

OSPF Conservation Grant Application

Purpose

To advance the conservation and preservation of orchids in every aspect, and advance the study of orchids in ways that support their conservation and preservation.

Eligibility

Applications are encouraged from individuals and groups who are doing work that advances the conservation and preservation of orchids with a particular emphasis on supporting the endemic species of Canada. Personnel associated with accredited institutions, such as colleges or universities, are eligible to apply, but such affiliation is not required. Support is available to applicants from around the world and is not restricted to individuals or institutions within Canada. Graduate students with conservation projects and/or interests are encouraged to apply. Travel expenses and salaries may be supported on a case-by-case basis. Membership in the OSPF is not required.

Amounts Awarded

Grants vary in amount, depending upon the needs and nature of the project.

- funds will be issued in Canadian dollars
- the average award is \$CDN 2,000 per year but applications for grants exceeding this amount will be considered with a ceiling of \$CDN 10,000
- institutional overhead/indirect costs are not permitted

Matching Funds

Efforts to secure additional funds from other sources are encouraged. If you are currently receiving, have applied for, and/or have secured a grant for this specific project from another entity, please list that organization's name and the amount of support being provided or requested.

Grant Duration

The duration of each grant depends upon the particular project. Funds for multi-year grants are paid in annual installments. The maximum duration of support awarded at any one time is 3 years.

Reporting

Recipients must submit an article describing their work to be posted on the OSPF Website. It may either be a popular article suitable for a general audience or a scholarly article.

At the discretion of the OSPF Conservation Committee, project progress reports may be requested. The award letter will outline the required reporting expectations including any photographic requirements

Application Cycle

Application Period - Applications are considered once each year

Deadline for Submission	Applicants Notified By	Initial Grant Monies Dispersed	Interim or Final Report Due	Continuance Grant Dispersed
October 1	December 1	January 1	November 15 following the award year	January 15

If you have any questions, please contact the OSPF Conservation Committee. Completed grant applications with all related and requested materials should be submitted by e-mail as Word or pdf files to the Conservation Committee, ospf@orchidspspecies.ca

Application Form

Project Title		OSPF Ref	
Name			
Address	Street		E-mail
	City		Phone
	Province/State		Cell
	Country		Web Page
	Postal Code		

Additional Funding Source(s)

If you have applied, and/or have secured a grant for this specific project from another entity, please list the organization's name and the amount of support being provided or requested.

Organization	Contact	E-mail or Phone	Amount \$

Supporting Institution.

[If applicable]: if project is being done under the auspices of an accredited institution of higher education, please include a supporting Letter of Approval on institution letterhead.

Institution	Contact	E-mail or Phone

Applicant Credentials

Applicant(s) must include a resumé or listing of relevant project achievements

Please include in your resumé or CV a summary of previous work (generally 1 page will suffice). Include dates of completion, highlights of accomplishments that demonstrate interest and capability in relation to the proposed project.

Please include 1-3 letter(s) of recommendation from mentors, community partners, etc.

Any other materials you think will support your application.

Example of Budget Sheet for Project Application

	Year 1			Year 2			Year 3			
	Total Project \$CDN	OSPF Grant Request \$CDN	Total Other Funds \$CDN	Total Project \$CDN	OSPF Grant Request \$CDN	Total Other Funds \$CDN	Total Project \$CDN	OSPF Grant Request \$CDN	Total Other Funds \$CDN	Total
Salaries and Wages <ul style="list-style-type: none"> list all salaries separately by individual 										
Nonexpendable Equipment <ul style="list-style-type: none"> list items separately; include detail, justification 										
Supplies and Materials <ul style="list-style-type: none"> list items separately 										
Travel <ul style="list-style-type: none"> include detail, justification, accommodation and food 										
Other Direct Costs include detail, justification										
Indirect costs										
TOTAL										