



## 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, restoration and monitoring 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.
- The Grant Committee makes recommendations to the ANPC Board regarding which applications to support.
- Each fiscal year, three grants of up to \$1,000 each are available from the ANPC to support projects which advance and promote the ANPC's Objectives by Alberta residents, registered charities, or not-for-profit organisations operating in Alberta.
- **Wages, living expenses and contractor fees are not eligible for support.**

### **The Application Procedure**

1. Only Alberta residents, not-for-profit organisations and registered charities operating in Alberta are eligible to apply.
2. The grant funds must be spent in the year in which it was granted.
3. The Project Proponent (applicant/project contact) must complete the ANPC Small Grant application form.
4. Application forms may be submitted to ANPC from January 1 to February 28 by completion of an online form, submission of an application form by e-mail to [grants@anpc.ab.ca](mailto:grants@anpc.ab.ca), or by mail to *ANPC Small Grants Program, Box 52099 Garneau Postal Outlet, Edmonton, AB T6G 2T5*. Applications submitted on or postmarked February 28 will be accepted.
5. All sections of the form must be completed.
6. Proponents are encouraged to provide any additional information that may support their application and ask for clarification if sections of the application form are not clear.
7. All correspondence will be conducted by email, unless requested otherwise by the proponent.
8. An acknowledgement of receipt of an application form will be sent to the proponent.

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9. The Proponent will be informed if the project is not eligible for an ANPC grant or if the application form is incomplete. Proponents of incomplete applications will be asked if they wish to update and resubmit their application. If the Proponent does not respond by March 7, the application will not be evaluated in that grant year, but the application may be revised and submitted the following year.

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

10. From January 1 to March 14, three members of the Grant Committee will independently review and evaluate eligible and complete application forms and identify if clarification or further information is needed.
11. The application form will be evaluated using a points-based system – a maximum 30 points is available. Each numbered section of the application form will be awarded a score.
12. Evaluation scores and requests for clarification or further information will be compiled, the average score calculated, and the evaluators' comments reviewed by the Grant Committee.
13. There are three possible outcomes:
  - a. Applications averaging below 15.0 points are deemed not suitable for ANPC support and will be rejected by the Grant Committee. The proponent will be informed and may only submit a revised application in the following year.
  - b. Applications averaging between 15.0 and 20.0 points will be returned with comments and the proponent invited to resubmit a revised application. If a response is not received from the proponent by March 14, the application will not progress any further but the proponent may submit a revised application in the following year.
  - c. Proposals averaging over 20.0 points will be recommended to the Board for ANPC support. 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 for ANPC support.

### **The Grant Awarding Procedure**

14. The ANPC Board will decide whether to accept the recommendation of the Grant Committee by March 31.
15. Proponents will be notified of the ANPC Board's decision by April 15.
16. 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 are not limited to:
  - Use of the ANPC logo or acknowledgement of the ANPC;
  - Preparation of a project summary for ANPC publications and communications on the outcome of the project following receipt of the grant; and



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- Release of images pertaining to the funded project for use in ANPC publications and on the ANPC website.
17. Successful proponents may not submit an application for the same project in a following year.