



Minister's Special Licence Raffle Funds Grants Submission Guidelines 2024–2025

Alberta Conservation Association (ACA) administered the Minister's Special Licence (MSL) raffle in 2023, under contract with the Government of Alberta and in accordance with Alberta Gaming, Liquor and Cannabis (AGLC) raffle rules.

Since 1995, the MSL raffles have raised millions of dollars for conservation in Alberta.

The Government of Alberta makes the MSL program possible through the donation of special licences. These special licence tags are then raffled off to raise money to fund worthy conservation projects. The MSL program provides funding for conservation activities that benefit all Albertans.

Funds raised are awarded through a competitive evaluation process, to qualified applicants, that can demonstrate how their project meets the criteria identified in these guidelines.

If you wish to apply for a MSL Raffle Funds Grant (RFG), to be used on a project in 2024-25, please read these guidelines as they contain the information to help you apply.

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Section 1

About the MSL Raffle Funds Grants

Purpose

The MSL RFG fund conservation activities by individuals (with appropriate insurance coverage), organizations, and communities that contribute to healthy wildlife populations, to conservation or enhancement of the habitat that wildlife populations depend on. In addition, a portion of the funds may be granted to projects that relate to education and training of hunters and/or to projects that promote awareness and understanding of the role hunters and hunting plays in wildlife conservation.

MSL RFG only fund projects that occur in and relate to Alberta.

Who Can Apply?

Any organization or individual (with appropriate insurance coverage) can apply if they have a suitable project, with the exception of federal or provincial government staff. MSL RFG does not fund applications where the federal or provincial government employee is the principal applicant (principal applicant is considered the lead on a project) or the principal applicant is a federal or provincial ministry. Federal or provincial government employees may be part of the project but must not be responsible for the majority of the project.

Grants requested in excess of \$50,000 for AGLC registered organizations or in excess of \$5,000 for non-AGLC registered organizations require AGLC approval prior to the funding being released. AGLC approvals will be sought after an applicant has been identified for funding.

Anyone engaged in the activities outlined in "Appendix 1: Grounds for Disqualification" may not be eligible to receive grant funds from ACA.

Successful applicants will be expected to follow the ACA Cooperative Project Agreement, which includes the requirement to submit two reports to ACA (Appendix 2). Please check that your organization is willing to use ACA's Cooperative Project Agreement before applying.

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How to Apply?

Read the *Minister's Special Licence Raffle Funds Grants Submission Guidelines* carefully to determine if your project is eligible for funding prior to preparing a formal submission to ACA.

Download the MSL RFG Application Form and submit your application by e-mailing it to amy.mackinven@ab-conservation.com. Applications will be accepted from **December 1, 2023, to January 18, 2024** (no later than 16:30 local time).

Ensure that all sections of the application are complete, clear, and thorough. *Please do not append supporting documents.*

There is a maximum page limit of 8 pages for MSL RFG applications (excluding the cover page). Please use a legible font size (i.e., nothing smaller than Arial 10 font).

Please contact Amy MacKinven by telephone toll free at 1-877-722-4323 or by email amy.mackinven@ab-conservation.com, if you have any questions regarding your application to the MSL RFG.

Where to Apply?

Submit completed MSL RFG applications by email to amy.mackinven@ab-conservation.com

All applications must be submitted electronically; hard copy submissions will not be accepted.

IMPORTANT NOTICE: upon receiving your application, we will send you an acknowledgement receipt by email 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.

When to Apply?

ACA will receive MSL RFG applications from December 1, 2023, to January 18, 2024 for funding consideration in the 2024-2025 fiscal year. Applications e-mailed after **16:30 local time on Thursday, January 18, 2024** will not be accepted.

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Section 2

Funding Eligibility

Any organization or individual (with appropriate insurance coverage) can apply if they have a suitable project, with the exception of a federal or provincial government staff. MSL RFG does not fund applications where the federal or provincial government employee is the principal applicant (principal applicant is considered the lead on a project), or the principal applicant is a federal or provincial ministry. Federal or provincial government employees may be part of the project but must not be responsible for the majority of the project.

