

Alberta Conservation Association Conservation, Community, and Education Grants

April 1, 2024 to March 31, 2025

Cooperative Project Agreement

Between

ALBERTA CONSERVATION ASSOCIATION (ACA)

-and-

RECIPIENT

Principal Applicant:

Project Title:

Project Code:

Maximum Funding: \$

Effective Date: April 1, 2024 to March 31, 2025

A. ACA PROJECT ADMINISTRATION CONTACT:

The funding recipient shall direct all questions and communications regarding this project to the Grants Project Administrator.

Alberta Conservation Association,
Attn: **Grants Project Administrator**
#101, 9 Chippewa Road,
Sherwood Park, AB,
T8A 6J7

Toll Free #: 1-877-722-4323
Facsimile: 780.464.0990
Email: amy.mackinven@ab-conservation.com

B. FUNDING TERMS AND CONDITIONS

The Alberta Conservation Association Agrees to:

Provide a maximum contribution of \$ (**dollars**) during the 2024 - 2025 fiscal year (April 1 to March 31) to support this project. Payments are contingent upon receipt of appropriate invoice. Payments will be made as per Schedule B, attached.

The Grant Recipient Agrees to:

1. Conduct the project according to the plan specified in the project proposal submitted to ACA (Schedule A).
2. Obtain ACA's approval on any departures from the project proposal (Schedule A) that alter the potential for achieving the objectives and deliverables of the project.
3. Provide ACA with all reports specified in Section D.
4. Acknowledge the contributions of Alberta Conservation Association in all reports, presentations and publications resulting from the project.
5. Use these funds exclusively on direct expenses associated with this project as identified in the project proposal submitted to ACA (Schedule A).

6. Include with the final report (**due on or before March 15, 2025**) a financial accounting of all expenditures of these funds.
7. Assume responsibility for any expenditure of funds beyond those approved in Section B of this agreement.
8. The Successful Applicant shall perform all work in accordance with all applicable laws, regulations, rules, codes and ordinances of authorities having jurisdiction and will obtain any and all permits/licenses and permissions required to carry out activities described in this agreement.
9. Applicants, and the institutions and organizations they represent or by which they are employed, assume complete responsibility for carrying out their project and for the results thereof.
10. By accepting a grant of funds, the applicant and the institution or organization release, and agree to indemnify, Alberta Conservation Association and its directors and officers from and against any liability, damages, cost and expenses arising from any injury or damage whatever, that may be suffered or incurred by an individual, firm, corporation or agency and which is caused or contributed to, directly or indirectly, by the operations of the applicant, his or her institution or organization or by use and application of the grant funds.

C. BUDGET EXPENDITURES

1. Funds provided by the ACA must be spent in accordance with the deliverables of the project. Deviations from the budget are allowed and are of the discretion of the recipient as long as the objectives from the original project are still achieved. All supporting receipts will be required with submission of the final report.
2. All capital assets (items with a useful life greater than one year) purchased for your project with ACA funds are the property of the ACA, and, accordingly the ACA must be made aware of any assets purchased. In special cases assets may remain the property of the recipient. Assets purchased with ACA funds are to be returned to the ACA Contact upon completion of the project. **Capital Assets are items >\$500.00 that can be reused on other projects.**

D. REPORTING REQUIREMENTS- refer to **Schedule C** for a more detail.

The Funding Recipient will provide the ACA Project Administration Contact with the following documents:

1. **One interim update on activities related to the project will be required on or before September 1, 2024: (See Schedule C).** Included in this report should be a detailed description of activities, objectives, deliverables/achievements, Request for Payment.
2. **A final project report is required on or before March 15, 2025.** Included in this report should be a detailed description of activities, objectives, deliverables/achievements, Request for Payment, and an accounting of how ACA funds were expended. **(See Schedule C)**
3. **Any other reports or deliverables** generated as a result of your project specified in the project proposal **(Schedule A)**.
4. At the request of the ACA Contact, you may be invited to make a presentation of the project.

Note: Final Payment of the project grant and future funding by ACA is contingent upon meeting all of the reporting requirements listed above. Failure to comply with these conditions may impact future funding.

E. ACKNOWLEDGEMENT OF ACA

Grant recipients are expected to acknowledge the Alberta Conservation Association in all reports, presentations, publications and press releases concerning the project. Whenever possible the ACA logo should appear along with the acknowledgement. The ACA Contact will provide a copy of the ACA logo in an electronic format at your request.

Preferred Acknowledgement text:

This project is financially supported by the Alberta Conservation Association.

