

March 6, 2025

**ACA Grants in Biodiversity
Progress Report due March 31, 2025**



We are excited to hear how your ACA funded project is progressing! As such, we ask all 2024 Grants in Biodiversity recipients to submit an ACA Grants in Biodiversity Progress Report. These reports are important because:

- 1) they tell ACA that your grant funds are being used appropriately,
- 2) they help us to promote the program. We provide feedback about the grants to the Alberta Conservation Association stakeholders and your reports are helpful. Information about your project will be published in the *ACA Grants Program Project Summaries* online database (<https://www.ab-conservation.com/grants-program/summaries/>).

You will submit your Progress Report on the attached form.

Note: If you have completed your project, contact the Grant Coordinator and ask for a Final Report Submission form – do not submit a Progress Report.

The Questions

Most of the questions are self-explanatory, but here is some further information:

- Question 4: Give us your “elevator pitch”! It is recommended that you look at some of the Progress Summaries written by our 2023 recipients before completing this section. Orient your reply to a layperson audience.

Photographs and Captions

Pictures tell the public many things. We can sell our program, and yours, to our stakeholders if we can show something of your research as well as tell it. Thus, please provide one or two high quality digital images of your work (max 5). We would prefer pictures of something related to your work in the field or laboratory; something directly relevant to your research. At least one photo of you and/or assistants engaged in your research in the field or the lab is helpful. Whatever you submit, please fill the frame with the subject. **Digital photos must be saved as high resolution JPEGs (300 dpi).**

Please put a short caption for each of your photos where indicated in the form. Use only first names of people in the photo. Eg. Wayne recording observations of the left-footed squirrel.

Copyright reminder: You (or your photographer) will hold the copyright for your report and submitted photographs. However, a reminder that the application you submitted provided notice:

This material may be published in the Biodiversity Biennial Report and in Alberta Conservation Association publications and digital media, with acknowledgment to the creator.

Conserving Alberta's Wild Side

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ab-conservation.com • reportapoacher.com

The checkbox in the permissions section is your confirmation that ACA may use the submitted photos as indicated in your application form. You (or your photographer) retain copyright and will always be credited if ACA uses your photos.

Submitting Your Report

Please send an electronic copy of your report, as an email attachment (or link to a shareable folder) to tracy.stewart@ab-conservation.com. **Send pictures as separate files, not inserted into your report document.**

Please note that the summary and photographs submitted to us may be published in various ACA reports and on Alberta Conservation Association web pages. When you return your report, please indicate if you do **not** want to have your material published in this way. Unless you let us know otherwise, we will assume that you are giving us permission to use your report and photograph as mentioned above.

Acknowledging the ACA Grants in Biodiversity in your Publications

In a separate matter, it is important that we can show our stakeholders that ACA's grants are making an impact. We occasionally use journal/report indices to see if publications are emanating from our funded projects. Please take note of the following suggestions on how to acknowledge ACA's contribution in your thesis, presentations, articles, posters or other publications:

"We gratefully acknowledge the ACA Grants in Biodiversity (supported by the Alberta Conservation Association)."

or

"This research was supported by the ACA Grants in Biodiversity (supported by the Alberta Conservation Association)."

We can provide you with an ACA image logo for posters.

If you have questions about your report or acknowledging ACA, contact the ACA Grants in Biodiversity Coordinator at tracy.stewart@ab-conservation.com

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