Grants requested in excess of \$50,000 for AGLC registered organizations or in excess of \$5,000 for non-AGLC registered organizations require AGLC approval prior to the funding being released. AGLC approvals will be sought after an applicant has been identified for funding.

Grants are available for:

- Projects that meet and further ACA's mission:
ACA conserves, protects, and enhances fish and wildlife populations and their habitats for Albertans to enjoy, value, and use.
- Projects that contribute to the priorities as outlined in the funding priorities section of this document.
- Priority is given to projects that demonstrate a "self-help" attitude (i.e., partner contributions, matched funding dollars, and public involvement).

MSL RFG does not provide funding for:

- Projects outside of Alberta.
- Profit-making activities.
- Overhead costs.
- Emergency funds or deficit financing.
- Travel to conferences and seminars, unless part of a larger project supported by ACA.
- General fundraising.
- Land acquisition.

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Important Granting Information:

- Successful applicants will be expected to follow the ACA Cooperative Project Agreement (Appendix 2) and adhere to the reporting schedule identified in the Cooperative Project Agreement.
- Full payment of the grant value will be made upon signing and processing of the Cooperative Project Agreements.
- Project activities must occur between April 1, 2024, and March 31, 2025.
- Grants cannot be made retrospectively, that is for work started prior to the current fiscal year (i.e., before April 1, 2024).
- Your information will be used only for the purpose for which it was originally collected, and it will be disclosed only on a strict “need-to-know” basis. Be assured that we manage the information contained in your submission in manner commensurate with its sensitivity.
- Applicants are responsible for ensuring they have the proper licences and approvals required to carry out the project and have complied with all the requirements of their organization.

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Section 3

Funding Priorities 2024 – 2025

Funding Priorities

All applicants to the MSL RFG should be aware that this grant is fully funded by the MSL Raffle and supported by the hunters and anglers of Alberta. All proposals should be able to demonstrate how the proposed project will aid ACA in meeting its mission of conserving, protecting, and enhancing wildlife and fish populations and their habitats for all Albertans to enjoy, value, and use.

To help direct potential applicants the following list of priorities has been developed. While the MSL RFG will accept applications that do not relate to these priorities, projects that address one or more of these priorities will have a higher probability of being funded than those that do not. Each of the funding priorities identified previously has equal weighting.

1. Specific habitat enhancement activities that have a demonstrated, direct, positive impact on bighorn sheep, pronghorn, mule deer, elk, moose, or turkey populations.
2. Tracking/monitoring of *Mycoplasma ovipneumoniae* (*M.Ovi*) in bighorn sheep.
3. Development of mechanisms to reduce the risk of the spread of *Mycoplasma ovipneumoniae* (*M.Ovi*) from domestic livestock to bighorn sheep (e.g., livestock surveillance programs).
4. Tracking/monitoring of chronic wasting disease (CWD) in mule deer, elk, or moose.
5. Development of mechanisms to reduce the spread of chronic wasting disease (CWD) (e.g., vaccines) in wild cervids.
6. Identification of mortality factors associated with current or potential future population changes in bighorn sheep, pronghorn, mule deer, elk, moose, or turkey.
7. Retention, recruitment, and education of hunters, including attracting new mentors, training mentors, and providing mentors for new hunters.
8. Generating awareness of the link between conservation and hunters and the positive impact hunters have on wildlife and habitat within Alberta.

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Section 4

Application Instructions

Most of the application form is self-explanatory, however some additional notes have been provided to help you with completing the application form. There is a **maximum page limit of 8 pages** for MSL RFG applications (excluding the cover page). Please use a legible font size, **nothing smaller than Arial 10**. All the text boxes expand. Do NOT append supplementary information (e.g., resumés or publications). If you would like to submit photos, please do so within the page limit.

How much?