F. EXTERNAL FUNDS HELD BY ACA

The ACA will receive and administer external funds for your project, if requested. Cheques must be made payable to the Alberta Conservation Association and should be accompanied by a letter from the donor specifying the amount of the donation, and the project to which funds should be directed. If external funds are expected to be administered by ACA, please list below.

G. ADDITIONAL SPECIFICATIONS

Inspection and Audit. The Alberta Conservation Association is entitled to have its authorized agents review files, documents, accounting records, the premises of the Recipient, and any other locations and assets pertinent to the Project in order to assess whether the Recipient is in compliance with this Agreement.

Termination. If the Recipient declines to continue with the project once funds have been disbursed, or has breached any of its obligations pursuant to this Agreement, the Alberta Conservation Association may pursue remedies at its discretion, including giving written notice of termination of support to the Recipient, and after 10 days may demand payment of any portion of the funds that have not either been expended, or committed to be expended at that date.

Force Majeure: If the performance by either party (ACA or Recipient) of any of its obligations under this Agreement is delayed or prevented by circumstances beyond its reasonable control, including without limitation acts of God, war, terrorism, pandemics, epidemics, or insolvency, that party will not be in breach of this Agreement because of that delay or failure in performance.

Pandemic: ACA believes we have the financial stability to weather any future pandemic related crisis and we continue to fund a wide range of conservation related projects. However, owing to the potentially rapidly changing environment, as observed with COVID 19, there is the possibility that in the future ACA may find itself in a situation where significant cost cutting must occur in order to ensure the long-term viability of the organization. By accepting this Cooperative Project Agreement, the Recipient acknowledges and accepts that, due to a pandemic crisis, funding may be terminated with 30 days of notice. All expense incurred as part of the project as of the date of the termination will be covered by ACA. ACA will make all reasonable effort to avoid having to terminate funding.

H. ACKNOWLEDGED BY APPLICANT AND SIGNATURES

The Applicant and/or Project Manager acknowledge that they have read, understand, and will comply with the terms of this 8-page agreement including the attached schedules. Failure to comply with the terms of this agreement will result in the holdback of funds and may negatively impact future funding eligibility.

<hr/> <p>Applicant (Printed Name & Title) <i>Must be authorized to sign on behalf of the organization.</i></p>	<hr/> <p>Signature</p>	<hr/> <p>Date</p>
<hr/> <p>Alberta Conservation Association</p>	<hr/> <p>Signature</p>	<hr/> <p>Date</p>

SCHEDULE A

PROPONENT'S PROJECT PROPOSAL

The attached proposal, “” serves as a description of the Project.

SAMPLE

SCHEDULE B

PAYMENT SCHEDULE 2024 - 2025

The Alberta Conservation Association will disburse the funds according to the following schedule.

Please Note:

A Request for Payment or an invoice for each scheduled payment must be submitted to the Alberta Conservation Association before payment will be processed. Please ensure that the Project Code is clearly identified on each Request for Payment.

Project Title:

Project Code:

Maximum Funding: \$

The maximum contribution of \$ (dollars) for the 2024-2025 fiscal year will be divided into payments, as follows:

Payment One:

An initial contribution of \$ will be forwarded to you following receipt of this signed agreement by all parties and the attached Request for Payment or invoice.

Payment Two:

\$ will be paid upon receipt of an interim report and Request for Payment on or before September 1, 2024.

Final Payment:

The remaining \$ will be forwarded to you following the receipt of the final report and Request for Payment on or before March 15, 2025 and upon approval of all other reporting requirements by the ACA Contact.

Please refer to **Schedule C** of the Project Agreement for details on reporting requirements.

SCHEDULE C

Reporting Requirements

Interim Update Report

Submission Date: September 1, 2024

The interim report should be in the ACA template, which can be found on our website at: www.ab-conservation.com.

Final Administrative Report

Submission Date: on or before March 15, 2025

The final administrative report should be in the ACA template, which can be found on our website at: www.ab-conservation.com. Please also send scanned copies of receipts and invoices associated with expenditures of this grant with the final administrative report.

Please send electronic copies of reports where possible.

Final Project Report

Any other reports or deliverables generated as a result of your project specified in the project proposal (Schedule A).

Request for Payment form

Grant Recipient



Alberta Conservation Association

Conservation, Community, and Education Grants 2024-25:

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 if not already set up)
- Cheque

Payment Remittance Information

Payment payable to: *(include full address)*

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Please note: Payment can be made from an invoice.

Return to:

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
Email: amy.mackinven@ab-conservation.com

SCHEDULE A

{INSERT APPLICATION HERE}

SAMPLE