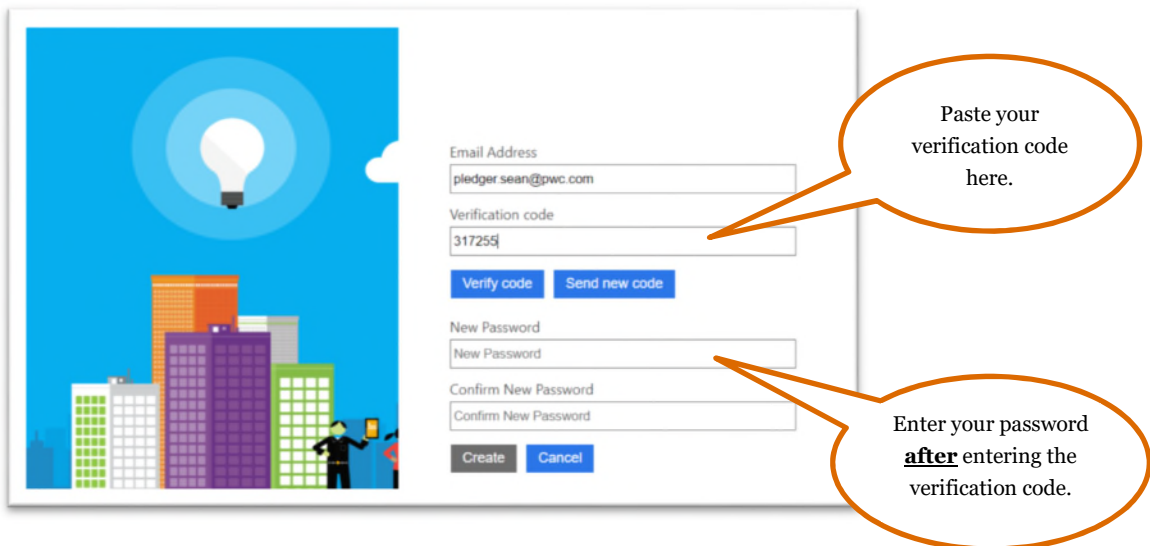
Step 1: Click "Register" in the top right hand corner.

Step 2: Enter your Email Address.

Step 3: Click "Send Verification Code" button. An email containing a verification code will be sent to the email address entered above.

Step 4: Go to your email inbox and copy the verification code.

Step 5: Return to the Registration page. Enter or paste the code in the Verification Code box. Then click the "Verify code" button. The page will refresh. **Do not enter the verification code in the New Password box!**



The image shows a registration form with the following fields and buttons:

- Email Address: pledger.sean@pwc.com
- Verification code: 317255
- Buttons: Verify code, Send new code
- New Password: (empty)
- Confirm New Password: (empty)
- Buttons: Create, Cancel

Two callouts are present:

- One callout points to the Verification code field with the text: "Paste your verification code here."
- Another callout points to the New Password field with the text: "Enter your password **after** entering the verification code."

Step 6: Enter a password in the "New Password" box and again in the "Confirm New Password" box.

Step 7: Click the "Create" button. A message will display indicating your information account has been created.

Step 8: Complete the new user information form. Select your organization from the list. If it is not listed, please set up a new organization.

