



# Minister's Special Licence Resident Draw Grants Submission Guidelines 2025-2026

Alberta Conservation Association (ACA) administers the Minister's Special Licence Resident Draw Grants, under contract with the Government of Alberta. The Government of Alberta makes the MSL Resident Draw program possible through the donation of special licences for hunting privileges (tags) for specific species; these special licenses are only available to residents of Alberta. These species are bighorn sheep, elk, moose, mule deer, white-tailed deer, cougar, mountain goat, pronghorn, and turkey. These special licence tags are distributed through a random draw process to raise money to fund worthy conservation projects. The money raised through this process fund the MSL Resident Draw Grants program which supports conservation activities that benefit all Albertans. The Minister's Special Licence Resident Draw Grants (MSLRDG) are awarded to qualified applicants through a competitive evaluation process overseen by Alberta Conservation Association, on behalf of the Government of Alberta, and the stakeholders that support conservation in Alberta.

These Guidelines provide the eligibility criteria and application information you need to apply to the MSLRDG for a project to take place between April 1, 2025 – March 31, 2026. You are strongly encouraged to read the Guidelines in full before submitting your application.

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- Appendix 2: Cooperative Project Agreement Sample**

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## Section 1

### About the MSL Resident Draw Grants

#### *Purpose*

The MSL Resident Draw Grants funds support activities by individuals (with appropriate insurance coverage), organizations, and communities that contribute to healthy wildlife populations, and to conservation or enhancement of the habitat that wildlife populations depend on. In addition, a portion of the funds may be granted to hunter training projects and/or to projects that promote awareness and understanding of the role hunters and hunting plays in wildlife conservation.

**MSLRDG only funds projects that occur in, and relate to, Alberta.** Organizations external to Alberta may apply for funding for projects that meet this Alberta-based criteria.

## Section 2

### Eligibility

#### *Who Can Apply?*

Any legally-recognized organization (charity/society/corporation) or individual, with appropriate liability insurance and WCB coverage, can apply if they have a suitable project, with the exception of federal or provincial government staff. MSLRDG does not fund applications where the federal or provincial government employee is the principal applicant (principal applicant is considered the lead on a project) or the principal applicant is a federal or provincial ministry. Federal or provincial government employees may be part of the project but must not be responsible for the majority of the project.

Anyone engaged in the activities outlined in “Appendix 1: Grounds for Disqualification” will not be eligible to receive grant funds from MSLRDG.

Successful applicants will be expected to follow the ACA Cooperative Project Agreement, which includes the requirement to submit two reports to ACA (Appendix 2). Please check that your organization is willing to use ACA’s Cooperative Project Agreement before applying.

ACA administers multiple granting streams. **A project may only apply to one of ACA’s granting streams.** Projects already receiving funding through an ACA grant, will not normally be provided additional grant funds.

#### *Does Your Project Qualify for MSLRDG?*

##### **Grants are available for:**

- Projects that conserve, protect, and enhance wildlife populations and their habitats.
- Projects that contribute to the Funding Priorities outlined in Section 4.

- Projects that demonstrate a “self-help” attitude (i.e., partner contributions, matched funding dollars, and public involvement).
- Small and large projects. How much can be applied for? There is no maximum specified for an individual project and the total funds available for 2025 has yet to be determined. As an indicator, in 2024, the range of grants awarded was \$5,100 to \$49,850.
- Scientific research projects are allowed, but the application should be written at a layperson level.

**MSLRDG does not provide funding for:**

- Projects outside of Alberta.
- Profit-making activities.
- Overhead costs.
- Emergency funds or deficit financing.
- Travel to conferences and seminars, unless part of a larger project supported by the grant.
- General fundraising.
- Land acquisition.

## Section 3

### How and When to Apply?

Read the *Minister’s Special Licence Resident Draw Grants Submission Guidelines* carefully to determine if your project is eligible for funding prior to preparing a formal submission to ACA.

