

ACA Conservation, Community,

and Education Grants

Application Form

2023 – 2024

Large Grant

**(for requests of over $3,000)**

**Please submit your digital application to** [**amy.mackinven@ab-conservation.com**](mailto:amy.mackinven@ab-conservation.com)

**Applications accepted from January 1st to 25, 2023**

**(NO later than 16:30 local time Wednesday, January 25, 2023)**

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. ALL SECTIONS MUST BE FILLED IN.

Hard copies also accepted:

**Alberta Conservation Association**

**#101, 9 Chippewa Rd,**

**Sherwood Park, AB,**

**Canada, T8A 6J7**

Toll Free: 1.877.722.4323

Facsimile: 780.464.0990

**Maximum page limit of 8 pages for ACA Conservation, Community, and Education Grant applications (excluding the cover page, please use a legible font size, i.e., nothing smaller than Arial 10)**

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APPLICANT INFORMATION

|  |  |
| --- | --- |
| Principal Applicants Name |  |
| Organization |  |
| Mailing Address |  |
| Email Address |  |
| Telephone Number |  |
| Project Manager/Co-applicants  (if different than applicant) |  |
| Not-for-profit Business Number (if applicable) |  |

**PROJECT INFORMATION**

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| --- | --- | --- | --- | --- |
| Project Title |  | | | |
| Project Location  (please append map, if available) |  | | | |
| Project Duration | Start date dd/mm/yyyy |  | End date dd/mm/yyyy |  |
| Project Summary (Please include a brief description of your project containing the *objectives*, *activities* and *project deliverables*. Maximum 250 words) | | | | |
| Amount Requested from ACA (in CDN Dollars) | |  | | |

Has this project received financial or administrative support from ACA in the past? (If yes, list grants & please highlight the results of the work previously supported by ACA. How does the present funding request build on that work? Note: It is important to demonstrate evidence of progress if this is a request for repeat funding.)

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Long Term Requirements (Is the project on-going? Does this project require subsequent ACA funding to reach project objectives? If applicable, explain how this project will continue after being funded by ACA.)

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**PROJECT DESCRIPTION**

Project Background/Project Rationale:

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Project Objectives: (Clearly state the project’s specific objectives, i.e. what is your project trying to achieve?)

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Project Activities (How and when are you going to achieve the above objectives?):

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Deliverables: (List anticipated products and completion dates resulting from your project, including reports, videos, publications, structures built, promotional material, # of events with dates and locations, # of educated participants/campers, # of people reached, km of wildlife friendly fencing, ha sustainably managed, etc.).

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| Type of Deliverable | Description of deliverable | Estimated # of participants or people reached or # of kms / ha (if applicable) | Estimated Date of Completion |
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Any additional information about the project’s deliverables:

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List Project Partners (Project Partners must be aware they are listed here and be involved with this specific project. Do not include organization partners if they are not involved with the project):

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**LINK WITH ACA**

State how this project meets ACA’s Mission and the Funding Priorities as outlined in *Section 3 of the Project Submission Guidelines*. Tick all the Funding Priorities that your project addresses and discuss in the text box below how your proposed project helps further ACA’s mission and Funding Priorities:

Funding Priority 1  Funding Priority 4

Funding Priority 2  Funding Priority 5

Funding Priority 3  Funding Priority 6

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Explain how your project will benefit hunters, anglers or trappers in Alberta (Maximum of 250 words)

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**DETAILED BUDGET**

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| --- | --- | --- | --- | --- | --- |
| **Category** | **Description** | **Amount Requested From ACA** | **Confirmed Partner Funding** | **In Kind Support** | **Total** |
| Materials & Supplies | | | | | |
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| Equipment | | | | | |
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| Salaries & Wages | | | | | |
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| Contract Services | | | | | |
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| Travel | | | | | |
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| Honorariums | | | | | |
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| Capital Assets | | | | | |
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| Other | | | | | |
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| TOTAL COSTS | |  |  |  |  |

Capital Assets are items>$500 that can be reused on other projects. Capital equipment purchases may remain the property of ACA upon project completion.

Please Note: ACA Grants do not cover overhead costs. See Guidelines Section 4 Budget Notes for more information.

**PROJECT BUDGET COMMENTARY**

**BUDGET COMMENTARY:**

Provide details on capital asset expenditures >$500 and provide breakdown of salary costs/honoraria (number of staff, rate, etc.), equipment (unit cost, etc). Please list financial contributions by participants/campers (are participants paying something to attend the camp, workshop, or other event?); this should be shown in the Partner Funding column. Include other details that may assist with the evaluation of your budget.

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**Summarize any Partner Funding Dollars** (Please indicate if the partner funds are confirmed or pending approval. Confirmed partner funding should be listed in the budget. If there is no partner funding, please explain why not.):

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**Summarize any Public Involvement in the Project** (Such as In-kind support, number of volunteers, etc.):

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**PROJECT COMMUNICATION**

How will ACA be recognized for its funding support?

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How will you share the results of the project with others?

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Does your organization have a web page? YES  NO

(If yes, will you create a reciprocal link with ACA’s website?) YES  NO

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| --- | --- |
| URL |  |

**LICENSES & APPROVALS**

I have all the proper licenses and approvals required to carry out the project and have complied with all the requirements of my organization.YES  NO

If you ticked NO above, please explain how will you obtain them in time to carry out this project?

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Please Note: *Successful applicants will be expected to follow the ACA Cooperative Project Agreement, which for 2023/24 includes a clause relating to the COVID-19 pandemic. In applying to the ACA Conservation, Community and Education Grants, you are agreeing to use ACA’s Cooperative Project Agreement. A copy of the ACA Cooperative Project Agreement can be requested from the ACA Grants Coordinator.*