

Watershed Stewardship Grant Program – Fall 2006 Grant Application Form

Important Dates to Remember:

- The **Early Application Submission Deadline** is **4:30 p.m. Monday October 2, 2006**. If you would like your application form to undergo a quick overview by the grant administrator, with an opportunity for comments and clarifications before the final submission deadline, submit your application on or before this date.
- **Final Application Submission Deadline** is **4:30 p.m. Monday October 16, 2006**
- Successful applicants will be notified by **November 30, 2006**
- Successful grant recipients must submit an interim progress report by **April 30, 2006**
- Recipients must submit a final report on their initiative by **August 31, 2006**

Application Process:

Step 1 – Check Organization Eligibility:

Applicants must be a registered Society or other legal entity. For information on becoming a Society, please see <http://www.gov.ab.ca/gs/services/cnfb/> or access Alberta Registries automated telephone service at (780) 427-2311. If you are not a legal entity or you need assistance in becoming registered, please contact the ASN.

Applicants must also be a Watershed Stewardship Group working in Alberta. “*Watershed Stewardship Group*” is a broad term used in the *Water for Life* strategy to encompass diverse types of community partnerships that are volunteer-based and actively engaged in environmental stewardship of their local watershed. Such groups are inclusive (they may include individuals, organizations, agriculture, industry, municipalities and other forms of local government) who work together to set common goals and achieve shared outcomes.

Stewardship of watersheds in Alberta means that Albertans - including landowners, private companies, voluntary organizations, communities and individual citizens - make conscious decisions every day to act responsibly towards conserving, protecting and enhancing Alberta's water and associated fish and wildlife habitat and resources. These efforts occur within the local **watershed**, which is an area of land bounded by topographic features that drains water to a shared destination such as a lake, river or ocean.

Please note: Watershed Planning and Advisory Councils are not eligible for this grant program. We also reserve the right to determine whether multiple applications are approved from the same group, pending the availability of funding.

Step 2 – Check Project/Initiative Eligibility:

Successful grant applications will be selected on the merit of the project described. However, the application must show how the project fits with both criteria A and B as below:

A. The project must have clear and measurable outcomes that contribute to 1) increased awareness and knowledge of local watershed issues and/or 2) improved conditions of local watersheds.

B. The proposed project must also fall under at least one of the following 5 categories:

- 1) **Awareness and Knowledge** – activities that increase the awareness and understanding of local watershed issues. This might include: logistical costs to attend or host workshops, conferences, fieldtrips or demonstrations; signage/touring of demonstration site(s); development of brochures, fact sheets, and mail-out of these and other notices for events and tours; web-site development; fairs, healthy lake days, recognition and celebration events and; storm-water awareness campaigns.
- 2) **Tool-Building** – activities that lead towards the development of tools that demonstrate, test, or display watershed management options. This could include “how-to” guides, best management demonstration sites, models or displays, development of a State of the local Watershed Report, community watershed management plans or drinking water source protection plans.
- 3) **Team-Building** – activities that build membership and organizational capacity to take on team tasks. This could include facilitation and logistical support for strategic planning, “learning the science” and other workshops, and technical training.
- 4) **Biophysical and Social Monitoring** – activities that measure environmental and social indicators of watershed health. This could include community water quality monitoring programs, riparian health inventories/assessments, upland range health surveys, wetland inventories, biodiversity inventories/assessments or workshops, recreational use surveys or other community-based monitoring projects. ***Grant requests for monitoring programs should explain how monitoring will help the organization, how data will be managed, and how results will affect decision-making.***
- 5) **Community-based Action** – physical “on-the-ground” activities that make a change to the local watershed. These may include riparian plantings, improving fish habitat, lake/shoreline cleanups, invasive species removal, sediment management, wetland restoration, upland vegetation establishment projects, etc. ***Please note: It is the responsibility of the Watershed Stewardship Group undertaking such activities to contact and comply with any and all municipal, provincial and federal legislation governing such actions. For assistance, please contact the ASN.***

Step 3 – Contact the ASN:

To ensure this is an appropriate program for your organization, please call 1-877-7-ASK-ASN (1-877-727-5276) and discuss your initiative with the ASN grant administrator before completing the rest of this application. **This step must be completed in order for the application to be considered.**

Date contacted the ASN: _____

Step 4 – Complete sections A through F in the space provided:

A. Contact Information

Name of Organization: _____

Address: _____

Project Coordinator: _____

Email: _____

Daytime Phone #: _____ Fax Number: _____

Person with Signing Authority & Position*: _____

Daytime Phone #: _____ Fax Number: _____

Email: _____

**If different from above*

Names, Positions and Addresses or Emails of 2 other directors or members:

1. _____
2. _____

B. Organization Description

Include type of organization (not-for-profit, registered charity etc.), year of origin, and number of members. Briefly describe your vision, mission, goals, or future direction. **Include the Society, Charity or GST number** if applicable. *Applicants must be a registered Society or other legal entity. For information on becoming a Society or other type of organization, please see <http://www.gov.ab.ca/gs/services/cnfb/> or access Alberta Registries automated telephone service at (780) 427-2311. If you are not a registered society or if you need assistance, please contact the ASN.*

C. Project Description

C.1. Project Title and Location of Project

Project Title: _____

Location of Project: _____

C.2. Category or Categories

Please carefully read the category description on page 2 before checking one or more of the five categories of activity you are undertaking to achieve your outcome.

- 1) Awareness & Knowledge 2) Tool-Building 3) Team-Building
4) Biophysical & Social Monitoring 5) Community-based Action

C.3. Project Description

Please outline your project in no more than 50 words

C.4. Timeline & Deliverables

Please indicate what you propose to do as a list of major steps to complete the project. For each numbered step include: 1/ final product or output and; 2/ an expected date of completion (or the period of months within which the particular activity will occur within the timeframe of this grant program).

D. Outcomes

D.1 Please state briefly why your organization wants to carry out this project (what need does it fill) and what are the final project outcomes you expect to achieve?

Do these outcomes contribute to increased awareness and knowledge of local issues, improved conditions of local watersheds, or to your group's capability to undertake future activities to achieve your mission, key goals or future direction?

EXAMPLE ONLY

CONTACT THE

ASN FOR AN

D.2 The three goals of the *Water for Life*¹ strategy are: safe, secure drinking water supply; healthy aquatic ecosystems; and reliable, quality water supplies for a sustainable economy. How does this initiative directly or indirectly contribute to at least one of these goals on a local scale and/or on a larger watershed scale?

ELECTRONIC

APPLICATION

D.3. How will you measure if your outcomes have been achieved?
Please provide your answers in numbered point form.

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E. Project Financial Information

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|--|------------------------------------|------------------------------|
| Expected in-kind contributions from all sources: i.e. volunteer (e.g. \$20/hr), technical (e.g. \$30/hr), or equipment time (\$40/hr), materials and supplies, professional services, capital assets, and other donations provided to the project. | Amount (\$) | |
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| | | |
| Total In-kind Contributions | | |
| Expected income from all sources: e.g. all grants or other sources of cash income. | Amount Committed (\$) | Amount Solicited (\$) |
| ASN Grant amount requested (max. \$5,000.00) | | |
| Other grants/ income sources: | | |
| | | |
| | | |
| Total Expected Income | | |
| Expected Expenses: e.g. all materials and supplies, equipment, salaries and wages, contract services, travel, honorariums, capital assets. | Total Project Expenses (\$) | |
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| | | |
| Total Expected Expenses | | |
| Total 'Expected Income' less 'Total Expected Expenses' | | |

Note: The financial information section on the previous page must be completed but you may also include an attachment with a further breakdown of your budget if there is insufficient space here.

F. Promotion of Grant Recipients

- We would like to post your group name and project description on the ASN website or in other ASN printed material promoting the grant program and its recipients. Please tick this box only if you do NOT want this information publicized.

G. Attachments

- **Please include no more than 2 pages of attachments with your application form.** These can include photos (pasted in a document); maps or drawings that you feel will enhance your application. Letters of support are not required.
- Make sure you have put the name of your organization and the project title on each attachment page.
- Take into account when submitting photos that they will be printed in black and white (not colour).

Step 5 - Please submit your completed application form via mail, fax, or email to:

By Mail: Watershed Stewardship Grant Program - 2006
Alberta Stewardship Network
17503 - 45 Avenue
Edmonton, Alberta T6M 2N3

By Fax: (780) 486-9599

By E-mail: asn@landstewardship.org

If you have any questions, please call the **Grant Administrator** at:
1-877-7-ASK-ASN
(1-877-727-5276)

Selected grant recipients will be notified by **November 30, 2006** and must sign a grant agreement with the ASN. All projects must be completed by **August 31, 2007**. At this time, a final project report will be due. Applicants cannot apply for future funding if final project reports are outstanding.

Thank you for your interest in watershed stewardship and the *Watershed Stewardship Grant Program*.

¹ For copies of the *Water for Life* strategy, please contact the Alberta Environment Information Centre at 780 427-2700 toll free by first dialing 310-0000 or download an electronic copy by going online to www.waterforlife.gov.ab.ca.