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

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@orchidspsecies.ca

Application Form

Project Ti	tle	OSPF Ref		
Name				
Address	Street	E-ma	ail	
	City	Phor	ne	
	Province/State	Cell		
	Country	Web	Page 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.

Project Description

Description of the project and goals. The bulleted items are provided as guidelines only for the items to be covered

- Synopsis of the purpose of the Project (500 words max)
- What will be the benefits of this project? Why is this project important?
- What are the risks to achieving the project outcomes?
- Permission/permit plan

Project Details (2000 words max)	

Project Design

Description of the approach to be undertaken. The bulleted items are provided as guidelines only for the items to be covered

- Methods to be used to collect and analyze information
- Use and role of external groups
- List of past research efforts
- List of relevant citations

Project design (2000 words max)
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Measuring Success

Description of how the project outcomes can be measured. The bulleted items are provided as guidelines only for the items to be covered

- How will the success of your project be evaluated
- Can you measure success during timeline of the grant
- Can you measure success after the timeline of the grant
- Did you achieve our goals

Measuring Success (2000 words max)

Plan for dissemination of results (500 words)
Anticipated duration of project and key milestones
Names of Project Personal and their role

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 • list all salaries separately by individual		φοριτ	φοριτ		φουι	γοσιτ		φουι	y con	
Nonexpendable Equipment Ilst items separately; include detail, justification										
Supplies and Materials • list items separately										
Travel • include detail, justification, accommodation and food										
Other Direct Costs include detail, justification										
Indirect costs TOTAL										