



CANADIAN WILDLIFE FEDERATION
FÉDÉRATION CANADIENNE
DE LA FAUNE

FOUNDATION • FONDATION

Funding Program Guidelines Revised January 7, 2009

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 wildlife habitat and the wise 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 with which they are affiliated with.

To receive funding, projects must be consistent with the objectives of the Canadian Wildlife Foundation. For example, the Foundation will consider applications for financial support of scientific or other research, conservation action programs or environmental education programs.

Applications for projects to be conducted outside Canada and/or by non-Canadians will be considered, although projects involving Canadians that further the objectives of wildlife conservation in Canada will be given high priority.

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 at least 12 (twelve) weeks in advance of its spring and autumn meetings. Applications received within 12 (twelve) weeks of a Foundation meeting will not be considered at that meeting. Please contact the Foundation's Funding Program Officer for dates of upcoming Federation meetings.

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 copy of the latest financial statement from the applicant, if possible; and
- f) a curriculum vitae from individual applicants or a copy of the Constitution and By-laws from institutions or organizations, along with a statement of aims and objectives.

Note: Please submit 15 (fifteen) copies of the funding request to the Funding Program Officer.

Conditions for the Use of Funds

Funds awarded or loaned must not be used to pay salaries unless specified. 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. In the absence of such a report, future applications will not be accepted.

The Canadian Wildlife Foundation reserves the right to impose other conditions on the use of funds or loans.

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.

It is also expected that copies of manuscripts, scripts, or other documents will be provided to the Canadian Wildlife Foundation prior to publication and distribution to provide the Foundation with an opportunity for input. 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 of their project and for the results thereof. The Canadian Wildlife Foundation does not, by the awarding of funds, acknowledge the efficacy of the methods to be adopted in the project nor that they will be in compliance with applicable law. By associating itself with the project by means of financial or other support, the Canadian Wildlife Foundation does not warrant the validity of the results nor that the results will be beneficial.

By accepting an award of funds, the applicant and their institution or organization release, absolve, and agree to indemnify the Canadian Wildlife Foundation and its directors, trustees and officers, from and against any and all liability, damages, costs, and expenses arising from any injury or damage whatever that may be suffered or incurred by an individual, firm, corporation, or agency caused or contributed to, directly or indirectly, by the operations of the applicant, institution, or organization, or by the use and application of grant funds.

Acknowledgement of Receipts and Notification of Decision

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

Contact: Cathy Hurd
Funding Program Officer
Canadian Wildlife Foundation
350 Michael Cowpland Drive
Kanata, Ontario

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 the following objectives:

To be demonstrably beneficial to wildlife conservation, management, education, and research.

To provide a high public profile for Canadian Wildlife Foundation.

To be useful in marketing the Canadian Wildlife Foundation to its members and supporters.

To meet the requirements outlined in the Canadian Wildlife Foundation funding guidelines.