

ALBERTA CONSERVATION ASSOCIATION
ACA Grants in Biodiversity

Cooperative Project Agreement

Between

Alberta Conservation Association (ACA)

-and-

RECIPIENT

Sample University Legal Name

Sample University

Address1

Address2

City, Province PostalCode

Country

Grantholder/Supervisor: Dr. FirstName LastName

Student: FirstName LastName

Project Title: Sample Title

Award Amount (Canadian dollars): \$0 (per Schedule A)

Grant Term: April 1, 2023 to March 31, 2025

ACA Project Code: 030-00-90-140 / 1

A. ACA Project Administration Contact

ACA Project Administration Contact: The funding recipient shall direct all questions and communications regarding this project as outlined below:

ACA Grants in Biodiversity Coordinator Alberta Conservation Association #101, 9 Chippewa Road Sherwood Park, Alberta T8A 6J7 Canada	E-mail: tracy.stewart@ab-conservation.com Phone: 780-445-9145 Fax: 780-464-0990
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B. Funding Terms and Conditions

The ACA agrees to:

Provide the full award amount to the RECIPIENT's institution within 90 days of the full execution of this agreement. The payment is contingent upon receipt of the appropriate invoice (or enclosed Request for Payment) from the RECIPIENT's institution.

The RECIPIENT agrees to:

- 1) **USE OF FUNDS:** Conduct the project according to the plan specified in the project proposal submitted to ACA (Schedule B). Funds shall be used to cover expenses for employment of student assistants, travel inside Alberta, rental of equipment, field subsistence & short-term accommodation at field stations and/or hotel, purchase of supplies and incidentals including other research related expenses.
- 2) **EQUIPMENT:** Capital assets (equipment with a useful life greater than one year) purchased for the project with ACA funds are the property of ACA, and accordingly, ACA must be made aware of any assets purchased. In special cases assets may remain the property of the recipient (less than \$500)
- 3) **DISALLOWED EXPENSES:** Not use the grant for the salary of the student or supervisor, travel to conferences, to purchase equipment costing more than \$500, or any indirect costs/overhead.
- 4) **DEPARTURES FROM PROPOSAL:** Obtain ACA's approval on any departures from the project proposal (Schedule B) that alter the potential for achieving the objectives of the project.
- 5) **REPORTING:**
 - a. Provide a closing financial statement to the ACA by April 30, 2025. Receipts for items over \$500 may be requested at ACA's discretion.
 - b. Provide a scientific progress report to the ACA by April 15, 2024.
 - c. Provide a scientific final report to the ACA by April 15, 2025.
- 6) **REQUIRED APPROVALS:** Obtain any applicable certifications required by the grant terms and its own policies, procedures or legislation (including without limitation Human Ethics, Animal Care, and/or Biohazard approvals) prior to the start of the Research Project and shall provide proof of such certifications or approvals to the ACA as may be requested by the ACA from time to time.
- 7) **STUDENT IN GOOD STANDING:** Notify the ACA if the named student is no longer a student in good standing at the RECIPIENT's institution, or if they change programs. If the student is no longer in good standing (i.e. unable to conduct the funded research project), the project will deem to be terminated and unspent funds returned to ACA within 3 months. Program changes will be reviewed by ACA staff.
- 8) **UNSPENT FUNDS:** Return any unspent funds at the end of the grant term to the ACA by June 30, 2025.
- 9) **ACKNOWLEDGEMENT:** Acknowledge the contributions of the ACA in all reports, presentations and publications resulting from the project.
- 10) The RECIPIENT assumes complete responsibility for carrying out their project and for the results thereof.
- 11) By accepting a grant of funds, the RECIPIENT releases, and agrees 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 whatsoever, 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 RECIPIENT, or by use and application of the grant funds.
- 12) **OPEN ACCESS POLICY:** The RECIPIENT will ensure that any peer-reviewed journal publications arising from this project are freely accessible within 12 months of publication.

C. Additional Specifications

Inspection and Audit: ACA 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 the Agreement, ACA 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.

D. Acknowledged by RECIPIENT and Signatures

Representatives of the RECIPIENT acknowledge that they have read, understand, and will comply with the terms of this 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.

RECIPIENT Representative (Printed Name) **X** _____
Signature Date

RECIPIENT Representative (Printed Name) **X** _____
Signature Date

RECIPIENT Representative (Printed Name) **X** _____
Signature Date

Todd Zimmerling, President & CEO

Alberta Conservation Association **X** _____
Signature Date

Schedule A: Award Letter (Reviewer Comments Removed)

Schedule B: Application Part B – Proposal and Budget

Request for Payment Form

ACA Grants in Biodiversity 2023 Recipient



Alberta Conservation Association

Date: _____

Payment in Full

Funding Recipient & Project Information

Grantholder(Supervisor) & E-mail: Dr. FirstName LastName, Sample Email

Student: FirstName LastName

Project Title: Sample Title

ACA Project Code/App#: 030-00-90-140 / 1

Payment Amount (CAD): \$0

Non-Canadian Institutions: Can you accept Canadian funds? Y/N _____. If No, we will convert and send the equivalent in your country's currency on the date of conversion.

Cheque Remittance Information

Cheque payee/address/your reference number:

Payment can also be made by invoice.

Alberta Conservation Association - Contact

Return to:

ACA Grants in Biodiversity Coordinator
Alberta Conservation Association
#101, 9 Chippewa Road
Sherwood Park, Alberta T8A 6J7 Canada

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