



Project Submission Guidelines for Funding in 2019–2020

ACA Conservation, Community and Education Grants

At **Alberta Conservation Association (ACA)**, we believe it is our responsibility to join and support the collective effort to conserve, protect and enhance Alberta's fish, wildlife and habitat. In addition to delivering conservation programs throughout the province, we administer a fund that has been awarding conservation grants since 1997. Funded by the province's anglers, hunters and other conservationists, ACA's grants support projects that benefit Alberta's wildlife and fish populations, and the habitat they depend on.

ACA is proud to enter into its 22nd year of Conservation Funding. Project funding will be available via the **ACA Conservation, Community and Education Grants** during the 2019-20 funding cycle.

These guidelines contain information to help you apply for funding from ACA Conservation, Community and Education Grants.

- Section 1:** About the ACA Conservation, Community and Education Grants
- Section 2:** Eligibility
- Section 3:** Major Funding Priorities 2019 – 2020
- Section 4:** Application Instructions
- Section 5:** Grant Application Screening & Decision Process

IMPORTANT: Please read the Guidelines carefully and ensure you are using the correct application form.

Conserving Alberta's Wild Side

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Section 1:

About the ACA Conservation, Community and Education Grants

Purpose

The **ACA Conservation, Community and Education Grants** aim is to aid Alberta Conservation Association (ACA) in the delivery of its mission. Grants made to partners are intended to enhance and supplement ACA activities.

ACA Conservation, Community and Education Grants fund conservation activities by individuals (with appropriate insurance coverage), organizations, and communities that contribute to healthy fish and wildlife populations, to a healthy environment for fish and wildlife **in Alberta**, and to the understanding, appreciation and use of that environment. This grant program will also fund projects which increase the level of attendance and awareness of outdoor opportunities, while developing knowledge and respect for conservation (formerly covered by **The Hunter, Trapper and Angler Retention, Recruitment and Conservation Education** grant program).

Who Can Apply?

Any organization or individual (with appropriate insurance coverage) can apply if they have a suitable project, with the exception of a Federal or Provincial Government staff and ACA staff. ACA does not fund applications where the Federal or Provincial Government employee is the principal applicant (Principal applicant is considered the lead on a project) or the principal applicant is a Federal or Provincial ministry. Federal or Provincial Government employees may be part of the project, but must not be responsible for the majority of the project. ACA will not normally allow for applicants that are supported through other means by ACA to receive funds through this granting process.

Successful applicants will be expected to follow the ACA Cooperative Project Agreement, which includes the requirement to submit two reports to ACA (a copy of the Cooperative Project Agreement can be requested from the Grants Program Administrator). Please check that your organization is willing to use our Cooperative Project Agreement before applying.

How to Apply?

Read the *Project Submission Guidelines* carefully to determine if your project is eligible for funding prior to preparing a formal submission to ACA.

Download the appropriate ACA Conservation, Community and Education Grants application form based on the funding request, and then submit your application by e-mailing it to ACA in January 2019 before the deadline Friday, January 25, 2019. Ensure that all sections of the application are complete, clear and thorough. *Please do not append supporting documents.*

ACA Conservation, Community and Education Grants has two application forms:

- Small Grant Application Form – requests of \$3,000 and under.
- Large Grant Application Form – requests over \$3,000.

Please contact Amy MacKinven by telephone **Toll-Free on 1-877-722- 4323** or by email amy.mackinven@ab-conservation.com, if you have any questions regarding your application to the ACA Conservation, Community and Education Grants.

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Where to Apply?

Submit completed **ACA Conservation, Community and Education Grants** applications by email to:
amy.mackinven@ab-conservation.com

In an effort to reduce paper consumption, we appreciate your effort to provide your completed application electronically. However, if you do not have access to the internet, please send a hard copy application to:

Alberta Conservation Association,
Attention: ACA Grants Administrator,
#101, 9 Chippewa Road,
Sherwood Park, AB, T8A 6J7

Or by fax: **780.464.0990**

IMPORTANT NOTICE: upon receiving your application, we will send you an acknowledgment receipt by e-mail or telephone within five business days. It is your responsibility to contact the ACA Grants Administrator if you have not received acknowledgement of receipt, as the application may not have been received in good order.

When to Apply?