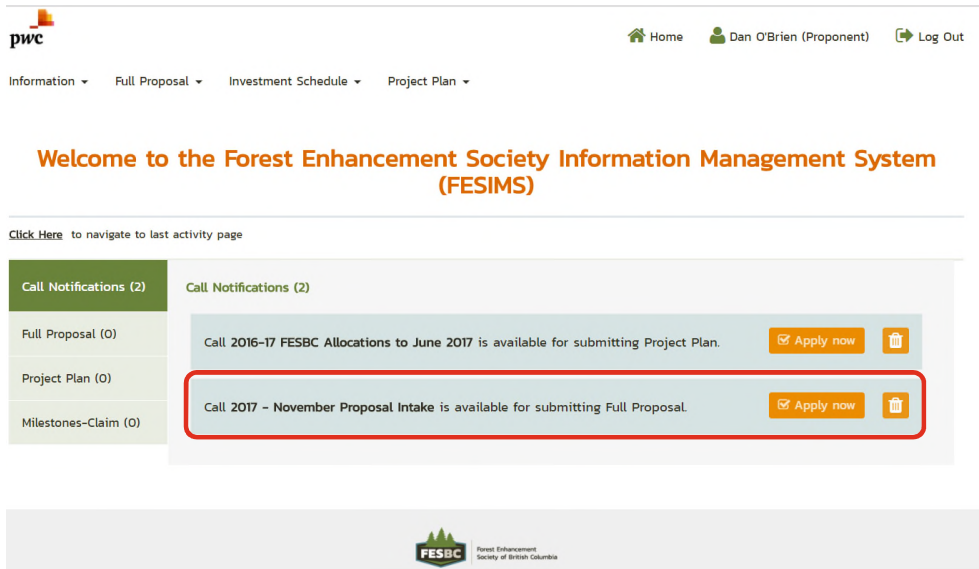
The screenshot shows the 'Create New Account' form on the PwC website. The form is divided into three main sections: 'User Account', 'PropONENT Contact Information', and 'PropONENT Organization'. The 'User Account' section has fields for 'First Name' and 'Last Name'. The 'PropONENT Contact Information' section has fields for 'Address 1', 'Address 2', 'City', 'Postal Code', 'Country' (a dropdown menu), 'Province' (a dropdown menu), and 'Phone 1'. The 'PropONENT Organization' section has a dropdown menu for 'Organization' (currently showing 'PwC'), a link 'Click Here to Add New Organization', and fields for 'Address 1', 'Address 2', 'City', 'Postal Code', and 'Country' (pre-filled with 'Canada'). A callout bubble points to the 'Organization' dropdown menu with the text: 'Select your organization from the list. If it's not listed, then add a new organization.'

If you have difficulty registering, reload the home page URL (<https://fesims.outcome-plus.com>) and try selecting the “Log In” button in the top right. Then select “Can’t access your account?” This will prompt you to reset your password and this should provide you with access.

FESIMS Home Page

After registering and setting up your Organization details, you will land on the FESIMS home page.

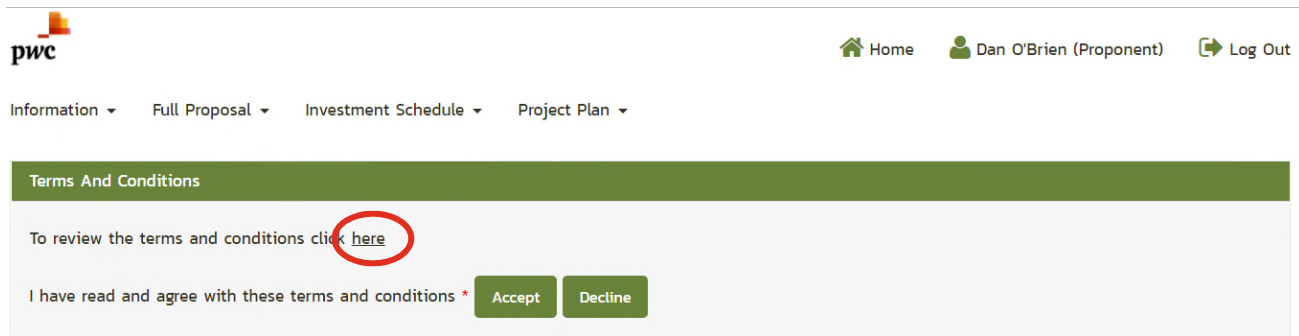
To create a new Proposal select 'Apply Now' from the correct Call for Proposals.



The screenshot shows the FESIMS Home Page. At the top left is the PwC logo. To the right are navigation links: Home, Dan O'Brien (Proponent), and Log Out. Below these are dropdown menus for Information, Full Proposal, Investment Schedule, and Project Plan. The main heading reads "Welcome to the Forest Enhancement Society Information Management System (FESIMS)". Below this is a link "Click Here to navigate to last activity page". A sidebar on the left lists "Call Notifications (2)", "Full Proposal (0)", "Project Plan (0)", and "Milestones-Claim (0)". The main content area shows two call notifications. The first is "Call 2016-17 FESBC Allocations to June 2017 is available for submitting Project Plan." with an "Apply now" button. The second is "Call 2017 - November Proposal Intake is available for submitting Full Proposal." with an "Apply now" button. This second notification is highlighted with a red box. At the bottom is the FESBC logo and "Forest Enhancement Society of British Columbia".