- Download the MSLRDG Application Form from the ACA website (<http://www.ab-conservation.com>)
- Complete the Application Form using Section 4 and noting the following:
  - Ensure that all sections of the application are complete, clear, and thorough. *Do not append supporting documents.*
  - There is a **maximum page limit of 8 pages** for MSLRDG applications (excluding the cover page). **Use a legible font size** (i.e., nothing smaller than Arial 10 font).
  - All applications must be submitted electronically; paper copies will not be accepted.
- Submit your completed application by e-mailing it to [grants.msl@ab-conservation.com](mailto:grants.msl@ab-conservation.com) before the deadline. **Applications will be accepted from November 1, 2024 to December 10, 2024, 4:30pm MST.**
- ENSURE YOUR APPLICATION IS ACKNOWLEDGED: upon receiving your application, ACA will email you an acknowledgement receipt within five business days. **It is your responsibility to contact the ACA Grants Coordinator if you have not received acknowledgement of receipt within 5 business days**, as the application may not have been received in good order.

Please contact Amy MacKinven by telephone toll free at 1-877-722-4323 or by email [grants.msl@ab-conservation.com](mailto:grants.msl@ab-conservation.com), if you have any questions regarding your application to the MSLRDG.

### **Important Granting Information:**

- Successful applicants will be expected to follow the ACA Cooperative Project Agreement (Appendix 2) and adhere to the reporting schedule identified in the Cooperative Project Agreement.
- The grant will be paid out in 3 equal installments. Payment are made based on the following conditions: Payment 1 upon signing of the Cooperative Agreement, payment 2 upon receipt of the interim report due September 1, and payment 3 upon approval of the final reporting due March 15 of the term year.
- *Please note the initial payment can be delayed, due to time it takes to sign and process new Cooperative Project Agreements; applicants should be aware that the first grant payments will not be made before June.*
- Project activities must occur between April 1, 2025, and March 31, 2026.
- Grants cannot be made retrospectively, that is for work started prior to the current fiscal year (i.e., before April 1, 2025).
- Your information will be used only for the purpose for which it was originally collected, and it will be disclosed only on a strict “need-to-know” basis. Be assured that we manage the information contained in your submission in manner commensurate with its sensitivity.
- Applicants are responsible for ensuring they have the proper licences and approvals required to carry out the project and have complied with all the requirements of their organization.

## Section 4

### Funding Priorities 2025-2026

#### Funding Priorities

All applicants to the MSLRDG should be mindful that this grant is fully funded by the MSL Resident Draw and supported by the hunters of Alberta. All proposals should be able to demonstrate how the proposed project will conserve, protect, and enhance wildlife populations and their habitats for all Albertans to appreciate.

To help direct potential applicants the following list of priorities has been developed. While the MSLRDG will accept applications that do not relate to these priorities, projects that address one or more of these priorities will have a higher probability of being funded than those that do not. Each of the funding priorities identified below has equal weighting.

- A. Specific habitat enhancement activities that have a demonstrated, direct, positive impact on bighorn sheep, elk, moose, mule deer, white-tailed deer, cougar, mountain goat, pronghorn, or turkey populations.
- B. Tracking/monitoring of *Mycoplasma ovipneumoniae* (*M.Ovi*) in bighorn sheep.
- C. Development of mechanisms to reduce the risk of the spread of *Mycoplasma ovipneumoniae* (*M.Ovi*) from domestic livestock to bighorn sheep (e.g., livestock surveillance programs).
- D. Tracking/monitoring of chronic wasting disease (CWD) in deer, elk, or moose.
- E. Development of mechanisms to reduce the spread of chronic wasting disease (CWD) (e.g., vaccines) in wild cervids.
- F. Identification of mortality factors associated with current or potential future population changes in bighorn sheep, elk, moose, mule deer, white-tailed deer, cougar, mountain goat, pronghorn, or turkey.
- G. Activities specifically designed to attract and train new hunters.
- H. Generating awareness of the link between conservation and hunters and the positive impact hunters have on wildlife and habitat within Alberta.

**Regardless of the order in which the above priorities are listed, for the purposes of project evaluation, all priorities are considered equally important.**

## Section 5

### Application Instructions

Most of the application form is self-explanatory, however some additional notes have been provided to help you with completing the application form. All the text boxes expand. Do NOT append supplementary information (e.g., resumés or publications). If you would like to submit photos, diagrams, or illustrations, please do so within the page limit; also, please note ACA cannot guarantee the adjudicators will be viewing the applications in colour.

#### ***Organization***

If the application is successful, ACA will issue the grant cheque or EFT payment in the name of the organization/individual. The organization/individual must have a liability insurance policy and WCB coverage to adequately protect those involved with the funded project. For example, an application received in the name of ABC Group will be issued payment in this name, unless otherwise stipulated in the application.

