|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Submit completed Application to the Submission Portal:** [**https://friaa.ab.ca/program-submissions/**](https://friaa.ab.ca/program-submissions/)  **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | | | | | | |
| **FOREST RESOURCE IMPROVEMENT PROGRAM (FRIP)**  **Proposal Application Template** | | | | | | | | | | | | | | |
| **Applicant Information** | | | | | | | | | | | | | | |
| Applicant Name: | | |  | | | | | | | | Phone: |  | | |
| Project Contact: | | |  | | | | | | | | Email: |  | | |
| Mailing Address: | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Project Title: | | | Click to enter descriptive Project Title | | | | | | | | | | | |
| Project Type: | | | Click to select project type | | Project Sub-Type: | | | | Click to select project sub-type | | | | | |
| Term of Project: | | | (Click to select DD/MM/YYYY) **to**  (Click to select DD/MM/YYYY) | | | | | | | | | | | |
| Amount of Funding Applied for: | | | Click to enter $ | | | | Project Sponsorship from another Company? | | | Click to select option | | | | |
| **Supporting Document Checklist (check all applicable):** | |  |  | Project Sponsorship Form(s) appended? **(only required for projects with sponsorship)**  Other (describe): Click or tap here to enter text. | | | | | | | | | |  |
| **Acknowledged by Applicant** | | | | | | | | | | | | | | |
| The Applicant acknowledges having read and agrees to the terms and conditions described on the template FRIP Project Grant Agreement (27-Jun-2016) to which this Application under FRIP (the “Program”) is made subject. The Applicant acknowledges and agrees that by its submission of this Application it shall be bound by the terms of the Program, these terms and conditions, and FRIAA’s policies, procedures, protocols and guidelines. The Applicant also acknowledges and agrees that this Application may be accepted by FRIAA on further terms or conditions, which shall be binding on the Applicant once the proposed project is undertaken by the Applicant.  Insert Signature Here Click to select DD/MM/YY | | | | | | | | | | | | | | |
|  | **Applicant Signature** | | | | |  | | **Date** | | | | |  | |

# PROJECT DESCRIPTION

Provide a general overview of the project, application of results and describe the project type as identified on Page 1.

## PROJECT BACKGROUND

Describe any background information relevant to the development of this proposed project. Describe prior project phases, other FRIP-funded or company-funded projects that relate to this project. This section is intended to introduce the context of the proposed project. **For research projects, describe relevant references.**

## PROJECT OBJECTIVES

Provide a general overview of the project. Describe the objectives of the project. These objectives should outline how your project specifically relates to the purpose of FRIP, which is to:

* Enhance the forest resources of Alberta;
* Serve the interest of all Albertans;
* Support 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. **For research projects, describe research objectives.**

## PROJECT DELIVERABLES

Describe the project deliverables and how they will be made available to FRIAA, stakeholders and to the public. Any anticipated project outcomes can also be illustrated in this section. Examples of Project Deliverables may include number of hectares treated/assessed, number of education events, number of new plans, number of surveys, or other appropriate metrics.

## FOREST RESOURCE IMPROVEMENT

Describe **which** forest resource or what aspect of forest resource management the project will help to improve and **how**.

## COMPANY RESPONSIBILITY

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

**Note: Applicants must demonstrate that no FRIAA funding will be applied to activities or aspects of the proposed project that is the company’s responsibilities under legislation, regulations, tenure, policy or general practice.**

# PROJECT WORKPLAN AND METHODOLOGY

Describe the project workplan and/or methodology to be used. This should include a description of the eligible activities proposed (see Program Description for eligible activities). Adequate detail must be provided so it is clear what activities are taking place and how they will be carried out. **For research projects, describe the research methods, design and outline what has been done by the company to date in the way of a scientific review or independent peer review to assess sound experimental design and methodology.**

## PROJECT AREA

If applicable, describe the project area, site selection and any communities involved in the proposed project. Ensure the map with legend and reference points are clear and legible.

If applicable to your proposed project, use this space to insert a map of the proposed project area(s) with sufficient detail to clearly delineate the specific project area(s). Aerial imagery should be clearly visible through any graphic shading or hashing.

## PROJECT MANAGEMENT

Describe the project management measurements in place to ensure the project is completed on time and within budget. Identify the project manager and any other key individuals. Provide their contact information and a description of their qualifications and/or experience.

## STAKEHOLDER REVIEW

Describe any adverse impacts on other forest resources or users and (if applicable) describe the feedback from impacted stakeholders.

## PERMITS/LICENSES REQUIRED

Include or describe permits, licences or authorizations that are required to undertake the proposed work. If these are in-progress, describe the approval status of these documents or the process that the applicant will undertake to obtain approval prior to commencement of the project. Provincial Crown land may require a TFA and ACO approval.