Terms and Conditions

Submitting a Proposal to FESBC is subject to terms and conditions. To review the terms and conditions click on the link. Once you have read the T & Cs, then select either 'Accept' or 'Decline'.



The screenshot shows the Terms and Conditions page. At the top left is the PwC logo. To the right are navigation links: Home, Dan O'Brien (Proponent), and Log Out. Below these are dropdown menus for Information, Full Proposal, Investment Schedule, and Project Plan. The main heading reads "Terms And Conditions". Below this is a link "To review the terms and conditions click here" where "here" is circled in red. Below the link is a form with the text "I have read and agree with these terms and conditions *" and two buttons: "Accept" and "Decline".

Project Contact Information

The table below indicates what information is required in the Project Contact Information section of FESIMS. Applicants must fill out the required fields denoted with “*” below:

Project Title: *	Choose a project title that allows others to identify your project. For example, the type of work and/or geographic location.	Contact Address: *	
Primary Purpose: *	Select the purpose that best aligns with the project’s objectives. Additional objectives can be specified in the “Project Activities and Objectives” section of the Proposal.	City: *	
Project Location – Country: *		Country: *	
Project Location – State/Province: *		Province: *	
Description of Project Location: *	Provide a geographic location (e.g. Dog Creek Watershed)	Postal Code:	
Project Start Date: *		Contact Phone: *	
Project Completion Date: *		Contact Email: *	
Principle Contact Name: *	Provide a single contact for the project who communicate with FESBC regarding the proposal and project.	Proponent’s Organization: *	

Important note:

Once you have accepted the T&Cs, specified your organization and selected the project purpose, you can save the proposal and your proposal will be assigned a unique proposal ID (e.g., WR0000071). You can then leave the site at any point and return to your proposal.

Financial Plan

The Proposal Financial Plan provides detail on (a) funds to be contributed by your organization, (b) funds requested from FESBC, and (c) funds contributed by other organizations. The tables below indicate what information is required in the Financial Plan section of FESIMS. Additional instructions for completing these tables are provided in the following sections.

Important notes:

- If your organization is unable to recover GST as an input tax credit, you must include GST in the proposed project financial plan.
- The financial plan must be consistent with **FESBC Contract Tendering and Cost Guidelines**. This includes requirements for tendering subcontracts and adherence to established rates for in-house labour and expenses. Please review the **FESBC Contract Tendering and Cost Guidelines** which are available to download from the FESIMS information section.

	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total
Milestone Name						
Start Date						
End Date						
Output Category	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total
e.g, Survey area(ha)						
Cost Category*	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total
Material						
Recipient Labour						
Contracted Material/ Labour						
Equipment Charges						
Project Supervision/ QA						
Administration						
Total Funds						

* The above table must be completed both for funds contributed by the proponent and funds requested from FESBC.

Project Milestones

In the financial plan Proponents are required to provide a breakdown of their proposed project activities as discrete project milestones. Project milestones will form the work plan for approved projects.

WHAT IS A 'MILESTONE'?

Milestones are distinct phases of work with defined start and end dates.

Important notes:

- Commas and Dollar signs are not allowed in the tables.
- Enter a unique name for the milestone, keeping in mind that each milestones should indicate distinct phases of work with defined start and end dates.
- Each milestone must also have one or more associated outputs. To prevent double counting of outputs, do not enter the same amount in multiple milestones.
- Approved proposals may be required to provide a more detailed budget with rates and time estimates. You will also have the opportunity to establish additional milestones if further detail is required later.

Create Full Proposal

Full Proposal: WR0000071 - Test Intake
FP Submission Deadline: Sat, 02 Sep 2017 00:00 AM

Expand All Collapse All

1 Call → 2 FP → 3 FP → 4 Claims

Save As Draft Validate Submit Cancel

Financial Plan

Project Milestones

Provide a breakdown of the proposed activities as project milestones. Milestones should indicate the discrete phases of work with defined start and end dates. Each milestone must have an associated output. See the information tab for guidance on which output categories to select.

Note that approved projects will have the opportunity to establish additional milestones if further detail is required. Commas and Dollar signs are not allowed in the following tables.

Enter funding to be contributed by the Proponent or from other sources in the table below.