#### ***Link with Funding Priorities***

Be specific as to which funding priority or funding priorities (listed in previous section) your project addresses and describe the link. If your project does not address one of the funding priorities, make sure you demonstrate how your project will conserve, protect, and/or enhance wildlife populations and their habitats.

#### ***Budget Notes***

ACA expects funding requested will be spent as close to the budget as possible. However, it is within the grant recipient's discretion to move funds to different categories, as long as the overall objectives of the project are achieved.

The Budget table should cover the entire project as adjudicators need to be aware of the project's overall expenditures and co-funding. However, the Project Budget Commentary should focus on the budget lines for which the applicant is requesting funding from MSLRDG.

Contract Services: Mention in the budget commentary section who will be contracted for the services required and provide a breakdown of the payment (e.g., cost per sample, rate per hour).

Honoraria: Provide a breakdown for any honoraria (e.g., amount per volunteer).

In-kind Volunteer Contributions: To standardize in-kind contributions from volunteers to the proposed project, please use \$30/hour for unskilled labour work and \$125/hour for professional services.

Mileage: The maximum allowed mileage is based on current CRA rates.

Other: Overhead costs or unforeseen/contingency budget lines are not eligible under the MSLRDG. We consider office rental, ongoing office bills, etc. as overhead expenses.

Partner Funding: Itemize partner funding dollars and public involvement in your proposed project in the appropriate boxes; projects that have no partner or matching funding will benefit from an

explanation as to why they do not have any. In-kind contributions can be listed in the in-kind column of the budget. Make sure any revenue that is generated by the project (e.g., participant contribution to an event or course) is clearly listed in the budget (as co-funding) and in the budget notes.

### ***Intellectual Property and Data Ownership***

Unless ACA staff are directly involved in the development of intellectual property, ACA claims no ownership or rights of any kind over intellectual property developed as a result of this funding. In addition, ACA claims no ownership or rights of any kind with respect to any data collected, as a result of this funding. However, by accepting this funding, the recipient agrees that the results of the project, and the raw data collected, will be made publicly available within 24 months of the funding end date, unless otherwise agreed to in writing by ACA.

If the recipient does not make the results and the raw data publicly available within the agreed to time frame, then ownership of all raw data will revert to ACA and the recipient will supply the raw data to ACA within 30 days of request from ACA. ACA will make the raw data publicly available immediately.

## **Section 6**

### **Grant Application Assessment & Decision Process**

Funding requests are likely to far exceed funds available, which will result in some worthy projects being denied funding through the competitive funding process.

ACA's Board of Directors will appoint an Adjudication Committee comprised of up to one representative from each of the following organizations: Alberta Bowhunters Association, Alberta Fish & Game Association, Alberta Hunter Education Instructors' Association, Alberta Professional Outfitters Association, Alberta Trappers Association, Backcountry Hunters and Anglers – Alberta Chapter, Nature Alberta, Pheasants Forever – Alberta Council, Trout Unlimited Canada, Wild Sheep Foundation Alberta, Government of Alberta and one individual from an Alberta post-secondary institution. A representative of ACA will serve as the committee chair.

This Adjudication Committee will assess and rank the grant applications based on the established assessment criteria and funding priorities. Only the top ranked proposals will receive funding.

Applicants will be notified of status of their submission by March 31, 2025. Successful grant applicants will be expected to sign and follow the ACA Cooperative Project Agreement (Appendix 2).

### ***Assessment Criteria***

1. Is one or more of the priorities being addressed with this project?
2. Does the applicant demonstrate a “self-help” attitude (e.g., do they have co-funding or in-kind support, other funders)?

3. Are the deliverables clear and are they good value for the funding requested?
4. Will the proposed activities of the project support the delivery of the project objectives?
5. Does the applicant have the ability to deliver the proposal as written?
6. Is the workplan clear?
7. Is the budget reasonable to the project objective?



