ACA Conservation, Community,

 and Education Grants

Application Form

2024 – 2025

Small Grant

**(for requests of $3,000 or less)**

**BEFORE YOU SUBMIT, PLEASE MAKE SURE:**

* You read the ACA CCEG Project Submission Guidelines for 2024-25
* Your application is complete. Incomplete applications will be returned to the applicant. All sections must be filled in.
* Your application is NOT longer than the 8-page limit (excluding the cover page). Applications over the page limit will be returned to the applicant for reformatting.
* Your application is a legible font size (i.e., nothing smaller than Arial 10)

**Please submit your digital application to** **amy.mackinven@ab-conservation.com**

**Applications accepted from January 1 to 25, 2024**

**(NO later than 16:30 local time Wednesday, January 25, 2024)**

***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.***

APPLICANT INFORMATION

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| Principal Applicants Name |  |
| Organization |  |
| Mailing Address |  |
| Email Address |  |
| Telephone Number |  |
| 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, 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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**PROJECT DESCRIPTION**

Project Objectives: (Clearly state the 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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**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 (Please use the Funding Priority number so it is clear):

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

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**PROJECT BUDGET**

**BUDGET:**

Provide details on your budget, such as salaries and wages (include the rate), equipment, materials, and supplies, etc. Please list financial contributions by participants/campers (Are participants paying something to attend the camp, workshop, or other event?) (Please see the Project Submission Guidelines Section 4 Budget Notes for more information).

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**BUDGET COMMENTARY:**

Provide any other details, including any public involvement and in-kind contributions, which may assist with the evaluation of your budget.

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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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**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, 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 found on the ACA website here:* [*https://www.ab-conservation.com/grants-program/aca-conservation-community-and-education-grants/applicant-information/*](https://www.ab-conservation.com/grants-program/aca-conservation-community-and-education-grants/applicant-information/) *.*