



# Project Submission Guidelines for Funding in 2018

## APOS Outfitted Hunting Endowment Fund

**Alberta Professional Outfitters Society (APOS)** created the Outfitter Heritage Endowment Fund (OHEF) to identify key issues facing the outfitting industry through consultation with the members and to determine potential solutions and mitigations. The purpose is also to maintain the ability of outfitters to access their hunting opportunities in Alberta and to increase the social license of outfitted hunting through education and awareness of external and internal stakeholders.

Project funding will be available via the **Outfitted Hunting Endowment Fund (OHEF)** during the 2018 funding cycle.

These guidelines contain information to help you apply for funding from the OHEF.

- Section 1: About This Grant**
- Section 2: Eligibility**
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**IMPORTANT: Please read the Guidelines carefully prior to submitting an application.**

# Section 1

## About This Fund

### Purpose

The aim of the **Outfitted Hunting Endowment Fund (OHEF)** is to mitigate issues facing outfitters and to maintain the ability of outfitters to access their hunting opportunities in Alberta.

### Who Can Apply?

Any non-profit organization, government agency or individuals working in partnership with an organization can apply if they have a suitable project.

Successful applicants will be expected to follow the APOS OHEF Funding Agreement, which includes the requirement to submit progress and final reports to APOS.

### How to Apply?

Read the *Project Submission Guidelines* carefully to determine if your project is eligible for funding prior to preparing a formal submission to APOS.

Download the appropriate APOS Outfitter Heritage Endowment Fund application form based on the funding request, and then submit your application by e-mailing it to APOS. Ensure that all sections of the application are complete, clear and thorough.

Please contact Carla Rhyant by telephone (780) 414-0249 or by email [info@apos.ab.ca](mailto:info@apos.ab.ca) if you have any questions regarding your application to the APOS Outfitter Heritage Endowment Fund.

### Where to Apply?

Submit completed **APOS Outfitter Heritage Endowment Fund** applications by email to: [info@apos.ab.ca](mailto:info@apos.ab.ca)

In an effort to reduce paper consumption, we appreciate your effort to provide your completed application electronically. However, if you do not have access to the internet, please send a hard copy application to:

Alberta Professional Outfitters Association  
Attention: Grant Administrator  
#100, 3802 - 49 Avenue  
Stony Plain, AB T7Z 2J7  
[info@apos.ab.ca](mailto:info@apos.ab.ca)

**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 OHEF Administrator if you have not received acknowledgement of receipt, as the application may not have been received in good order.

# Section 2

## Funding Eligibility

Any non-profit organization government agency or individuals working in partnership with an organization can apply if they have a suitable project.

### Grants are available for:

- Projects that meet and further the APOS mission:
  - Working in collaboration with partners in conservation, Alberta Professional Outfitters Society supports and represents the outfitted hunting industry.

- Projects that contribute to the priorities as outlined in the funding priorities section of this document;
- Priority is given to projects that demonstrate partner contributions, matched funding dollars, and public involvement.

#### **Selection Criteria**

- Applications for funding assistance will be considered from registered non-profit organizations and other stakeholders on a case by case basis.
- Applications for projects to be conducted outside Alberta and/or by non-Canadians will be considered, although projects involving Alberta, that further the outfitted hunting industry within Alberta, will be given high priority.
- To receive funding, projects must be consistent with the goals of the Alberta Professional Outfitters Society and the Purposes of the OHEF.
- The OHEF selection committee will consider applications for financial support of scientific or other research, conservation action programs
- Administrative costs for the proposed project cannot exceed 12% (twelve percent) of the total budget.
- Capital equipment purchases in excess of \$500 may remain the property of APOS upon project completion.

#### **APOS Outfitter Heritage Endowment Fund does not provide funding for:**

- Ongoing operational costs of associations (administration fees, overhead costs) outside of the parameters of the delivery of the project being applied for.
- Capital costs over \$5,000.
- Emergency funds or deficit financing.
- Travel or meals for conferences and seminars, unless part of a larger project supported by the Association.
- General fundraising.
- Land acquisition.