## Appendix 1: Grounds for Disqualification

The following are criteria that will be assessed by ACA as reasons to disqualify a group or individual from receiving grant funds:

1. Any group or individual that has made a public statement calling for the discontinuance of hunting, angling or trapping. The severity or level of this opposition will be considered through the disqualification process.
2. Any group or individual that has made a public statement calling for the discontinuance of ACA or any of our Member groups.
3. Any group or individual that has made public statements disparaging, or threatening ACA, ACA staff, ACA Member groups; or hunting, angling or trapping overall. This does not mean that a group or individual cannot make public statements pointing out issues or concern that they have with ACA, our Member groups, or hunting, angling or trapping. However false statements questioning the professionalism or integrity of ACA, staff members, Board members or Member groups, would be considered grounds for disqualification. Public statements broadly disparaging hunting, angling or trapping would also be considered grounds for disqualification. Public statements questioning particular hunting, angling or trapping activities/techniques would not be considered grounds for disqualification.
4. Any group or individual that has harassed ACA staff, whether publicly or privately, through written word or verbally.
5. Any group or individual that has, through previous grant interaction, treated ACA staff disrespectfully and/or has not met reporting requirements as stated in the grant agreements.
6. Any group or individual whose public image is such that ACA's association through funding a grant, may negatively impact ACA's public image. This may include groups or individuals that have committed or been accused of serious crimes or betrayed the public trust, or groups or individuals that are involved in controversial public advocacy as determined by ACA's board and administration at that time.

## Appendix 2

### Cooperative Project Agreement SAMPLE

# Alberta Conservation Association Minister's Special Licence Draw Grants

April 1, 2025, to March 31, 2026

## Cooperative Project Agreement

Between

**ALBERTA CONSERVATION ASSOCIATION (ACA)**

-and-

**RECIPIENT**

*<Organization name, address, and contact details>*

**Principal Applicant:** *<contact name>*

**Project Title:**

**Project Code:**

**Maximum Funding:** \$

**Effective Date:** April 1, 2025 to March 31, 2026

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ACA Project Administration Contact:

The funding recipient shall direct all questions and communications regarding this project to the Grants Coordinator.

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Alberta Conservation Association,  
Attn: **Grants Coordinator**  
#101, 9 Chippewa Road,  
Sherwood Park, AB,  
T8A 6J7

Toll Free #: 1-877-722-4323  
Email: grants.msl@ab-conservation.com

## B. FUNDING TERMS AND CONDITIONS

### Alberta Conservation Association Agrees to:

Provide a maximum contribution of \$X,XXX during the 2025 - 2026 fiscal year (April 1 to March 31) to support this project. All payments are contingent upon receipt of appropriate invoice from the Recipient. Payments will be made as per Schedule B, attached.

### The Grant Recipient Agrees to:

1. Conduct the project according to the plan specified in the project proposal submitted to ACA (Schedule A).
2. Obtain ACA's approval on any departures from the project proposal (Schedule A) that alter the potential for achieving the objectives and deliverables of the project.
3. Provide ACA with all reports specified in Section D.
4. Use these funds exclusively on direct expenses associated with this project as identified in the project proposal submitted to ACA (Schedule A).
5. Include with the final report (**due on or before March 15, 2026**) a financial accounting of all expenditures of these funds.
6. Assume responsibility for any expenditure of funds beyond those approved in Section B of this agreement.
7. The Successful Applicant shall perform all work in accordance with all applicable laws, regulations, rules, codes and ordinances of authorities having jurisdiction and will obtain any and all permits/licences and permissions required to carry out activities described in this agreement.
8. Applicants, and the institutions and organizations they represent or by which they are employed, assume complete responsibility for carrying out their project and for the results thereof.
9. By accepting a grant of funds, the applicant and the institution or organization release, and agree to indemnify, Alberta Conservation Association and its directors and officers from and against any liability, damages, cost and expenses arising from any injury or damage whatever, that may be suffered or incurred by an individual, firm, corporation or agency and which is caused or contributed to, directly or indirectly, by the operations of the applicant, his or her institution or organization or by use and application of the grant funds.

## C. BUDGET EXPENDITURES

Funds provided by ACA must be spent in accordance with the deliverables of the project. Deviations from the budget are allowed and are of the discretion of the recipient, as long as the objectives of the original project are still achieved. All supporting receipts will be required with submission of the final report.

## D. REPORTING REQUIREMENTS - refer to **Schedule C** for more detail.

The funding Recipient will provide the ACA Project Administration Contact with the following documents:

1. **One interim update on activities related to the project will be required on or before September 1, 2025.** Included in this report should be a detailed description of activities, objectives, and deliverables/achievements.

2. **A final project report is required on or before March 15, 2026.** Included in this report should be a detailed description of activities, objectives, deliverables/achievements, and an accounting of how ACA funds were expended (**See Schedule C**).

