

FOREST RESOURCE IMPROVEMENT ASSOCIATION OF ALBERTA

FRIP FUND INITIATIVE (2011-2012)

CALL FOR PROJECT PROPOSALS

Reference Number: FRIAA-FFI-August 2011

Published: August 9, 2011

Closing: Friday October 14, 2011

The Forest Resource Improvement Association of Alberta (“FRIAA”) is inviting the submission of project proposals for the 2011-2012 FRIP Fund Initiative for forestry-related projects that enhance Alberta’s forest resources or the management of Alberta’s forest resources. The following information outlines the intent of this initiative and provides instructions to prospective applicants.

1.1 BACKGROUND

FRIAA was established in 1997 to promote and initiate projects that enhance Alberta’s forest resources. In keeping with this primary purpose, FRIAA is committed to the administration and delivery of the Forest Resource Improvement Program (“FRIP”). The purpose of FRIP is to benefit all Albertans by:

- Enhancing the forest resources of Alberta.
- Promoting the enhanced management of the forest resources of Alberta.
- Improving the sustained yield of the forest resources of Alberta.
- Promoting integrated resource management.

The type of work carried out under FRIP covers a wide range of activities related to operational field activities, inventory and planning, applied research, education and public awareness and others.

FRIAA has currently identified funds in the amount of three million dollars (\$3,000,000) that may be made available to members for projects that fall within specified FRIP objectives. These funds may be allocated to projects that are submitted under and meet the criteria established for FRIP projects and provide benefits to a broad spectrum of Albertans.

Members have identified the following as important themes that warrant consideration in the preparation of project proposals:

- Integrated land management.
- Species at risk.
- Tree improvement, growth and yield.
- Public involvement, education and awareness.

FRIAA will consider any proposal that comes within the scope of FRIP; however, proposals that are consistent with these themes will be preferred.

1.2 PROPOSAL REQUIREMENTS

Proposals must be clear and well written and must concisely describe the components of the proposed project using the requirements set out in Schedule “A” to this Call for Project Proposals.

1.3 PROPOSAL EVALUATION CRITERIA

FRIAA will establish a FRIP Fund Panel to evaluate all submitted and eligible project proposals. These proposals will be evaluated on the basis of the requirements set out in Schedule "A" to this Call for Project Proposals and the FRIP project approval criteria with the following modifications:

1. Only Members are eligible to submit project proposals.
2. Project proposals must be submitted by a Member.
3. Project proposals providing broadly based benefits to Albertans will be favoured.
4. Projects that build on investments already made by FRIAA will be favoured.
5. Project proposals that involve more than one FRIAA member will be favoured.
6. Multi-disciplinary partnerships involving a variety of interests and skills will be favoured.
7. Project proposals that leverage FRIAA funding with other sources of funding will be favoured.
8. FRIAA funding for any project shall not exceed \$500,000. Project proposals of all sizes and requesting funding levels of up to \$500,000 will be considered.
9. Any and all decisions made by the Board of Directors in respect of all project proposals, project selection and funding allocations are final and binding.

Note: Proposals are not required to address all core criteria, however positive evaluations will be directly related to the *degree* that each of the criteria is addressed. The FRIP Fund Panel will reserve the right to consider additional criteria in their evaluation.

1.4 SUBMISSION PROCESS

All project proposals must include a completed Proposal Summary - Application form and must be submitted to the attention of the FRIP Fund Panel:

- (a) enclosed in sealed envelopes or containers clearly marked as: "**FRIAA-FFI-August 2011**":

By Mail delivery to: Forest Resource Improvement Association of Alberta
Box 11094
Main Post Office
Edmonton, AB T5J 3K4

By Courier or Hand Delivery to: Forest Resource Improvement Association of Alberta
c/o MNP LLP
#201, 9426 - 51 Avenue, NW
Edmonton, AB. T6E 5A6

or

- (b) By Facsimile to: Forest Resource Improvement Association of Alberta
c/o MNP LLP
(780) 429-4026

clearly indicating "**FRIAA-FFI-August 2011**"

or

(c) By E-mail to: Forest Resource Improvement Association of Alberta
at: admin@friaa.ab.ca

clearly indicating on the subject line “**FRIAA-FFI-August 2011**” with the project proposal attached in PDF format

and received by FRIAA before 4:30 p.m. local time as observed in the City of Edmonton, Alberta on Friday October 14, 2011;

Deadline for Proposals: Only those project proposals received by FRIAA before the close of business at 4:30 p.m., local time as observed in the City of Edmonton, Alberta on Friday October 14, 2011 will be accepted for evaluation. Project proposals received any time thereafter will not be accepted for evaluation.