	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total
Milestone Name	Surveys	Prescriptions	Treatments	Reporting		
Start Date	08/31/2017	11/01/2017	04/01/2018	08/01/2018	mm/dd/yyyy	
End Date	10/31/2017	01/31/2018	07/31/2018	08/31/2018	mm/dd/yyyy	

➕ Add Output Category

Output Category	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total
Survey Area (10000	500	0	0	0	10500.00 Remove
Treatment An	0	0	500	0	0	500.00 Remove

Project Outputs

In the financial plan Proponents are required to provide the planned outputs to be completed by the project. FESBC will use the planned outputs in determining value for money (e.g., dollars per m³ of biomass utilized not burnt).

Example project outputs are:

- Treatment area (ha);
- Survey area (ha);
- Number of trees;
- Number of treatment sites;
- Total volume cut (m³);
- Total residual fibre volume (m³);
- Biomass utilized, not burnt (m³);
- Total fertilizer (kg);
- Number of reports.

WHAT IS AN ‘OUTPUT’?

Outputs are the quantifiable results of your proposed project. They are used to measure the impact of the project.

Important notes:

- Each milestone must have atleast one associated output.
- Click on “Add Output Category” to add additional outputs to your financial plan.
- Guidance on what outputs to include with each project activity is available in the document “Mandatory Output Categories for Milestone Reporting”. This document is available for download from the “Information” tab of FESIMS.
- Be sure to avoid double counting outputs by ensuring that the outputs are associated with the milestone in which they will be achieved. If you are unsure of what output to use, you can specify ‘Number of Reports’.

Save As Draft | Validate | Submit | Cancel

+ Add Output Category

Output Category	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total	
Survey Area (ha)	10000	500	0	0	0	10500.00	Remove
Treatment Area (ha)	0	0	500	0	0	500.00	Remove
Total Volume Cut (m ³)	0	0	62500	0	0	62500.00	Remove
Total Residual Fibre	0	0	2500	0	0	2500.00	Remove
Biomass Utilized, No	0	0	2000	0	0	2000.00	Remove
Number of Reports	0	0	0	1	0	1.00	Remove

Cost Category	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total
Material	0	0	0	0	0	0.00
Recipient Labour	0	0	0	0	0	0.00
Contracted Material/ Labour	1000	1000	1000	0	0	3000.00
Equipment Charges	0	0	0	0	0	0.00

Project Costs and Cost Categories

Proponents are required to provide project costs by cost category for each milestone or work phase of the project.

In the first table enter all the funding to be contributed by the Proponent or from other sources. The following table enter funds requested from FESBC for each cost category.

The total project cost is automatically calculated by the system at the bottom of the financial section as the Total Proponent Funds + Funds Requested from FESBC.

Save As Draft
Validate
Submit
Cancel

Funds Requested from FESBC

	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total
Start Date	08/31/2017	11/01/2017	04/01/2018	08/01/2018	mm/dd/yyyy	
End Date	10/31/2017	01/31/2018	07/31/2018	08/31/2018	mm/dd/yyyy	

Cost Category	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Total
Material	0	0	0	0	0	0.00
Recipient Labour	0	0	0	5000	0	5000.00
Contracted Material/ Labour	1000	10000	100000	0	0	111000.00
Equipment Charges	0	0	50000	0	0	50000.00
Project Supervision/ QA	0	0	0	0	0	0.00
Administration	0	0	0	0	0	0.00
Funds Requested from FESBC	1000.00	10000.00	150000.00	5000.00	0.00	166000.00

Total Project Budget (Total Proponent Funds + Funds Requested from FESBC)

169000.00

Total Funding by Fiscal Year*

Provide an estimate of funding that will be expended in each fiscal year of your project. The fiscal year runs from April 1st to March 31st.

Save As Draft Validate Submit Cancel

Total Funding by Fiscal Year

Click "Add New Task" to add additional years. Indicate the start and end date for planned work within each fiscal year (i.e., April 1 - March 31). Enter planned expenditures for each year and ensure figures correspond with the Financial Plan in the above section. Note that commas and dollar symbols are not permitted.

Add New Task

Year	Start Date	End Date	Funds Requested from FESBC (\$)	Funds contributed by Applicant (\$)	Funds from Other Sources (\$)	Total (\$)	Action
Year 1	08/31/2017	03/31/2018	11000	2000	0	13,000.00	Remove
Year 2	04/01/2018	07/31/2018	155000	1000	0	156,000.00	Remove
Total (\$)						169,000.00	

Sources of Cash Funding*

Indicate all sources of cash funding for this project either being applied for or confirmed. At a minimum, you will need to enter the amount applied for in this Proposal (from FESBC).

