



# Project Submission Guidelines for Funding in 2024–2025

## 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 wildlife, fish, 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 27th year of Conservation Funding. Project funding will be available via the **ACA Conservation, Community, and Education Grants (CCEG)** during the 2024-25 funding cycle.

Please read these guidelines as they contain information to help you apply for funding from ACA CCEG.

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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 also funds projects which increase the level of attendance and awareness of outdoor opportunities, while developing knowledge and respect for conservation.

### 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.

Anyone engaged in the activities outlined in the “Grounds for Disqualification” outlined on ACA’s Grants website are not eligible to apply for an ACA grant.

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 found on ACA’s Grants website here <https://www.ab-conservation.com/grants-program/aca-conservation-community-and-education-grants/applicant-information/> ). Please check that your organization is willing to use ACA’s Cooperative Project Agreement before applying.

### How to Apply?

Read the *ACA CCEG 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 CCEG application form based on the funding request, and then submit your application by e-mailing it to ACA in January 2024 before the deadline **Thursday, January 25, 2024**. 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.

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**There is a maximum page limit of 8 pages for ACA CCEG applications (excluding the cover page). Please use a legible font size, nothing smaller than Arial 10).**

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

## Where to Apply?

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

***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 Coordinator 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, 2024 for funding consideration in the 2024-2025 fiscal year. Applications postmarked or emailed after **16:30 local time on Thursday, January 25, 2024** 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 ACA's 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 for graduate student projects.)
- Grants are not normally offered towards profit-making activities
- Overhead costs
- Emergency funds or deficit financing
- Travel to conferences and seminars, unless part of a larger project supported by ACA
- 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 three payments. *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, 2024 and March 31, 2025.
- Grants cannot be made retrospectively, that is for work started prior to the current fiscal year, i.e., before April 1, 2024.
- If this is a request for repeat funding from ACA and your current 2023-24 project will not be completed as of March 31, 2024, you should extend your current project by contacting the ACA Grants Coordinator rather than reapplying for the same project in 2024-25.
- 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 2024 – 2025

### 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 wildlife, fish, 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: [www.alberta.ca/species-at-risk-resources.aspx](http://www.alberta.ca/species-at-risk-resources.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., ongoing maintenance of conservation sites or fisheries access sites, adopt a fence, property inspections for invasive weeds, manual weed control, and grass mowing).

3. 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; and promotion of rural and urban fisheries (including natural waterbodies).
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 public about the link between conservation and hunters/anglers/trappers; this category also includes educating new hunters/anglers/trappers; fishing 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, nothing smaller than Arial 10).** All the text boxes expand. Do NOT append supplementary information other than the project location map, e.g., resumes, or publications. **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. Last year, the average large grant awarded was approximately \$12,000.

### Previous funding from ACA

If this is a request for repeat funding from 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.

If your 2023-24 project will not be completed as of March 31, 2024, you should extend your current project by contacting the ACA Grants Coordinator rather than reapplying for the same project in 2024-25.

### 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 and wildlife populations and their habitats for 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

ACA expects funding requested will be spent as close to the budget as possible, however it is within the grant recipient's discretion to move funds to different categories, as long as the overall objectives of the project are achieved.

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.

In-kind Volunteer Contributions: To standardize in-kind contributions from volunteers to the proposed project, please use \$30/hour for unskilled labour work and \$125/hour for professional services.

Mileage: The maximum allowed mileage is based on current CRA rates.

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.

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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.

## Section 5:

### Grant Application Screening & Decision Process:

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 two ACA board members, an ACA staff member and a minimum of six external 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.*

Applicants will be notified of status of their submission by March 31, 2024. Successful grant applicants will be expected to sign and follow the ACA Cooperative Project Agreement.

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