



CANADIAN WILDLIFE FEDERATION
FÉDÉRATION CANADIENNE
DE LA FAUNE

FOUNDATION • FONDATION

FOUNDATION FUNDING PROGRAM *GUIDELINES*

Revised January, 2011

OBJECTIVES OF THE FUNDING PROGRAM

The Canadian Wildlife Foundation is a charitable organization dedicated to the belief that the renewable natural resources of Canada are economic, social, recreational, and aesthetic assets that must be restored, wisely used, and perpetuated for posterity. The Canadian Wildlife Foundation's Funding Program exists to promote the conservation of wildlife habitat and the sustainable use of wildlife resources in Canada.

ELIGIBILITY AND SELECTION CRITERIA

Applications for funding assistance will be considered from registered charitable non-profit organizations. Students submitting applications must provide the charitable registration number of the university that they are affiliated with.

To receive funding, projects must be consistent with the objectives of the Canadian Wildlife Foundation.

Funding Objectives/Priorities

The Canadian Wildlife Foundation will consider all requests for financial support. Preference will be given to the applications requesting financial contributions for projects wherein total costs are shared with other organizations aside from the Canadian Wildlife Foundation.

Funding requests received by Canadian Wildlife Foundation must fulfill 3 (three) or more of the following objectives, as applicable:

- To be demonstrably beneficial to wildlife conservation, management, education, or research.
- To achieve direct conservation benefits for a species or habitat
- To address an important threat to or fill an important gap in our knowledge of a species or habitat
- To increase public knowledge of or respect for nature
- To provide benefits to and opportunities for the promotion of CWF

DURATION

Financial assistance will be allocated for a maximum of a one-year period. Renewals for financial assistance will be considered annually on a case-by-case basis.

EVALUATION AND APPROVAL

The Canadian Wildlife Foundation Board of Trustees is responsible for evaluating all applications and making funding decisions. From time to time, an advisory committee may be asked to review and make recommendations to the Board on specific funding applications.

The Board of Trustees will consider funding applications submitted by the following deadlines:

- March 1
- September 1

APPLICATION FORMAT

The application for funding must contain the applicant's name, affiliation, charitable registration number, date of application, and the amount of money being requested. Applications must also include the following information:

- a) a brief, clear statement of the purpose of the project;
- b) a statement of anticipated benefits of the proposed project;
- c) a detailed budget;
- d) a statement of funding from other sources;
- e) a curriculum vitae from individual applicants or a statement of aims and objectives from organizations.

Note: Please submit 1 (one) copy of the funding request via mail or e-mail to the Funding Program Officer.

By mail: Cathy Hurd
Funding Program Officer
Canadian Wildlife Foundation
350 Michael Cowpland Drive
Kanata, Ontario K2M 2W1

By e-mail: cathyh@cwf-fcf.org

CONDITIONS FOR THE USE OF FUNDS

Funds awarded or loaned must not be used to pay salaries unless specified in the detailed budget. Funds may not be used to cover administration or overhead costs of the institution. The recipient of an award or loan is the ultimate spending authority and must authorize all charges. At the end of the fiscal year, the Canadian Wildlife Foundation requires a financial report for financial support given; the report should cover expenditures, funds committed, and the unspent balance. Recipients are asked to provide information on payment for services, the type and cost of equipment purchased (itemized) and any other pertinent information as specified by the Canadian Wildlife Foundation. In addition, a report on any project funded is required within six months of termination or completion of the project, summarizing the results of the project and a final budget explaining how funds were spent. In the absence of such a report, future applications will not be accepted.

ACKNOWLEDGEMENT OF SUPPORT

The Canadian Wildlife Foundation requires that an acknowledgement of assistance be designated in any publication, film, event, or property arising out of a project supported by the Canadian Wildlife Foundation. An electronic logo can be supplied.

Copies of all published material financially supported by the Canadian Wildlife Foundation must be provided to its Ottawa office to the attention of the Foundation Board of Trustees, the Executive Secretary, and the Funding Program Officer.

LIABILITY

Institutions or organizations receiving financial support from the Canadian Wildlife Foundation assume the entire responsibility for the implementation and outcome of their project. Funding recipients are responsible for securing all permits necessary to conduct their research or activity within the governing laws.

ACKNOWLEDGEMENT OF RECEIPTS AND NOTIFICATION OF DECISION

All applicants will receive an e-mail acknowledging the receipt of their application and all applicants will receive a letter of notification of decision.