Save As Draft Validate Submit Cancel

Sources of Cash Funding

Please indicate all sources of cash funding for this project either being applied for or confirmed.

For Source Types
- Government - Federal and Provincial, please give agency name

Add New Source Type

Source Type	Name of Organization	Status	Amount	Action
Amount Applied For	FESBC	Applied For	139000	Remove
Government	FFT	Confirmed	3000	Remove
Project Partners and Other Organ	SWPI	Applied For	27000	Remove
Total (\$)			169,000.00	

Project Description

Applicants must complete all the required fields denoted with “*” below. Instructions for each field are provided.

Region: *	Indicate which region the project will be located. Hold ‘ctrl’ to select multiple options.
Resource District: *	Indicate which District(s) the project will be located. Hold ‘ctrl’ to select multiple options.
Management Unit: *	Select the management unit the project will be completed in. Hold ‘ctrl’ to select multiple options.
Project Site Location: *	Provide the specific site location. Please list opening numbers, UTM coordinates, or map sheets if known. This description should provide enough detail for navigation to the site by FESBC staff.
BEC Variant(s):	Provide the BEC variant(s) your project will be located within
Project Description*	<p>Please provide a brief description of your project, the activities or work phases involved, and the planned outputs. Note the information entered here may be used to communicate information about this project to Program stakeholders.</p> <p>This description will reiterate fields within the project Proposal. The description should be able to stand on its own (it should not be necessary for the reader to refer to the rest of the project Proposal). The description should include:</p> <ul style="list-style-type: none"> • A description of geographic area (where the project will be, how large of an area, what forest types or BEC zone variants) • History relevant to the area and/or project, i.e., recent disturbance, previous treatments, historic land use • Project stakeholders • Project timeline • How concerns will be addressed • Project outcomes, and how they will meet FESBC purposes
Project Keyword*	Provide a descriptive keyword to identify your project.
Attach Additional Information	Provide additional information to supplement the Proposal (such as overview maps, tables, photos)
Is an existing tenure already in place? *	Yes or No
If no, then please identify proposed tenures and/or authorities required to work. *	e.g. Special Use Permit, cutting authority, forest license (area based tenure, TFL)
Will your project create a silviculture obligation? *	Yes or No If unsure, you must clarify first with the District.
If yes, who will hold that obligation?	If uncertain of who will hold the silviculture obligation, please contact the District for clarification prior to submitting this Proposal.

Project Activities and Objectives

Applicants must complete all the required fields denoted with “*” below. Instructions for each field are provided.

Project Activities*	Choose primary activities of your project. Hold “Ctrl” key to select multiple activities.
FESBC Purposes*	Please identify all the program objectives that your project aligns with. Hold “ctrl” to select multiple options.
Describe how the project will achieve the specified purpose(s). *	<p>Please clearly describe how the project will achieve FESBC purposes. In order to receive funding, your project must address at least one purpose, but preference may be given to projects that contribute to multiple purposes.</p> <p>Be certain to address all purposes identified above (e.g. carbon sequestration & GHG benefits, reduction in wildfire risk, habitat benefits, fibre utilization, improving stands...etc)</p>
Identify the repository for the final deliverables	<p>e.g. RESULTS, Forest District, etc.</p> <p>Projects involving stand treatments on the THLB will be required to report in RESULTS. Please refer to the Results Information Submission Standards available on the MFLNRORD web site.</p>
If applicable, indicate use of removed fibre or non-burning waste management practices	
Describe your plan for residual fibre treatment (e.g. burn, or bulldoze/chip/grind and leave to decay).	
Will the treatment involve broadcast burning to create plantable spots?	Select: Yes, No or N/A

Work Standards and Development Status

Applicants must complete all the required fields denoted with “*” below. Instructions for each field are provided.