# BUDGET, REPORTING AND PAYMENT SCHEDULES

## DESCRIBE PROJECT BUDGET AND FUNDING REQUEST

Describe the detailed project budget and the funding requested from FRIAA. Proposed costs for activities must contain sufficient detail (e.g. unit costs and estimated number of units) to allow for assessment of transparency, competitiveness and consistency with fair-market value. If project includes a request for a project administration fee, describe what this administration fee covers in this section. Details to be provided in Section 3.2

## DETAILED PROJECT BUDGET

\*\*The below table must be completed using the information in your Proposal. Adjust Description and Units of tasks to your specific project. Not all tasks outlined below will be relevant to your proposed project.\*\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **Project Expenses** |  |  |  |  |  |
|  | Activity #1 | x.x | hour | $ x.x | $ x.x |
|  | Site Visit | XX | each | $ x.x | $ x.x |
|  | Activity #2 | x.x | hectare | $ x.x | $ x.x |
|  | Subcontractor #1 | x.x | hectare | $ x.x | $ x.x |
|  | Subcontractor #2 | x.x | xx | $ x.x | $ x.x |
|  | Quality Control and Assurance | x.x | hour | $ x.x | $ x.x |
|  | Equipment #1 | x.x | day | $ x.x | $ x.x |
|  | Equipment #2 | x.x | day | $ x.x | $ x.x |
|  | Project Manager #1 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #1 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Administration | x.x | % | $ x.x | $ x.x |
|  |  |  |  |  |  |
| **Total Project Budget** | | | | | $ x.x |
|  |  |  |  |  |  |
| **In-kind Services** | *\*Not to be included in total project budget* |  |  |  |  |
|  | Project Manager #2 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #1 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #2 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Vehicle | x.x | kms | $ x.x | $ x.x |
|  | Quality Control and Assurance | x.x | hour | $ x.x | $ x.x |
|  |  |  |  |  |  |
| Sub-total |  |  |  |  | $ x.x |

## PROGRESS REPORTING AND PAYMENT SCHEDULE

Link your proposed progress reporting schedule to the payment schedule and completion of project milestones/deliverables. Progress Reporting should be determined based on the project timelines, deliverables and funding requests. For example, Progress Report #1 may be produced shortly after the project approval, Progress Report #2 may occur at partial project completion (50% completion) and final reporting at the project completion (Final Outcomes Report). Multi-year projects may produce annual reports, which can be tied to payments. You may require additional progress reporting intervals depending the length, scope and specifics of your proposed project. A minimum of 20% of the approved funding shall be released upon the submission of a Final Outcomes Report, if requesting otherwise, outline reasoning in this section. The submission of a financial report and supporting documentation is required to receive a grant payment. Use the table below to outline milestones and deliverables that will be provided to FRIAA.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone/**  **Progress Report** | **Milestone/Description** | **Reporting Period** | | **FRIAA Payment** |
| **Start Date** | **End Date** |
| 1 | Milestone #1 |  |  | $ funds to be released |
| 2 | Milestone #2 |  |  | $ funds to be released |
| 3 | Milestone #3 |  |  | $ funds to be released |
| Final technical and financial reports | Submit final technical report outlining results and outcomes. Submit final financial report. Release holdback. |  |  | **Minimum 20% of project total** |

## PROJECT SPONSORSHIP

If this project is being sponsored by one or more companies, as identified on Page 1 of this Application, outline the sponsorships in place. **Ensure all sponsors individually complete the Sponsor Acknowledgement Form**. If there are no sponsors for this project, indicate no sponsors in this section and do not complete the Sponsor Acknowledgement Form.

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Amount ($)** | **Authorized By** |
| Timber Company 1 | $X.XX | Authorized Signatory Name |
| Timber Company 2 | $X.XX | Authorized Signatory Name |
| Timber Company 3 | $X.XX | Authorized Signatory Name |

|  |  |  |
| --- | --- | --- |
| **Forest Resource Improvement Association of Alberta**  P.O. Box 11094, Main Post Office, Edmonton, Alberta T5J 3K4 | | |
| **SPONSOR ACKNOWLEDGMENT FORM**  **Forest Resource Improvement Program (FRIP)** | | |
| **Applicant Information** | | |
| Project Name: |  | |
| Applicant Name: |  | |
| **Acknowledgement by Sponsor** | | |
| The Sponsor acknowledges having read and agrees to the terms and conditions described on the template FRIP Project Grant Agreement (27-Jun-2016) to which this Application under FRIP (the “Program”) is made subject. The Sponsor acknowledges and agrees that by its submission of this Application it shall be bound by the terms of the Program, these terms and conditions, and FRIAA’s policies, procedures, protocols and guidelines. The Sponsor also acknowledges and agrees that this Application may be accepted by FRIAA on further terms or conditions, which shall be binding on the Sponsor once the proposed project is undertaken by the Applicant. | | |
| **Sponsor Information** | | |
| Sponsor Company Name: | |  |
| Funds to be allocated to project: | |  |
| Authorized Signatory: | |  |
| Signature: | |  |
| Date: | |  |

# ADDITIONAL INFORMATION

## APPENDICES

Provide additional information or appendices, as appropriate in relation to your proposed project.

**.**