



## ANPC Small Grants Program: Information for Applicants

### **The Objectives of the Alberta Native Plant Council (ANPC) Society:**

- a. *To provide a provincial forum to promote knowledge and conservation of native plants and vegetation of Alberta;*
- b. *To co-ordinate information and activities on native plants in Alberta;*
- c. *To educate government, industry and individuals on native plants – their management and protection;*
- d. *To encourage research on native plants;*
- e. *To develop conservation actions for the preservation of natural habitats and plant communities; and*
- f. *To develop guidelines and strategies for appropriate use of Alberta native plants.*

### **Background**

- The ANPC's Small Grants Program is administered by the ANPC's Grant Committee comprised of volunteer ANPC members, one of whom is an ANPC Board member and who acts as the Chair of the Grant Committee.
- Three grants of up to \$1000 each are available annually from the ANPC to support projects which advance and promote the ANPC's Objectives.
- The grant year runs from 1 January to 31 December.

### **The Application Procedure**

- Application forms may only be submitted to ANPC from January 1 to February 28 by mail to *ANPC Small Grants Program, Box 52099 Garneau Postal Outlet, Edmonton, AB T6G 2T5*, by e-mail to [grants@anpc.ab.ca](mailto:grants@anpc.ab.ca) or online.
- Proponents are asked to note on the application form if questions are not applicable to their project, otherwise the application form may be considered incomplete.
- The project contact (*proponent*) is expected to provide a breakdown of the project budget including a brief description of any equipment, services or volunteer time offered or provided free of charge (*in-kind donations*), how money donated to the project or received from other grant awarding organisations has been allocated, and how money requested from ANPC will be allocated.
- Proponents are encouraged to provide any additional information that may support their application.
- All correspondence will be conducted by email, unless otherwise requested.
- An acknowledgement of receipt of an application form will be sent to the proponent.
- The proponent will be contacted if an application form is considered incomplete; if no response is received within one month of the application date or February 28 (whichever is earlier), the original application form will be considered null and void.



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### **The Evaluation and Review Procedure**

- A complete application form will be evaluated using a points-based system from January 1 to March 14; the maximum amount of points available is 30 points.
- Three members of the Grant Committee will independently review the complete application form.
- The evaluations will be compiled, the average score will be calculated, and the comments and recommendations will be reviewed by the Grant Committee.
- There are three possible outcomes:
  - a. Proposals averaging below 15.0 points will be deemed not suitable for funding by ANPC and will be rejected by the Grant Committee. The proponent may not resubmit the proposal in the same grant year.
  - b. Proposals averaging between 15.0 and 20.0 points will be reviewed by the Grant Committee and returned to the proponent for clarification or amendment. If a revised application is not received within one month of the original application date or March 14 (whichever date is earlier), the original application will be considered null and void.
  - c. Proposals averaging over 20.0 points will be recommended to the Board to receive a grant from the ANPC.
  - d. If more than three proposals averaging over 20.0 points are received in the same grant year, the three highest scoring proposals will be recommended to the Board to receive a grant from the ANPC.

### **The Grant Awarding Procedure**

- The ANPC Board will decide whether to accept the recommendation of the Grant Committee by March 31.
- Proponents will be notified of the ANPC Board's decision by April 15.
- Successful proponents must sign an agreement before any funds are released. The agreement will be specific to the project and the terms and conditions of the grant award will include but is not limited to:
  - a. Use of the ANPC logo or acknowledgement of the ANPC;
  - b. Preparation of a report for ANPC publications and communications on the outcome of the project following receipt of the grant; and
  - c. Release of images pertaining to the funded project for use in ANPC publications and on the ANPC website.