**Interim Report Submission Form**2023/2024 **ACA Research Grants  
and ACA Conservation, Community, and Education Grants**

*Due by September 1, 2023*

*Return to:* [*amy.mackinven@ab-conservation.com*](mailto:amy.mackinven@ab-conservation.com)

|  |  |
| --- | --- |
| Project Title |  |
| Project Manager |  |
| ACA Project Code |  |
| Organization Name |  |
| Organization Type *(check one)* | Academic  Not-for-profit  Other |
| Report Submitted by |  |
| Date |  |

Project Background: Briefly describe your project’s background and objectives.

|  |
| --- |
|  |

**Project Status**

Briefly describe work completed to date and outline how you met or are meeting the project objectives identified in Schedule A of the ACA Cooperative Project Agreement (i.e. the approved application form).

Objective Current Status of Objective  
(*as listed in Schedule A - application form):* *(please provide details):*

|  |  |
| --- | --- |
|  |  |

Describe the current status of the project? (i.e., proceeding as planned, unexpected delays, or changes in project plans). *Please provide details*.

|  |
| --- |
|  |

**Deliverables:** Identify any deliverables outlined in Schedule A of the ACA Cooperative Project Agreement (i.e. the approved application form) for this period and their scheduled completion. Deliverables include: participant numbers, events held, reports, publications, km of fencing, ha restored habitat, etc..

|  |
| --- |
|  |

**Acknowledgement of ACA:** Provide information on how and when you acknowledged ACA as a project funder.

|  |
| --- |
|  |

**Financial Report – Disclosure of how ACA Funds were spent**

Provide an account of how ACA funds were expended as per your project budget from the Cooperative Funding Agreement.

INITIAL PAYMENT RECEIVED YES  NO

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item (Category)  From approved budget in Schedule A of Project Agreement | Amount Budgeted ($)  From approved budget in ACA contribution in Schedule A of Project Agreement | ACA Funds Used ($)  ACTUAL expenses | Comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

List any additional funds generated for this specific project and/or any co-financing listed in the proposal as pending that has since been confirmed:

|  |
| --- |
|  |

**Any Additional Comments:**

|  |
| --- |
|  |

**PLEASE NOTE:** **The second payment will be made upon approval of this report and receipt of an invoice or a completed Request for Payment Form (next page).**

**Request for Payment Form**

**Grant Recipient**

2023/2024

Date:

Initial Payment  Interim Payment  Final Payment

**Funding Recipient Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Title: | |  | | | |
| Name of Recipient: | |  | | Not-for-profit No. or Business No. |  |
| ACA Project Code: | |  | | Payment Amount: |  |
| Phone: |  | | Email: |  | |

Select Payment Type Below:

Electronic Funds Transfer (EFT) (provide VOID Cheque & completed EFT form if not already set up)

Cheque

**Payment Remittance Information**

Payment payable to: (***include* *full address***)

|  |
| --- |
|  |

**Please note: Payment can be made from an invoice.**

Return to:

**Amy MacKinven by email:** [amy.mackinven@ab-conservation.com](mailto:amy.mackinven@ab-conservation.com) (preferred)

Alberta Conservation Association

101 – 9 Chippewa Road

Sherwood Park, AB

T8A 6J7

Attn: **Amy MacKinven, ACA Grants Administrator**

Toll-Free Telephone: 1.877.722.4323

Fax: 780.464.0990