ACA will receive **ACA Conservation, Community and Education Grants** applications from January 1 to 25, 2019 for funding consideration in the 2019-2020 fiscal year. Applications postmarked or emailed after **16:30 local time on Friday, January 25, 2019** will not be accepted.

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Section 2: Funding Eligibility

With the exception of ACA, and **Federal and Provincial Government** staff, any organization or individual (with appropriate insurance coverage) may apply to the ACA Conservation, Community and Education Grants if they have a suitable project.

Grants are available for:

- Projects that meet and further the ACA mission:
ACA conserves, protects and enhances fish and wildlife populations and their habitats for Albertans to enjoy, value and use.
- Projects that contribute to the priorities as outlined in the funding priorities section of this document
- Priority is given to projects that demonstrate a "self-help" attitude, i.e., partner contributions, matched funding dollars, and public involvement

ACA Conservation, Community and Education Grants does not provide funding for:

- Projects outside of Alberta
- ACA and Federal and Provincial Government staff projects. See section Who Can Apply?
- Research projects (Applications for research projects may go to only one of the two ACA grant programs supporting research, either ACA Research Grants or the ACA Grants in Biodiversity Program, www.acabiodiversity.ca, for graduate student projects.)
- Grants are not normally offered towards profit-making activities
- Regular ongoing staff salary positions
- Grants are not normally available for ongoing administration costs of the organization or for the funding of administrative staff
- Overhead costs
- Emergency funds or deficit financing
- Travel to conferences and seminars, unless part of a larger project supported by the Association
- General fundraising
- Land acquisition (Land acquisition applications can be submitted to the ACA Habitat Securement Program)

Important Granting Information:

- Successful applicants will be expected to follow the ACA Cooperative Project Agreement (a copy can be requested from the Grant Program Administrator) and adhere to the reporting schedule identified in the Cooperative Project Agreement.
- Payment of grants is normally made in one, two or three payments, depending on grant size. *Please note the initial payment can be delayed, due to time it takes to sign and process new Cooperative Project Agreements; applicants should be aware that the first grant payments will not be made before June.*
- Project activities must occur between April 1, 2019 and March 31, 2020.
- Grants cannot be made retrospectively, that is for work started prior to the current fiscal year, i.e. before April 1, 2019.
- ACA may charge an administration fee for any monies held in trust.
- Capital equipment purchases in excess of \$500 may remain the property of ACA upon project completion.
- Your information will be used only for the purpose for which it was originally collected, and it will be disclosed only on a strict "need-to-know" basis. Be assured that we manage the information contained in your submission in manner commensurate with its sensitivity.
- Applicants are responsible for ensuring they have the proper licenses and approvals required to carry out the project and have complied with all the requirements of their organization.

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Section 3: Major Funding Priorities 2019 – 2020

Funding Priorities

All applicants to the ACA Conservation, Community and Education Grants should be aware that this grant is fully funded by the hunters and anglers of Alberta. All proposals should be able to demonstrate how the proposed project will aid ACA in meeting its mission of conserving, protecting and enhancing fish, wildlife and habitat for all Albertans to enjoy, value and use. To help direct potential applicants the following list of priority areas has been developed. While the ACA Conservation, Community and Education Grants will accept applications that do not relate to these suggested areas, projects that address one or more of these priority areas will have a higher probability of being funded than those that do not.

1. Habitat enhancement activities specifically listed on provincial recovery plans for Alberta's endangered species (to be done in cooperation with recovery teams). (See: aep.alberta.ca/fish-wildlife/species-at-risk/species-at-risk-publications-web-resources/default.aspx)
2. Site specific enhancements of habitat, structures and facilities aimed at increasing recreational angling or hunting opportunities, improving habitat or increasing wildlife/fish productivity on the site (i.e. planting/seeding vegetation, development of new fisheries access sites, nest box initiatives, food plot trials and cover plot trials, spawning bed enhancement, culvert removals, fishing docks, etc.).