#### **Important Granting Information:**

- Successful applicants will be expected to follow the APOS Project Agreement (a copy can be requested from the Grant Program Administrator) and adhere to the reporting schedule identified in the Project Agreement.
- Payment of grants is normally made in one, two or three payments, depending on grant size. Please note the initial payment can be delayed, due to time it takes to sign and process new Project Agreements.
- Project activities must occur between January 1, 2017 and December 31, 2017.
- Grants cannot be made retrospectively, that is for work started prior to the current fiscal year, i.e. before January 1, 2017.
- APOS may charge an administration fee for any monies held in trust.
- Capital equipment purchases in excess of \$500 may remain the property of ACA upon project completion.
- 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 licenses and approvals required to carry out the project and have complied with all the requirements of their organization.

## Section 3

### Major Funding Priorities 2017

All applicants to the APOS Outfitter Heritage Endowment Fund should be aware that this grant will be funded by up to 50% of previous years' annual surplus. All proposals should be able to demonstrate how the proposed project will aid APOS in meeting its mission: Working in collaboration with partners in conservation, Alberta Professional Outfitters Society supports and represents the outfitted hunting industry.

To help direct potential applicants the following list of priority areas has been developed. While the APOS Outfitter Heritage Endowment Fund will accept applications that do not relate to these suggested areas, projects that address one or more of these priority areas will have a higher probability of being funded than those that do not.

- Applied research projects that demonstrate the potential to increase hunting opportunity;
- Projects related to the retention, recruitment and education of outfitters including sharing information in schools and with the general public about the link between conservation and hunting.
- Priority will be given to areas where allocation numbers could be most affected with priority given to the following species (1) Mule Deer, (2) Bighorn Sheep, (3) Elk , (4) Cougar;
- Projects related to the habitat and population enhancement relating to species for which there are commercial hunting opportunities in Alberta;
- Other projects will be considered on an individual basis.

## 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 10 pages for applications (excluding the cover page; please use a legible font size).** All the text boxes expand. Supplementary information may be appended including a project location map, e.g. resumes, letters of reference, etc. 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, but special justification would be expected if over \$25,000 was requested. Applications requesting over \$10,000 must have additional matched cash funding from the applicant or additional partners.

### Previous funding from APOS

If this is a request for repeat funding from APOS, applicant must demonstrate evidence that you have made progress with your project, e.g. preliminary results, deliverables, etc. and justify why another year of funding is necessary to the project. There is a box provided in the application form for this.

### Link with APOS

Be specific as to which funding priority or funding priorities (listed in previous section) your project addresses and describe the link. If your project doesn't address one of the funding priorities, make sure you demonstrate how your project will support APOS's mission; Working in collaboration with partners in conservation, Alberta Professional Outfitters Society supports and represents the outfitted hunting industry.

The funding is provided by up to 50% of previous years' annual surplus, therefore we ask you to explain how your project will benefit the outfitted hunting industry in Alberta.

All data collected will be made available to the Society prior to public distribution.

### **Budget Notes**

We expect that any matched funding to the project be identified in the application. If your proposed project is approved for funding, budget changes without prior approval are not allowed under the Project Agreement.

Salary & Wages: Project staff can be supported. Administrative staff and Director salaries/wages will be included in the administrative portion and cannot exceed 12 percent of the total budget. Make sure a breakdown is provided for the salary costs (e.g. number of staff, and hourly, weekly or monthly rate).

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, etc. For example, if your project requires sampling, specify what you are testing for, the number of samples required and cost per sample.

Other: Overhead or administrative costs are eligible under the APOS Outfitter Heritage Endowment Fund. Office rental but cannot exceed 12 percent of the total budget (ie: accounting, phones, rent, etc. are considered overhead expenses).

Partner Funding: Itemize partner funding dollars and public involvement in the proposed project within the appropriate boxes. Projects that have no partner or matching funding will benefit from an explanation as to why there isn't 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 Screening & Decision Process:**

APOS receives funding requests far in excess of our financial resources and often must decline funding to worthy projects and programs.

APOS' Board of Directors appoints a Committee comprised of APOS members, an APOS staff member and additional representatives having backgrounds relating to consumptive resources that assess the grant applications based on the established funding criteria and funding priorities. An adjudication meeting will be held as needed. The APOS Outfitter Heritage Endowment Funds are administered by APOS.

Applicants will be notified of status of their submission within 90 days. Successful applicants will be expected to sign and follow the APOS OHEF Project Agreement.