



American Friends of Canadian Conservation

Cash Grantee Application

Updated October 2023

GRANTEE APPLICATION CHECKLIST

Thank you for your interest in becoming a Grantee of American Friends of Canadian Conservation (AFCC) so that we can work together to increase funding and land conservation in your part of Canada.

For more information on AFCC, please visit <https://conservecanada.org> or contact Caitlin Strasser, Administrative and Finance Associate, at (360) 378-7305, caitlin.strasser@conservecanada.org.

We recognize that becoming an AFCC Grantee is an exacting process. This level of evaluation is necessary to comply with US Internal Revenue Service (IRS) requirements. AF's ability to accept tax deductible gifts from US taxpayers is the key to its role in Canadian conservation. So it is imperative that we follow IRS guidelines. In addition, our careful evaluation of potential partners allows AFCC to assure donors that grantees are qualified, well-run Canadian conservation entities.

To apply to become a Grantee

Please complete the following forms and send them either electronically or in paper form, together with any required documents:

All Grantee Applicants:

Completed Application plus:

- ☐ Organization's registration, incorporation and other governance documents,
- ☐ Organization's bylaws
- ☐ Documentation verifying charitable status in Canada
- ☐ Board Resolution adopting the Canadian Land Trust Standards & Practices (if applicable)
- ☐ Organizational budget and financial statement
- ☐ List of Board of Directors, Senior Advisors and Staff
- ☐ Signed Grant Agreement
- ☐ Grantee Initiation Fee *

General Support Program Only (for cash grants): \$350 USD

Conservation Land Program Only (for land/easement grants)-\$500 USD

Grantee for both programs: \$800 USD

Please send your completed application to:

American Friends of Canadian Conservation
336 36th St., #717

Bellingham, Washington 98225 USA

Or send digital documents to caitlin.strasser@conservecanada.org

For questions or assistance please contact Caitlin Strasser, Administrative and Finance Associate, at (360) 378-7305, caitlin.strasser@conservecanada.org

* There is a modest annual renewal fee of \$150 USD to maintain your organization's cash grantee status with AFCC.

CASH GRANTEE APPLICATION FORM

Please answer the following questions so that we may determine whether your organization meets the grantee selection criteria. In order to achieve our mission and goals, and maintain our favorable tax status in both the U.S. and Canada, American Friends of Canadian Conservation uses these metrics to evaluate applications for Grantee status.

Your answers will not automatically qualify or disqualify your organization.

Name of
Organization:

Type of Grantee?
(Cash)

Mailing Address:

Telephone:

Fax:

Email:

Contact:

Title:

Please give a brief description of your organization and its current activities (100 words maximum please):

1. Is the purpose of the organization conservation and protection of land, or is this one of the primary activities of your organization?

☐ Yes ☐ No

2. Is your organization a government or quasi-government entity?

☐ Yes ☐ No

3. Is your organization operated exclusively for charitable purposes?

☐ Yes ☐ No

If yes, please provide a copy of documentation verifying charitable or other status (e.g. non-profit).

4. Has your organization adopted the Canadian Land Trust Standards and Practices ?

☐ Yes ☐ No

If yes, please provide a copy of Board resolution adopting the Standards and Practices

5. Is your organization organized as a corporation?

☐ Yes ☐ No

If yes, please provide a copy of your organization's registration documents, incorporation papers or other governance and tax exemption documents.

If no, what is the form of your organization?

6. Does your organization carry out lobbying activities, or attempt to influence legislation?

☐ Yes ☐ No

If yes, briefly describe these activities and estimate the proportion of time/budget allocated to such activities:

7. Does your organization attempt to influence the outcome of political campaigns by candidates for public office?

☐ Yes ☐ No

If yes, briefly describe these activities and estimate the proportion of time/budget allocated to such activities:

8. Is your organization required by law to apply its profits (revenues in excess of expenses) to the furtherance of its stated purposes?

☐ Yes ☐ No

9. Does any part of the assets of your organization, now or planned for the future, inure to the benefit of private individuals, other than in the form of services that your organization is authorized to provide and is fairly compensated for?

☐ Yes ☐ No

If yes, please explain:

10. Does your organization make any payments to any of its officers or members of its Board of Directors or other governing body, other than reasonable compensation for services to the organization, including reimbursement for expenses?

☐ Yes ☐ No

If yes, please explain:

11. Upon dissolution, must your organization's assets be distributed for charitable and conservation purposes?

☐ Yes ☐ No

12. Is your organization controlled by or operated in connection with any other organization?

☐ Yes ☐ No

If yes, please list the names of such organizations and the nature of such control or connection:

13. What is the estimated annual amount of cash or cash equivalent (i.e. donations of stock etc.) you expect to be donated to the AFCC on an annual basis from donors who are interested in supporting your activities? _____.

14. Please provide a list of the use(s) to which any funds received will be put (e.g., support of land conservation activities conducted in Canada)

15. Please provide an organizational budget and financial statement (balance sheet and income/expense statements).

16. Please provide a list of Board of Directors, Senior Advisors and Senior Staff

The undersigned officer or authorized representative of the organization affirms that the foregoing statements are complete and accurate:

Organization Name

Name of Officer or Representative

Title

Signature of Officer or Representative

Date

OFFICIAL SEAL OR STAMP:



Grant Agreement

If your organization is approved as a Cash Grantee of American Friends of Canadian Conservation (AFCC), all grants will be subject to certain conditions. Please review the conditions outlined below and indicate that your organization agrees to the following terms and conditions by signing and returning this form with your application.

1. Grants must be used exclusively for land conservation activities conducted within Canada.
2. Any portion of a Grant not used for the stated purpose must be repaid to AFCC.
3. Your organization agrees to submit an annual report to AFCC describing the use of the funds and activities undertaken as a result grants made in the prior year.
4. Your organization agrees that it shall not use any portion of a Grant to make grants to individuals, nor for any non-charitable or non-educational purpose. It shall not use funds to participate in or intervene in (including the publishing or distribution of statements) any campaign on behalf of (or in opposition to) any candidate for public office; or fund any specific voter registration drive that that favors a particular political candidate or slate of candidates. It shall not knowingly permit any portion of a Grant to be used to promote or support violence or terrorism.
5. Your organization agrees to notify AFCC immediately, in writing, of any change in its charitable status, its executive staff or key staff, or any other major changes in its program. If a fiscal sponsorship is involved, your organization will promptly notify AF of any changes in the sponsorship agreement or in the sponsor/project relationship.
6. All expenditures made for the purposes of a Grant shall appear in your organization's financial records, which will be made available to AFCC at reasonable times upon request.

Please note, accepting the above terms and conditions does not guarantee that any Grant will be awarded.

IN WITNESS WHEREOF, this Grant Agreement is signed

Organization Name

Name of Officer or Representative

Title

Signature of Officer or Representative

Date

