

## **DETAILED FRIP PROJECT PROPOSAL GUIDELINES**

### **1. TITLE**

Provide a short, descriptive project title.

### **2. PROJECT DESCRIPTION**

#### **2.1 Type of Proposal (indicate one):**

Field Operations  
Inventory and Planning  
Applied Research  
Other

#### **2.2 General Project Description**

Provide a general overview of the project.

#### **2.3 Project Objectives**

Describe the objectives of the project. These objectives should relate to the purpose of FRIP, which is to:

- Enhance the forest resources of Alberta;
- Serve the interest of all Albertans;
- Encourage activities that are above and beyond required forest management functions;

The project objectives must not absolve members or government of their respective responsibilities for sustained yield forest management.

#### **2.4 Impacts on Forest Resources and/or Forest Management**

Indicate if there are any potential adverse impacts on other forest resources or on the environment as a whole.

#### **2.5 Company Responsibility**

Describe how the proposed work is over and above company responsibilities.

#### **2.6 Project Deliverables**

Describe the project deliverables and how they will be made available to FRIAA and to the public.

### **3. PROJECT WORKPLAN AND METHODOLOGY**

#### **3.1 Project Workplan**

Describe the project workplan and/or methodology to be used. This should include a description of the eligible activities to be employed. Adequate detail must be provided so it is clear what activities are taking place and how they will be carried out.

### 3.2 Project Location

Describe or outline where the project takes place and/or what areas of Alberta are impacted by the project.

### 3.3 Project Timelines

Outline project timelines in relation to the workplan and/or methodology.

### 3.4 Project Manager

Identify the project manager and provide a description of their qualifications and/or experience. Include their contact information.

### 3.5 Other Key Individuals

Identify any others who may be involved in the project, including a brief description and their qualifications.

### 3.6 Project Reporting Schedule

Propose a project update or progress reporting schedule. A format such as that provided below may be useful.

Milestone/ Progress Report	Milestone/Description	Reporting Period	
		Start Date	End Date
1	Milestone #1		
2	Milestone #2		
3	Milestone #3		
Final technical and financial reports	Submit final technical report outlining results and outcomes. Submit final financial report. Release holdback.		

### 3.7 Final Project Report

Provide details regarding the final report, final deliverables and the expected timing.

### 3.8 Permits/Licenses Required:

Identify any permits, licences or authorities required to carry out the work.

## 4. BUDGET

### 4.1 Fair Market Value

Indicate how fair market value will be obtained for the planned expenditures.

### 4.2 Project Cost Breakdown

Provide a detailed budget that shows what the expenditures are. Adequate detail must be provided so it is clear what spending is taking place and to what activities they apply.

### 4.3 Proposed Payment Schedule

Provide a proposed payment schedule. This should align with the project progress and reporting schedule.

Milestone/ Progress Report	MilestoneDescription	Reporting Period		Other (Non- FRIAA) Funds	FRIAA Payment	Total Funds
		Start Date	End Date			
1	Milestone #1					
2	Milestone #2					
3	Milestone #3					
Final technical and financial reports	Submit final technical report outlining results and outcomes. Submit final financial report. Release holdback.					
Total						

### 4.4 Budget/Cost Control

Identify who will be administering the budget and who is responsible for cost control. Final delivered cost will not exceed the budget.

## 5. APPENDICES

Include appendices as appropriate.