**Conditional Grants**

*Conditional Grants are used to support an Organization’s project / program (“Project”) that has been determined by Alberta Education to provide a benefit to Alberta Education’s stakeholders. Conditional Grants formalize the transfer of funds to a recipient Organization through a formal, written agreement between Alberta Education and the recipient Organization.*

**Frequently Asked Questions**

***How do I submit an Application?***

Submissions to the Research Partnerships Program Call for Proposals must be emailed to EDC.RPP@gov.ab.ca.

***I have already prepared a Proposal – may I just submit that?***

This application form is required. You must also submit your Proposal separately as described in Section E. Please ensure that your proposal addresses all of the items listed in the Research Partnerships Program 2022 Call for Proposals.

***Does submitting an Application mean my Organization will receive a Grant?***

Submitting an Application to Alberta Education does not constitute Alberta Education’s acceptance or approval of such Application. The determination whether to consider, approve and ultimately fund a Project (or a portion thereof) is at the sole discretion of Alberta Education, and Alberta Education reserves the right to reject any Applications submitted.

Applications considered for funding by Alberta Education will be subject to the Department’s internal review and approval process, and no agreement or commitment on behalf of Alberta Education exists, until such time a Conditional Grant Agreement is executed between Alberta Education and the Organization.

***How long does the application process take?***

This will depend, in part, on the nature and complexity of the Project. The time from submission deadline to approval will be approximately 10 to 12 weeks. Should your Application be deemed successful and approved for funding, additional time will be required to finalize and execute the Conditional Grant Agreement.

***Will Alberta Education ask me to change or modify my Project?***

The provision of Conditional Grant funding is at the sole discretion of Alberta Education and is contingent on the recipient Organization agreeing to and meeting certain conditions and restrictions related to the use and accountability of the funds.

Additionally, Alberta Education may ask for additional information and may work with the Organization and request / negotiate modifications to a Project where, in the opinion of Alberta Education, such modifications will enhance the outcomes and provide increased benefit to the intended stakeholders.

***Who can I contact if I have any questions?***

Questions should be submitted in writing, to the Alberta Education Contact identified in the Application.

**Administrative Notes**

***Filling out the Form***

* *Single-click* on the grey text boxes to type/insert your text.
* *Double-Click* on the grey “Yes” or “No” boxes to *check* (*mark with an x*).
* *Text boxes will expand to accommodate your responses.*

***Submitting the Application***

* Please make sure all Sections are complete and the Application is signed by the Organization’s Authorized Representative, as incomplete / unsigned Applications will not be considered.
* Submit Application to the Alberta Education Contact identified in the Application. Follow the submission process outlined in the Research Partnerships Program 2022 Call for Proposals.
* If applying for more than one Conditional Grant, a separate completed Application for each Project is required.

***Definitions***

*For the purposes of this Application:*

* “Organization” means the entity requesting conditional grant funding and responsible for the Project under any subsequent Conditional Grant Agreement.
* “Project” means the Organization’s project, program, or activities, described within the Application and Proposal, for which funds are being requested.

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| **Alberta Education Contact:**  **Attn: Grant Manager Belina Caissie**  Title: Senior Manager, Research  Division: System Excellence  Email: [Belina.Caissie@gov.ab.ca](mailto:Belina.Caissie@gov.ab.ca)  Phone: (780) 644-0681  **Note: For the Research Partnerships Program, all documents, including this Application for Conditional Grant form, must be submitted electronically.** | **\*For Alberta Education Use Only\***  Date received by Alberta Education:  Date of review/evaluation:  Evaluation Attached Yes No  Notes/Comments: |
| **SECTION A: Brief Project Description** | |
| Project Title: | Total Length of Project (in months, NOTE: maximum 30 months): |
| Brief Project Description: | Total Funding Requested (NOTE: maximum $50,000 for priorities 1 to 4, or $20,000 for priority 5): |
| Proposed Project Start Date (for funding purposes):  March 2023 | Timing of Payment(s) / Date(s) funds required:  Upon signing. |
| **SECTION B: Contact Information** | |
| Legal Name of Organization: | Name and Title of Authorized Representative: |
| Mailing Address in **Alberta**:  (include suite #, or P.O. Box - if applicable) | Email:  Phone:       Mobile: |
| **SECTION C: Description of Organization** | |
| Organization’s Legal Status:  (i.e.; Not-for-Profit, Publically Funded, etc.)    If incorporated, which Act(s) is the Organization regulated by:  Business Corporations Act  Companies Act Societies Act Other (explain) | Organization’s Board of Directors:  (if applicable or list Organization’s Authorized Representatives): |
| Description of Organization’s Primary Activities: | Organization’s Vision / Mission Statement(s):  (if applicable or indicate N/A): |
| **SECTION D: Grant Funding History** | |
| Is the Organization currently receiving any other Conditional Grant funding?  Yes No  If “Yes” from who:  Government of Alberta  Municipal Government(s)  Federal Government  Other  Describe:  (briefly list/describe the Project(s) being funded) | Has the Organization received other Conditional Grants for the same / similar Project(s) as the one proposed (in Section A) within the past 2 years?  Yes No  Describe: |
| **SECTION E: Detailed Description of Project / Grant Proposal** | |
| Provide a detailed description of your Research Project (electronically, in a separate document) that includes all the proposal requirements indicated in the Research Partnerships Program 2022 Call for Proposals. | |
| Proposal Attached: Yes No  **\*Note** – The Project Title on the Proposal must match the Project Title provided in Section A above. | |
| **SECTION F: Declaration of Organization’s Authorized Representative** | |
| |  | | --- | | I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:  Authorized Representative (print name) Organization Legal Name     * Declare that, to the best of my knowledge, the information provided within this Application and attached Proposal is complete and accurate; * Understand that any Conditional Grant funding that may be awarded subsequent to this Application is at the sole discretion of Alberta Education and will:   + Be subject to certain conditions and/or restrictions relating to the release and use of funds, including but not limited to results-based and financial accountability, reporting and monitoring;   + Be formalized through, and in accordance with, a duly executed Alberta Education Conditional Grant Agreement; * Consent, and I have obtained written consent of any individuals identified within the Application and Proposal, to the use of the information within the Application and Proposal by Alberta Education’s employees, contractors and agents for the purposes of reviewing and evaluating the Application and Proposal and administering the Conditional Grant that may arise as a result; * Understand that the information contained in this Application and any attachments hereto are subject to the *Freedom of Information and Protection of Privacy Act* (Alberta). For additional Information see: <http://www.servicealberta.ca/foip/>; * Understand that if a Conditional Grant Agreement is executed, the Organization’s name, Project description and Grant amount will be published on the Government of Alberta’s Grant Payments Disclosure Site. For additional Information see:   <http://alberta.ca/grant-payment-disclosure.cfm>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Authorized Representative Date | | |