**CHIMNEY SWIFT CHIMNEY RESTORATION FUND APPLICATION FORM**

**INSTRUCTIONS:** Read the [Chimney Swift Chimney Restoration Fund Application Guidelines](https://www.birdscanada.org/about-us/funding-opportunities/chimney-swift-fund-application-guidelines/) before completing this form. Answer all relevant questions below (adjust spacing of each section as needed) and send your completed form along with the required supporting material by email to the coordinator of the Fund, Gwendolyn Clark ([gclark@birdscanada.org](mailto:gclark@birdscanada.org)). Please format the subject line of your email using the following template: “FUND APPLICATION – Property Name or Address.” **If you do not receive a confirmation of receipt within three working days of submitting your application, please contact the coordinator again.**

**Section 1. Applicant information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | | |
| Organization name (if applicable): |  | | |
| Street address: |  | | |
| City: |  | | |
| Province: |  | Postal code: |  |
| Telephone: |  | | |
| Email: |  | | |
| Have you previously received funding from the Chimney Swift Chimney Restoration Fund?  Yes  No | | | |

**Section 2. Property information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Are you the property owner?**  Yes  No  **If not, please provide the requested information about the owner below:**  (if you are acting on behalf of a third party, you will also need to supply a letter signed by the owner indicating that you have the authority to coordinate the repair work) | | | | | | | | |
| Owner’s full name: | |  | | | | | | |
| Street address: | |  | | | | | | |
| City: | |  | | | | | | |
| Province: | |  | | Postal code: | |  | | |
| Telephone: | |  | | | | | | |
| Email: | |  | | | | | | |
| **Property address for which the application is being made:** | | | | | | | | |
| Street address: | |  | | | | | | |
| City: | |  | | | | Province: |  | |
| Postal code: | |  | Geographic coordinates: | | |  | | |
| **On what type of building is the structure to be repaired located?** | | | | | | | | |
| Residential | Commercial | | Office/Public | | Educational | | | Religious |
| Agricultural | Industrial | | Other (specify): | | | | | |

**Section 3. Use of the structure by Chimney Swifts**

(If you are unsure about the answers to the questions in this section, please contact Gwendolyn Clark at [gclark@birdscanada.org](mailto:gclark@birdscanada.org)).

|  |
| --- |
| **Has the structure to be repaired been used by Chimney Swifts as a nest site, roost, or both?**  Nest site  Roost  Both  Unknown |
| **Has the use of the structure by Chimney Swifts been monitored through a regional/provincial initiative (e.g., SwiftWatch, Québec Chimney Swift Roost Survey)?**  Yes  No  Unknown If yes, specify which one: |
| **How many years of data demonstrating the use of the chimney by Chimney Swifts are available?** \_\_\_\_year(s)  Unknown |
| **What is the last year for which there are data demonstrating the use of the structure by Chimney Swifts?** \_\_\_\_\_\_  Unknown |
| **What is the maximum number of Chimney Swifts ever recorded using the structure?**  \_\_\_\_\_  Unknown |
| **How close is the structure to another known roost?** \_\_\_\_\_km Unknown |
| **How close is the structure to another known nesting site?** \_\_\_\_\_km  Unknown |
| **Comments**: |

**Section 4. Project Description**

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| --- |
| **Briefly describe the proposed repair work and provide the approximate start and completion dates.** |
| Proposed repair work:  Approximate start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **In what type of environment is the structure located?**  Urban  Suburban  Rural |
| **Urgency of the repair work:** how soon should the repair work be conducted?  This year  It could be postponed to next year |

**Section 5. Project cost**

|  |  |
| --- | --- |
| **Provide a detailed breakdown of the estimated total project cost (the content of the left column can be modified as needed).** | |
| Evaluation fees(e.g., architect, engineer) | $ |
| Materials | $ |
| Labour costs (for \_\_\_\_\_\_ hours of work) | $ |
| Other (specify): | $ |
| Other (specify): | $ |
| Other (specify): | $ |
| **Total** | $ |
| **Amount requested** (the maximum ask cannot exceed 50% of the total anticipated project costs)**:**  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Please provide the amount and source of matching funds to complete this project** (e.g., personal funds or additional grants from municipal or provincial government or conservation organization; add lines if needed):  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Additional documents**

Please include the following with your application:

* A letter from the property owner authorizing you to act on their behalf (if you are representing a third party)
* 2-5 photos of the structure showing the damage to be repaired
* Copies of plans, drawings, or illustrations relating to the proposed repair work (if available)
* Copies of all required permits for repair work to occur (if available)
* The estimate/quote from the company conducting the repair work
* Letter of support from a local, regional or provincial conservation organization involved in Chimney Swift conservation. This is optional but it can facilitate the process ([contact the Fund Coordinator](mailto:gclark@birdscanada.org) if you need help identifying an organization).

Please check the box below:

**In submitting this application form to the Chimney Swift Chimney Restoration Fund I/we hereby certify that the information provided is accurate. I/We also understand that, by submitting this form, I am/we are authorizing Birds Canada to share the information contained herein with partners**.