Stewardship Initiatives (e.g. on-going maintenance of conservation sites or fisheries access sites; adopt a fence; property inspections for invasive weeds; manual weed control; grass mowing).
3. Urban fisheries development, including: initial evaluation of water quality aspects of existing ponds to determine their suitability for fish stocking; purchase of equipment required to ensure suitable water quality for fish stocking (e.g. aeration equipment); fish stocking in public ponds; promotion of an urban fishery (including natural water bodies).
4. Impacts of non-native species on the persistence of native species.
5. Projects related to the retention, recruitment and education of hunters, anglers or trappers (including attracting new mentors, training mentors and providing mentors for new hunters/anglers/trappers; sharing information in schools and with the general public about the link between conservation and hunters/anglers/trappers; this category also includes educating new hunters/anglers/trappers; 'Kids Can Catch' and archery events for kids). Generate awareness of the hunting/angling/trapping opportunities available to the public.
6. Projects related to outdoor conservation education.

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Section 4: Application Instructions:

Most of the application form is self-explanatory, however some additional notes have been provided to help you with completing the application form. **A maximum page limit of 8 pages has been introduced for ACA Conservation, Community and Education Grant applications (excluding the cover page, please use a legible font size).** All the text boxes expand. Do NOT append supplementary information other than the project location map, e.g. resumes, publications, etc. If you would like to submit photos, please do so within the page limit.

How much?

How much can be applied for? There is no maximum specified, but special justification would be expected if over \$40,000 was requested. The average large grant awarded has been approximately \$18,000 mark.

Previous funding from ACA

If this is a request for repeat funding from the ACA, make sure you demonstrate evidence that you have made progress with your project, e.g. preliminary results, deliverables, etc. and justify why another year of funding is necessary to the project. There is a box provided in the application form for this.

Link with ACA

Be specific as to which funding priority or funding priorities (listed in previous section) your project addresses and describe the link. If your project doesn't address one of the funding priorities, make sure you demonstrate how your project will support ACA's mission, **ACA conserves, protects, and enhances fish, wildlife and habitat for all Albertans to enjoy, value and use.**

The grant money is generated through the fishing and hunting license fees collected in Alberta, therefore we ask you to explain how your project will benefit hunters, anglers or trappers in Alberta.

Budget Notes

We expect that project spending will match the budget provided in the application. If your proposed project is approved for funding, budget changes without prior approval are not allowed under the Cooperative Project Agreement.

Salary & Wages: Project staff can be supported. However, ongoing staff salary positions are not eligible for ACA funding, i.e. someone who is already working at the organization and will continue to work there after the project is complete, such as the office administrator or director. Make sure a breakdown is provided for the salary costs (e.g. number of staff, and hourly, weekly or monthly rate).

Contract Services: Mention in the budget commentary section who will be contracted for the services required and provide a breakdown of the payment, e.g. cost per sample, rate per hour, etc. For example, if your project requires water testing, please specify what you are testing for and the number of samples required and how much it costs per sample.

Honoraria: Provide a breakdown for any honoraria, e.g. amount per volunteer.

Capital Assets: Items > \$500 that can be reused on other projects. Capital assets may remain the property of ACA upon project completion.

Other: Overhead costs or unforeseen/contingency budget lines are not eligible under the ACA Conservation, Community and Education Grants. We consider office rental, on-going office bills, etc. as overhead expenses.

Partner Funding: Be sure to itemize partner funding dollars and public involvement in your proposed project in the appropriate boxes; projects that have no partner or matching funding will benefit from an explanation as to why they don't have any. In-kind contributions can be listed in the in-kind column of the budget. Make sure any revenue that is generated by the project (e.g. participant contribution to an event or course) is clearly listed in the budget (as co-funding) and in the budget notes.

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Section 5:

Grant Application Screening & Decision Process:

The ACA receives funding requests far in excess of our financial resources and often must decline funding to worthy projects and programs.

The ACA Board of Directors appoints an Adjudication Committee comprised of a public-at-large ACA board member, an ACA staff member and **five citizens of Alberta** having conservation backgrounds, that referee and assess the grant applications based on the established funding criteria and funding priorities. An adjudication meeting will be held and chaired by a non-voting ACA Board Member. Please do not send supporting documents. *Supporting documents submitted with grant applications are not circulated to the Adjudication Committee.* The ACA Conservation, Community and Education Grants are administered by an ACA employee.

Applicants will be notified of status of their submission by March 31, 2019. Successful grant applicants will be expected to sign and follow the ACA Cooperative Project Agreement.

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