



OUTFITTER HERITAGE ENDOWMENT FUND (OHEF) APPLICATION FORM 2018

Please submit your digital application to info@apos.ab.ca

Applications accepted year round.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. ALL SECTIONS MUST BE FILLED IN.

Hard copies also accepted at:

Alberta Professional Outfitters Society
#100, 3802 – 49 Avenue
Stony Plain, AB T7Z 2J7

Phone: (780) 414-0249

Fax: (780) 465-6801

APPLICANT INFORMATION

Applicants Name	
Organization	
Mailing Address	
Email	
Telephone	
Project Manager/Co-applicants (if different than applicant)	
Not-for-profit Business Number (if applicable)	

PROJECT INFORMATION

Project Title			
Project Location (please append map, if available)			
Project Duration	Start date mm/ dd/yyyy		End date mm/ dd/yyyy
Project Summary (Please include a brief description of your project containing the objectives, activities and project deliverables. Maximum 250 words).			
Amount Requested from APOS (in CDN Dollars)			

PROJECT DESCRIPTION

Project Background/Project Rationale:

Project Objectives: (Clearly state the specific objectives, i.e. what is your project aiming to achieve?)

Project Activities/Methodologies (What are you going to do to achieve the above objectives?):

Deliverables: (List anticipated products and completion dates resulting from your project, including reports, activities etc.).

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List Project Partners (Project Partners must be aware they are listed here and be involved with this specific project. Do not include organization partners if they are not involved with the project). Attach letter of support for all Partners:

LINK WITH ALBERTA PROFESSIONAL OUTFITTERS SOCIETY (APOS)

State how this project addresses the APOS 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 the outfitted hunting industry in Alberta. (Maximum of 250 words)

Has this project received financial or administrative support from the OHEF in the past? (If yes, please highlight the results of the work previously supported by the OHEF. 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.)

Long-Term Requirements (Is the project on-going? Does this project require subsequent OHEF funding to reach project objectives? If applicable, explain how this project will continue after being funded by OHEF.)

DETAILED BUDGET

Category	Description	Amount Requested From OHEF	Confirmed Partner Funding Cash	In Kind Support	Total
Materials & Supplies					
Equipment					
Salaries & Wages					
Contract Services					
Travel					
Other					
TOTAL COSTS					

Please Note: the OHEF does not cover overhead costs. See Guidelines Section 4 Budget Notes for more information.

PROJECT BUDGET COMMENTARY

BUDGET COMMENTARY:

Provide breakdown of salary costs (number of staff, rate, etc.), equipment (unit cost, etc). Please list financial contributions by other organizations/participants as identified in the Partner Funding column. Include other details that may assist with the evaluation of your budget.

Summarize any Partner Funding Dollars (Please indicate if the partner funds are confirmed or pending approval. Confirmed partner funding should be listed in the budget. If there is no partner funding, please explain why not.):

Summarize any other support in the Project (Such as In-kind support, number of volunteers, etc.):

RESEARCH PROJECTS

Identify all research projects completed in the past that are similar in nature to this project.

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

PROJECT COMMUNICATION

How will the OHEF and APOS be recognized for its funding support?

How will you share the results of the project with others?

Does your organization have a web page? YES NO

Please Note: Successful applicants will be expected to follow the APOS Cooperative Project Agreement. In applying to the APOS Heritage Endowment Fund, you are agreeing to use APOS's Cooperative Project Agreement.

LIST ANY REFERENCES CITED IN ABOVE HEADINGS HERE:

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY (FOIPP) ACT

The personal information required on the APOS OHEF Grant Application Form is collected under the authority of section 32 (c) of the Freedom of Information and Protection of Privacy (FOIPP) Act to administer the APOS OHEF Research Grant program, and will be used for the purposes of determining eligibility in the APOS Grant selection. This information is protected by the privacy provisions of the Alberta FOIPP Act. Questions about the collection or use of this information should be directed to the FOIPP Liaison Officer of the Renewable Resources Department, 751 General Services Building, University of Alberta or to (780) 492-2357.

Notice: The APOS Grant program relating to the grant adjudication process in the selection of awards stipulates that committee members will provide a confidential evaluation of the research proposed in this application. In signing this form, you are agreeing to waive your right to see the evaluations or associated comments, as provided in Section 18 of the Freedom of Information and Protection of Privacy Act. A synopsis of the comments on the evaluation MAY be disclosed, provided that such disclosure is compliant with Division 3, Section 29(1) of the Act, whereby the reviewer agrees to the disclosure. Please note that successful applicants will be required to submit reports as per of the Project Agreement. This material may be published in Annual Summary Report and on the APOS web pages and in promotional material for the APOS OHEF Grant Programs (posters, brochures, etc.).

Signature of applicant	Date
Printed or typewritten name	Institution