How much can be applied for? There is no maximum specified, however, total funds available from the grant are available under **Section 6 Available Funding**.

Link with priorities

Be specific as to which funding priority or funding priorities (listed in previous section) your project addresses and describe the link. If your project does not address one of the funding priorities, make sure you demonstrate how your project will support ACA's mission, **ACA conserves, protects and enhances fish and wildlife populations and their habitats for Albertans to enjoy, value, and use**.

Budget Notes

ACA expects funding requested will be spent as close to the budget as possible. However, it is within the grant recipient's discretion to move funds to different categories, as long as the overall objectives of the project are achieved.

Contract Services: Mention in the budget commentary section who will be contracted for the services required and provide a breakdown of the payment (e.g., cost per sample, rate per hour).

Honoraria: Provide a breakdown for any honoraria (e.g., amount per volunteer).

In-kind Volunteer Contributions: To standardize in-kind contributions from volunteers to the proposed project, please use \$30/hour for unskilled labour work and \$125/hour for professional services.

Mileage: The maximum allowed mileage is based on current CRA rates.

Other: Overhead costs or unforeseen/contingency budget lines are not eligible under the MSL RFG. We consider office rental, ongoing office bills, etc. as overhead expenses.

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Partner Funding: Itemize partner funding dollars and public involvement in your proposed project in the appropriate boxes; projects that have no partner or matching funding will benefit from an explanation as to why they do not have any. In-kind contributions can be listed in the in-kind column of the budget. Make sure any revenue that is generated by the project (e.g., participant contribution to an event or course) is clearly listed in the budget (as co-funding) and in the budget notes.

Section 5

Grant Application Assessment & Decision Process

Funding requests are likely to far exceed funds available, which will result in some worthy projects being denied funding through the competitive funding process.

ACA's Board of Directors will appoint an Adjudication Committee comprised of one representative from each of the following organizations: Alberta Bowhunters Association, Alberta Fish & Game Association, Alberta Hunter Education Instructors' Association, Alberta Professional Outfitters Association, Alberta Trappers Association, Backcountry Hunters and Anglers – Alberta Chapter, Nature Alberta, Pheasants Forever – Alberta Council, Trout Unlimited Canada, Wild Sheep Foundation Alberta, Government of Alberta and one individual from an Alberta post-secondary institution. A representative of ACA will serve as the committee chair.

This Adjudication Committee will assess and rank the grant applications based on the established assessment criteria and funding priorities. Only the top ranked proposals will receive funding.

Applicants will be notified of status of their submission by March 31, 2024. Successful grant applicants will be expected to sign and follow the ACA Cooperative Project Agreement (Appendix 2).

Proposal Evaluation

Each of the funding priorities identified previously has **equal weighting during the evaluation process**. Applications that address one or more of the 2024-2025 Funding Priorities (Section 3) have priority for funding.

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Each committee member will be asked to provide a score for each of the applications they are assigned, based on the merit of the application. Once all committee members have completed their assessment the individual scores will be tabulated and an average score (based on all committee members that provided a score) will be used to rank the applications from 0 – 5, as outlined below:

- 5. Outstanding application.** Highest priority for support. This category reserved only for truly outstanding proposals.
- 4. Very good application.** Should be supported.
- 3. Good application.** Worthy of support.
- 2. Fair application.** Possibly worthy of support.
- 1. Poor application.** Not worthy of support.
- 0. Do not fund.** This application should not get funding.

Assessment Criteria

1. Is one or more of the priorities being addressed with this project?
2. Does the applicant demonstrate a “self-help” attitude (e.g., do they have co-funding or in-kind support, other funders)?
3. Are the deliverables clear and are they good value for the funding requested?
4. Will the proposed activities of the project support the delivery of the project objectives?
5. Does the applicant have the ability to deliver the proposal as written?
6. Is the workplan clear?
7. Is the budget reasonable to the project objective?