3. **Any other reports or deliverables** generated as a result of your project specified in the project proposal (**Schedule A**).

4. At the request of the ACA Contact, you may be invited to make a presentation of the project.

**Note: Future funding by ACA is contingent upon meeting all of the reporting requirements listed above. Failure to comply with these conditions may impact future funding.**

## **E. ACKNOWLEDGEMENT**

Grant recipients are expected to acknowledge the MSL Resident Draw Grants in all reports, presentations, publications, and press releases concerning the project.

## **F. ADDITIONAL SPECIFICATIONS**

**Termination.** If the Recipient declines to continue with the project once funds have been disbursed, or has breached any of its obligations pursuant to this Agreement, the Alberta Conservation Association may pursue remedies at its discretion, including giving written notice of termination of support to the Recipient, and after 10 days may demand payment of any portion of the funds that have not either been expended, or committed to be expended at that date.

**Force Majeure:** If the performance by either party (ACA or Recipient) of any of its obligations under this Agreement is delayed or prevented by circumstances beyond its reasonable control, including without limitation acts of God, war, terrorism, pandemics, epidemics, or insolvency, that party will not be in breach of this Agreement because of that delay or failure in performance.

### **Intellectual Property and Data Ownership**

Unless ACA staff are directly involved in the development of intellectual property, ACA claims no ownership or rights of any kind over intellectual property developed as a result of this funding. In addition, ACA claims no ownership or rights of any kind with respect to any data collected, as a result of this funding. However, by accepting this funding, the recipient agrees that the results of the project, and the raw data collected, will be made publicly available within 24 months of the funding end date, unless otherwise agreed to in writing by ACA.

If the recipient does not make the results and the raw data publicly available within the agreed to time frame, then ownership of all raw data will revert to ACA and the recipient will supply the raw data to ACA within 30 days of request from ACA. ACA will make the raw data publicly available immediately.

## **G. ACKNOWLEDGED BY APPLICANT AND SIGNATURES**

The Applicant and/or Project Manager acknowledge that they have read, understand, and will comply with the terms of this agreement including the attached schedules. Failure to comply with the terms of this agreement will result in the holdback of funds and may negatively impact future funding eligibility.

Applicant (Printed Name & Title)

*Must be authorized to sign on behalf of the organization.*

Signature

Date

Alberta Conservation Association

Signature

Date

## **SCHEDULE A**

### **PROPONENT'S PROJECT PROPOSAL**

The attached proposal, “” serves as a description of the Project.

## **SCHEDULE B**

### **PAYMENT SCHEDULE 2025 - 2026**

The Alberta Conservation Association will disburse the funds according to the following schedule.

**Please Note:**

**A Request for Payment or an invoice for each scheduled payment must be submitted to the Alberta Conservation Association before payment will be processed. Please ensure that the Project Code is clearly identified on each Request for Payment.**

Project Title:

Project Code:

Maximum Funding:           \$

The maximum contribution of **\$xx,xxx ( dollars)** for the 2025-2026 fiscal year will be divided into payments, as follows:

**Payment One:**

An initial contribution of **\$x,xxx** will be forwarded to you following receipt of this signed agreement by all parties and the attached Request for Payment or invoice.

**Payment Two:**

**\$x,xxx** will be paid upon receipt of an interim report and Request for Payment on or before September 1, 2025.

**Final Payment:**

The remaining \$x,xxx will be forwarded to you following the receipt of the final report and Request for Payment on or before March 15, 2026 and upon approval of all other reporting requirements by the ACA Contact.

Please refer to **Schedule C** of the Project Agreement for details on reporting requirements.

**SCHEDULE C**

**Reporting Requirements**

**Interim Update Report**

**Submission Date: September 1, 2025**

The interim report should be in the ACA template, which can be found on our website at: [www.ab-conservation.com](http://www.ab-conservation.com).

**Final Administrative Report**

**Submission Date: on or before March 15, 2026**

The final administrative report should be in the ACA template, which can be found on our website at: [www.ab-conservation.com](http://www.ab-conservation.com). Please also send scanned copies of receipts and invoices associated with expenditures of this grant with the final administrative report.

Please send electronic copies of reports where possible.

**Final Project Report**

Any other reports or deliverables generated as a result of your project specified in the project proposal (Schedule A).