



Seeding Stewardship Fund – Application Guide

This guide is intended to help applicants prepare stronger applications for the Seeding Stewardship Fund. It should be read alongside the application form. The guide does not replace the application form or change the program rules, but it explains the types of projects that are most closely aligned with the intent of the program. The Seeding Stewardship Fund supports planting initiatives on private property within the District of Kent that enhance climate resilience and local biodiversity, with priority given to native British Columbia plant species, especially trees.

Purpose

The Seeding Stewardship Fund is intended to support projects that provide meaningful environmental benefit. The strongest applications are those that clearly improve habitat, provide long-term climate resilience, increase native vegetation cover, improve shade or cooling, stabilize soils, improve infiltration, or contribute to carbon storage over time.

Projects are most aligned with the intent of the program when they:

- prioritize native BC species suited to the site,
- create lasting habitat value for birds, pollinators, amphibians, or other wildlife,
- increase tree or shrub cover,
- replace low-value lawn or disturbed areas with native planting,
- improve environmental function along ditches, wet areas, slopes, or other sensitive parts of a property.

Projects are generally less aligned when they are primarily for:

- decorative beautification,
- ornamental flower displays,
- conventional landscaping with little habitat value,
- food, syrup, or other crop production,
- planting species that are not native to British Columbia,
- isolated plantings with no clear ecological or climate benefit.

The District may consider a range of applications, but funding priority will generally be given to projects that best reflect the environmental goals of the program.

Program Highlights

Applicants should review the application form for current deadlines, reimbursement timing, and funding limits. The program provides reimbursement for up to 80% of eligible project costs, to the maximum identified in the application form, after the project is completed and receipts are



submitted. Eligible costs include direct purchases such as plants, soil, mulch, and irrigation supplies. Ineligible costs include tools, wages, labour, contractor fees, and GST.

Because the fund is competitive, a complete application does not necessarily guarantee approval. Stronger applications are usually specific, site-appropriate, realistic, and clearly connected to biodiversity enhancement or climate resilience.

1. Applicant Information

Please ensure the applicant information is complete and current. If an organization is applying, it should be clear that the organization has authority to carry out work on the property, or has the permission of the property owner.

Provide the best contact information for the person who can answer questions about the project. Incomplete contact information may delay review.

2. Project Information

Project Description

A strong project description should explain both **what** will be planted and **why** the project matters.

Applicants should aim to include:

- the current condition of the site,
- the native species proposed,
- the approximate quantity and type of planting,
- the environmental benefit expected from the project,
- why the proposed species are appropriate for that location.

Stronger project examples might include:

- native tree and shrub planting to replace lawn or underused open space,
- riparian or ditch-edge planting using appropriate native species,
- pollinator habitat planting using native shrubs, grasses, and flowering species,
- planting that improves shade, reduces heat, improves infiltration, or stabilizes soils,
- restoration of previously disturbed or simplified areas with more natural native vegetation.

Less competitive project examples might include:

- flower beds intended mainly for appearance,
- projects centered on non-native ornamentals,
- planting for hobby production or harvest,
- small decorative garden additions with limited ecological function,
- projects where native species are a minor component rather than the main focus.



Applicants should be encouraged to answer questions such as:

- What does the site look like now?
- Why is this area a good candidate for planting?
- What native species are proposed, and why were they chosen?
- How will this project improve biodiversity or climate resilience on the property?
- What will the site look like in three to five years if the project succeeds?

Project Timeline

The application form notes that fall planting is preferred unless planting is accompanied by a watering plan. Applications will generally be stronger if they show that planting timing, site preparation, and maintenance have all been thought through in a realistic way.

Projects that involve summer planting should clearly explain how the plants will be watered and protected during establishment.

3. Budget and Funding Request

Applicants should provide a clear and itemized budget. The District is more likely to support applications that show exactly what is being purchased and how those purchases directly support the planting project.

Good budget submissions usually include:

- plant species or stock type,
- quantity of each item,
- cost per item,
- a clear calculation of the total amount requested.

For plant materials, it is helpful when applicants identify the actual species rather than simply writing “trees” or “shrubs.” This makes it easier to confirm that the project is focused on native BC species and aligned with the purpose of the fund.

Budgets are generally weaker when they:

- bundle many items together without detail,
- are dominated by non-plant materials,
- include items that appear decorative rather than ecological,
- rely heavily on ineligible expenses,
- do not clearly connect the requested funding to the planting plan.



4. Additional Information

Site Plan / Sketch

The site plan does not need to be highly technical, but it should be useful. A strong sketch helps the reviewer understand where the project will occur and how it relates to existing site conditions.

Helpful features to show include:

- buildings, driveways, and other major site features,
- a north arrow,
- current lawn, garden, wet, or disturbed areas,
- existing trees or vegetation,
- where new planting will occur,
- any watercourse near the project area.

Projects are easier to evaluate when the site sketch shows that the planting has been planned intentionally, rather than simply added wherever space happens to exist.

Maintenance Plan

The District is not only funding planting, but the successful establishment of planting.

A strong maintenance plan should explain:

- how often plants will be watered during establishment,
- how weeds or invasive plants will be controlled,
- whether mulch will be used,
- how plants will be protected from damage,
- whether failed plants will be replaced,
- who will be responsible for ongoing care.

Applications are usually stronger when they show that the applicant has thought beyond installation day. The maintenance plan should also be proportionate to the size and complexity of the project – a maintenance plan for 5 planted trees can be much simpler than one for 50 planted trees.



5. Applicant Declaration

Applicants should ensure that all information is accurate and that the project described in the application matches the work they intend to complete. If the project is approved, reimbursement depends on submission of receipts and invoices as described in the application form.

Applicants should keep a simple record of what was planted, including species and quantities, along with before-and-after photos.

Submission Instructions

Applicants should follow the submission directions and deadlines provided in the application form, including where to send the completed application and any supporting materials. Applications that are incomplete, unclear, or missing basic information may be harder to assess competitively.

Questions about your project or application can be directed to Dave Charbula, Senior Environmental Coordinator, at dcharbula@kentbc.ca before the application deadline.