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Section 6

Available Funding

The 2023 MSL Raffle sold tickets for 6 different species: bighorn sheep, elk, moose, mule deer, pronghorn, and turkey. A minimum of 60% of the funds raised from any species are to be allocated to projects directly related to that species. The remaining 40% of the funds can also be used for the specific species or may be allocated to address any other worthwhile project that is identified for funding by the Adjudication Committee.

2023 MSL RFG Funding Availability (approximate dollars)

Species	Total Funds	Required 60% for Species	40% available
Bighorn sheep	\$97,715	\$58,629	\$39,086
Elk	\$28,097	\$16,858	\$11,238
Moose	\$33,841	\$20,305	\$13,536
Mule deer	\$34,259	\$20,555	\$13,703
Pronghorn	\$24,938	\$14,963	\$ 9,975
Turkey	\$ 5,153	\$ 3,091	\$ 2,061
TOTAL	\$224,005		\$75,896

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Appendix 1: Grounds for Disqualification

The following are criteria that will be assessed by ACA as reasons to disqualify a group or individual from receiving grant funds:

1. Any group or individual that has made a public statement calling for the dis-continuance of hunting, angling or trapping. The severity or level of this opposition will be considered through the disqualification process.
2. Any group or individual that has made a public statement calling for the dis-continuance of ACA or any of our Member groups.
3. Any group or individual that has made public statements disparaging, or threatening ACA, ACA staff, ACA Member groups; or hunting, angling or trapping overall. This does not mean that a group or individual cannot make public statements pointing out issues or concern that they have with ACA, our Member groups, or hunting, angling or trapping. However false statements questioning the professionalism or integrity of ACA, staff members, Board members or Member groups, would be considered grounds for disqualification. Public statements broadly disparaging hunting, angling or trapping would also be considered grounds for disqualification. Public statements questioning particular hunting, angling or trapping activities/techniques would not be considered grounds for disqualification.
4. Any group or individual that has harassed ACA staff, whether publicly or privately, through written word or verbally.
5. Any group or individual that has, through previous grant interaction, treated ACA staff disrespectfully and/or has not met reporting requirements as stated in the grant agreements.
6. Any group or individual whose public image is such that ACA's association through funding a grant, may negatively impact ACA's public image. This may include groups or individuals that have committed or been accused of serious crimes or betrayed the public trust, or groups or individuals that are involved in controversial public advocacy as determined by board and administration at that time.

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Appendix 2: Cooperative Project Agreement SAMPLE

Alberta Conservation Association Minister's Special Licence Raffle Funds Grants

April 1, 2024, to March 31, 2025

Cooperative Project Agreement

Between

ALBERTA CONSERVATION ASSOCIATION (ACA)

-and-

RECIPIENT

<Organization name, address, and contact details>

Principal Applicant: *<contact name>*

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 Coordinator.

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

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

B. FUNDING TERMS AND CONDITIONS

Alberta Conservation Association Agrees to:

Provide a maximum contribution of \$X,XXX 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 in full upon signing of the cooperative project agreement and approval by AGLC for funds greater than \$50,000 for AGLC registered organizations and \$5,000 for non AGLC registered organizations.

The Grant Recipient Agrees to:

1. Conduct the project according to the plan specified in the project proposal submitted to ACA (Schedule A).
2. Complete all paperwork (where applicable) required for the use of AGLC funds for the project.
3. 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.
4. Provide ACA with all reports specified in Section D.
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/licences 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.

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C. BUDGET EXPENDITURES

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 of the original project are still achieved. All supporting receipts will be required with submission of the final report.

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. Included in this report should be a detailed description of activities, objectives, and deliverables/achievements.

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, 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: 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

Grant recipients are expected to acknowledge the MSL Raffle Funds Grants in all reports, presentations, publications, and press releases concerning the project.

F. ADDITIONAL SPECIFICATIONS

Inspection and Audit. 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

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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.

G. 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 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.

Applicant (Printed Name & Title)
Must be authorized to sign on behalf of the organization.

Signature

Date

Alberta Conservation Association

Signature

Date

SAMPLE

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