

ALBERTA CONSERVATION ASSOCIATION  
Minister's Special Licence Residents Draw Grants

## Cooperative Project Agreement

Between

Alberta Conservation Association (ACA)

-and-

RECIPIENT

*Organization Name*

*Organization Address*

*City, AB TOX OXO*

Principal Applicant:

Project Title:

Award Amount (Canadian dollars): \$XX,000

Grant Term: April 1, 2026 to March 31, 2027

ACA Project Code: XXXX

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### A. ACA Project Administration Contact

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

Ministers Special Licence Residents Draw Grants (MSLRDG) Alberta Conservation Association #101, 9 Chippewa Road Sherwood Park, Alberta T8A 6J7 Canada	E-mail: <a href="mailto:amy.mackinven@ab-conservation.com">amy.mackinven@ab-conservation.com</a> Phone: 780-445-9145
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### B. Funding Terms and Conditions

ACA agrees to:

Provide a maximum contribution of \$ (dollars) during the 2026 - 2027 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 RECIPIENT agrees to:

- 1) **USE OF FUNDS:** Conduct the project according to the plan specified in the project proposal submitted to ACA (Schedule A). Funds provided by 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 and the requirements of Section 2 of the “Minister’s Special License Grants Submission Guidelines” are followed.
- 2) **DEPARTURES FROM PROPOSAL:** 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) **REPORTING:**
  - a. Provide a progress report to ACA by September 1, 2026. The progress report should be in ACA’s template, which can be found on ACA’s website [www.ab-conservation.com](http://www.ab-conservation.com)
  - b. Provide a final report to ACA by March 15, 2027. The final report should be in ACA’s template, which can be found on ACA’s website [www.ab-conservation.com](http://www.ab-conservation.com)
  - c. Provide a closing financial statement to ACA signed by an officer of the RECIPIENT organization with the final report or no later than March 31, 2027. No receipts are required for reporting; however, ACA maintains the right and discretion to financially audit the project, including the RECIPIENT providing supporting receipts upon request by ACA.
  - d. Send the ACA contact any other reports or deliverables generated resulting from your project specified in the project proposal and notification of any open-access publications resulting from this grant funding.
  - e. At the request of the ACA contact, provide a presentation on the project.
- 4) **OVERSPEND:** Assume responsibility for any expenditure of funds beyond those approved in this agreement.
- 5) **CAPITAL ASSETS:** Capital assets (equipment with a useful life greater than one year worth over \$500) purchased for the project with ACA funds are the property of ACA, and accordingly, ACA must be made aware of any assets purchased. Assets purchased with ACA funds are to be returned to ACA contact upon completion of the project. In special cases assets may remain the property of the recipient.
- 6) **DISALLOWED EXPENSES:** Not use the grant for overhead expenses, general fundraising, travel to/from Alberta from outside Alberta, and costs made before the start date or after the end date of the agreement.
- 7) **REQUIRED APPROVALS:** The RECIPIENT 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 (including without limitation Human Ethics, Animal Care, and/or Biohazard approvals) prior to the start of the Project and shall provide proof of such certifications or approvals to ACA as may be requested by ACA from time to time.
- 8) The RECIPIENT assumes complete responsibility for carrying out their project and for the results thereof.
- 9) **UNSPENT FUNDS:** Return any unspent funds at the end of the grant term to ACA by June 30, 2027.
- 10) **ACKNOWLEDGEMENT:** Acknowledge the contributions of ACA in all reports, presentations, publications, and press releases resulting from the project.
- 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.

### 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 that could happen in a pandemic, 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.

**Intellectual Property and Data Ownership:** Unless ACA staff are directly involved in the development of the intellectual property, ACA claims no ownership or rights of any kind over intellectual property developed, as a result of this funding. In addition, ACA claims no ownership or rights of any kind with respect to any data collected, as a result of this funding. However, by accepting this funding the Recipient agrees that the results of the project and the raw data, will be made publicly available, within 48 months of the funding end date, unless otherwise agreed to by ACA. If the Recipient does not make the results and/or data publicly available within the agreed to timeframe, then ownership of all raw data will revert to ACA. The Recipient will immediately supply the raw data to ACA and ACA will make the data public immediately.

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 (Name & Title)      X \_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
RECIPIENT Representative (Name & Title)      X \_\_\_\_\_  
Signature      Date

Todd Zimmerling, President & CEO  
\_\_\_\_\_  
Alberta Conservation Association      X \_\_\_\_\_  
Signature      Date

SAMPLE

## Schedule A: Application

The attached application "" serves as a description of the Project.

SAMPLE

## SCHEDULE B: Payment Schedule

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 2026-2027 fiscal year will be divided into payments, as follows:

**Initial Payment:**

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.

**Final Payment:**

The remaining \$ will be forwarded to you following the receipt of the final report and Request for Payment or invoice on or before March 15, 2027, and upon approval of all other reporting requirements by the ACA Contact.

Please refer to **Section B.3** of the Project Agreement for details on reporting requirements.

# Request for Payment Form

## Grant Recipient



Alberta Conservation Association

Ministers Special Licence Residents Draw Grants 2026-27:

Date: \_\_\_\_\_

Initial 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:	

Payment will be made by Electronic Funds Transfer (EFT). Please contact [payables@ab-conservation.com](mailto:payables@ab-conservation.com) if your organization is not already set up.

**Please note: *Payment can be made from an invoice.***

Return to:

**Amy MacKinven by email: [amy.mackinven@ab-conservation.com](mailto:amy.mackinven@ab-conservation.com) (preferred)**

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**