Applicable work standards*	<p>The applicant will be required to follow government work standards for their project, where available. Please list applicable work standard including version # and date that will be followed for this project (e.g. LBI FFT, UBCM, SWPI).</p> <p><i>For more information on work standards, please refer to the FAQs at the end of this document.</i></p>
Has a variance to the above listed standards been requested?*	<p>Select Yes, No, or N/A</p> <p>The variance request should be sent to PwC, who will seek approval of the variance on behalf of the Recipient.</p>
If yes, please describe the variance request*	<p>PwC will request approval for the variance on behalf of the Recipient.</p>
Where government work standards are not available, please upload an auditable workplan.	<p>Upload a file here</p> <p>For reference, FFT Activity Standards can be located at the following URL: http://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/land-based-investment/forests-for-tomorrow</p>
First Nations information Sharing:*	<p>A statement is required as to whether the district manager or their designate has accepted First Nations information sharing for this project. Please describe any additional comments received for this project from public, First Nations, or government.</p> <p><i>Please note: A proposal may be accepted by FESBC without having completed FN information sharing. However, the DM or Designate must have accepted the FN Information Sharing before your project plan will be approved and you can begin work.</i></p>
Development Status:*	<p>Describe the status of any required authorization approvals, or clearances (e.g. Cutting Authority, Road Permits, etc.).</p>
If available, please upload approved prescriptions and treatment maps for this project.	<p>Upload a file here</p>
Will this project (or a part thereof) be tendered? *	<p>Select Yes or No</p>
If yes, please indicate the % of the project value tendered.	<p>Tender % is determined based on the value of contracted materials, labour or equipment only.</p>
Is your company SAFE certified?*	<p>Select Yes or No</p>

If you answered no to the above question, please describe how you will ensure safe working conditions for this project.	
Are any of the activities a legal obligation of a tenure.*	It is important to note that FESBC will not fund any legal obligations, but only work that is incremental to obligations.
If yes, then please explain how the project will manage the obligation separate from FESBC funding.	

Alignment with the Land Manager's Priorities

Eligibility for FESBC funding is partly dependent on the project’s alignment with local and provincial land management planning.

Please clearly demonstrate that there has been communication with appropriate levels of government, i.e., Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) district and/or regional offices. Provide correspondence (email, letter, documents) that clearly indicates your project aligns with FLNRORD strategic priorities.

This includes confirming what requirements for First Nations information sharing apply to your project. Note that sufficient time should be allowed to facilitate First Nations information sharing process.

Applicants must complete all the required fields denoted with “*” below. Instructions for each field are provided.

Explain how you have engaged with the appropriate government land manager to understand the Land Manager's priorities*	
Describe how the project aligns with the Land Manager's strategic planning and/or integrated investment planning*	
Describe any feedback or concerns from the Land Manager.	
Attach copies of any correspondence from the Forest District.*	This should confirm alignment with the Land Manager’s priorities. Attach email correspondence, authorization letters, or concerns raised etc.

External Partnerships

Proposals that are able to leverage other funding sources or that are contributing cash or in-kind contributions may receive preference over other Proposals. Please list other sources of funding, contributions, or partnerships.

Applicants must complete all the required fields denoted with “*” below. Instructions for each field are provided.

Will this project be receiving funds from another organization?*	Select Yes or No
If yes, summarize any contributions from other funding sources, including	Indicate the amounts and status of other funding sources (i.e., applied for, approved).



in-kind contributions.	
If applicable, describe how the project will coordinate with FFT or other initiatives within the Timber Supply Area.	
Describe any partnerships with another organization or agency?	e.g., First Nations, Communities, Other Government Agencies, Private Organizations, Universities
Please upload any correspondence or supporting documentation.	

Road Construction and Deactivation

Providing information on road construction and deactivation provides important information for greenhouse gas reporting and for wildlife management.

Estimate size, type, and amount of vegetation planned for removal during construction. Where roads are being deactivated, estimate reforestation efforts.

Road Construction:	
Planned Road Construction Length (km)	
Planned Road Construction Width (m; if >20m)	
Biomass removed and burned from ROW (tonnes)	
Road Deactivation:	
Will the road be reforested following deactivation?	
Planned Road Deactivation Length (km)	
Planned Road Construction Width (m)	
Please attach road development plan/ deactivation plan/ planting prescriptions	

Frequently Asked Questions

I'm having trouble registering on the FESIMS site!

Please follow these steps to register:

Step 1: Click "Register" in the top right hand corner.

Step 2: Enter your Email Address.

Step 3: Click "Send Verification Code" button. An email containing a verification code will be sent to the email address entered above.

