

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.