FRIAA is not responsible for project proposals that are not received as the result of any courier or postal delivery service or electronic transmission issues including disruptions, loss of postal service, the loss of a project proposal by any courier or postal delivery service or a delivery or electronic transmission service failure of any kind by any delivery or electronic transmission service whatsoever.

The FRIP Fund Panel will receive, evaluate and make recommendations on project proposals to the FRIAA Board of Directors. The Board of Directors will determine which of those project proposals will be conditionally approved for funding.

Only those project proposals that will result in funds being expended directly on a specific project deliverable and undertaken by the applicant will be considered.

The Board of Directors is not obligated to accept any project proposal or give reasons for the selection or rejection of any project proposal or to allocate funds under this initiative in respect of any project proposal. Any and all decisions made by the Board of Directors in respect of all project proposals, project selection and funding allocations are final and binding.

Note: that by submitting a project proposal and signed application, the Applicant accepts and agrees to be bound by all of the terms and conditions set out in this Call for Proposals, and will be responsible for all aspects of the project and will enter into an agreement with FRIAA if the project proposal is approved.

1.5 CONTACT INFORMATION

Forest Resource Improvement Association of Alberta
Box 11094
Main Post Office
Edmonton, Alberta. T5J 3K4
E-mail: admin@friaa.ab.ca
Phone: 780.429.5873
Facsimile: 780.429.4026

SCHEDULE “A”
FRIP FUND INITIATIVE PROPOSAL REQUIREMENTS

1.1 PROPOSAL OVERVIEW

- Indicate: Project title.
- Identify the applicant (FRIAA Member) and the individual that represents the applicant with respect to the proposal (name, title, relevant professional credentials, contact, phone number and address).
- Relevant background information of the applicant and any partners.
- Detailed site selection information and map of the project proposal area, if applicable.
- Description of potential application of results.
- Relevant references and reference information.
- Complete and sign the enclosed Proposal Summary Application form. **Signing the Proposal Summary Application form binds the applicant to the attached terms and conditions.**

1.2 PROPOSAL OBJECTIVES

- Description of which forest resource(s) or what aspect(s) of forest resource management the proposed project will help to improve and how the proposed project will do so.
- Information regarding project objectives and activities above and beyond the applicant’s or a forest company’s responsibilities.

1.3 REQUIRED INFORMATION

- Detailed description of the proposed project’s objectives in relation to the FRIP program objectives.
- Detailed description of methods or project design.
- Description of what has been done by the applicant to date by way of a scientific review or independent peer review to assess the soundness of project design and methodology.
- Detailed description of funding requested and overall budget (breakdown contract services, staff time, equipment rental, etc).
- Description of other funding that has been or will be applied to the proposed project including any funding previously provided by FRIAA.
- Description of work that is going to be subcontracted and estimated costs of the contracts.
- Detailed schedule of activities.
- Description of the project management, particularly a description of the measures in place to ensure the project is completed on time and within budget and who is responsible.
- The requirements for permits, licenses or other authorization to carry out the work and

what will be done to obtain the authorization.

- Description of impacts on other resources or users and (if applicable) referral to impacted stakeholders.
- Description of project deliverables.
- Description of the manner by which project deliverables will be made available for general public use.

1.4 REQUIRED SCHEDULES

- Progress reporting schedule.
- Proposed payment schedule (link to reporting schedule above).
- Work schedule/work plan.

NOTE: Project proposals must closely follow the outline of proposal requirements set out above. If specific items or sections do not apply to the proposal, an indication of “Not Applicable” is suggested within the body of the proposal under the pertinent section.