Step 4: Go to your email inbox and copy the verification code.

Step 5: Return to the Registration page. Enter or paste the code in the Verification Code box. Then click the "Verify code" button. The page will refresh. **Do not enter a password until the verification code has been accepted!**

Step 6: Enter a password in the "New Password" box and again in the "Confirm New Password" box.

Step 7: Click the "Create" button. A message will display indicating your information account has been created.

If you have difficulty registering, try selecting Log In and then select "Can't access your account?". This will prompt you to reset your password and should provide access.

What outputs should I select for the milestones in my financial plan?

The project outputs are the quantitative results of your project. You will be required to report certain outputs for different activities – but also to include estimates of what you plan to achieve. These values will help guide reviewers assess the value for money of your project. Guidance on what outputs to include with each project activity is available in the document "Mandatory Output Categories for Milestone Reporting" available via the "Information" tab of the FESIMS.

Note that any project that involves cutting of wood will need to report three volume outputs:

1. *Total volume cut (m3)*. This is the overall volume of fibre cut by the project (sawlog + utilized biomass + residuals).
2. *Total Residual Fibre Volume (m3)*. This is the total volume cut minus the volume of any merchantable sawlog volume sold.
3. *Biomass Utilized, Not Burnt (m3)*. This is the total residual fibre volume that is utilized or sold.

What is a 'milestone'?

A milestone is a distinct phase of work with defined start and end dates. If your proposal is approved, the milestones will transfer into your project plan. As you complete your project, you will be required to submit your milestones for completion along with invoices and proof of completion. Funds will then be paid out against these completed milestones. For example, a wildfire mitigation project might include the following milestones: Planning, Surveys, Prescriptions, Treatments, Reporting.

Should I include GST in my financial plan?

If your organization is unable to recover GST as an input tax credit, you must account for GST in your financial plan. The budget approved by FESBC will be inclusive of GST.

Is a delivery allowance available?

Delivery allowance is not available for projects submitted through the FESBC intake process. However, reasonable administrative costs can be charged to the program as incurred. Time and expenses charged to administration will be subject to audit, and so should be tracked and accounted for.

Work standards are not available for my project. How can I complete the Work Standards and Development Status section?

First check the MFLNRORD website to see if standards exist for the work you intend to carry out.

Silviculture activity standards are available here:

<http://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/land-based-investment/forests-for-tomorrow/activity-standards-related-information>

Fuel management guidance and work standards can be found here:

<http://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/wildfire-management/prevention/fire-fuel-management/fuel-management>

At a minimum, you will need to include the *FS1001 - General Standards for Ministry Funded Programs*

Projects that require reporting in RESULTS will be required to follow the Results Information Submission Specifications - Government Funded Silviculture Activities.

Where there are no established work standards for your project, i.e., innovative projects or operational trials, you will need to provide an auditable work plan with your proposal. This workplan might include the following sections:

- Rationale, including expected outcomes
- Detailed budget breakdown by fiscal year, including, but not limited to, such categories as professional/technical day-rates; equipment rental rates; etc
- Project design and work plan (includes analytical methods)
- Approach and methods for cataloguing and managing data
- Planned deliverables and reporting, including a final report and possible interim reports at identified milestones in the course of the project
- Plan for communication and distribution of results – to be reported in a Pilot Project Review extension note.

I can't submit my Proposal. What do I need to do?

First check to make sure the submission deadline hasn't passed. You won't be able to submit your proposal once the intake period has closed.

Try clicking the 'Validate' button to ensure all of the mandatory information has been input into the proposal forms. You will not be able to submit until each section has a green checkmark displayed next to it. Click on the section in the menu bar on the left-hand which has a "x". This denotes the section is not complete. There will be red text next to the field that needs to be complete before you can submit.

You can also try saving the proposal, and then reloading the page by pressing F5. If you are still unable to submit your proposal, contact PwC for help.

I am having technical difficulties. Who can I contact?

For technical difficulties with the FESIMS, contact PricewaterhouseCoopers (PwC). Contact information is provided under the “Information”. Select “Contact us”.

I have additional questions. Who can I contact?

For additional questions regarding eligibility, or questions specific to the FESBC application process, contact FESBC toll free at [1-877-225-2010](tel:1-877-225-2010) or by email at office@fesbc.ca.

