

**BPQ KELLY SUPPORT GRANT APPLICATION FORM**

Name of Individual or Organization: \_\_\_\_\_

If organization, name of contact person: \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone h. \_\_\_\_\_ w. \_\_\_\_\_ x \_\_\_\_\_ cell \_\_\_\_\_

E-mail address: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Abstract/Description:

Duration of Project: \_\_\_\_\_

Total funds needed for project: \$ \_\_\_\_\_ Amount requested from BPQ \$ \_\_\_\_\_

Desired payment schedule (i.e. lump sum, 1,2,3, payments, dates etc.)  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## **BPQ KELLY SUPPORT GRANT GUIDELINES FOR APPLICANTS**

1. Applications may be submitted at any time but the Support Grant Committee meets only twice a year, in April (deadline for submissions March 31) and October (deadline for submissions September 30).
2. Applications submitted in French should include an English abstract.
3. Individual applications should be accompanied by a CV and two letters of reference from people familiar with the work of the applicant.
4. Applications from an organization should include a description of that organizations activity (i.e. newsletters, publicity material) and its relevance to Bird Protection Quebec (BPQ)'s mission. Canadian charitable donation registration #s should also be provided where relevant.
5. Submissions may be made electronically to [alisonbentley@hudson.net](mailto:alisonbentley@hudson.net), however a hard copy with signature and original letters of reference (for individuals) must be sent before the deadlines to:

Alison Bentley, BPQ Support Grants Committee Chair, 106 Selkirk, Hudson, QC,  
J0P 1H0

6. The application form should be accompanied by a formal proposal consisting of an introduction clearly stating the purpose of the project and its expected impact, a listing of the materials required, a clear methodology of how the project will be accomplished and a realistic schedule indicating time of completion.
7. A detailed budget should be submitted including amounts to be paid as salaries or stipends, materials, travel, accommodation etc. Budget items should be listed in order of decreasing importance such that if a partial grant is awarded the Support Grants Committee can direct monies towards the highest priorities. Please attach documentation concerning other sources of funding being solicited (where applicable) clearly stating the proportion of total budget being requested from BPQ.
8. At the conclusion of the project or within one year from the granting of funds (whichever is shorter) the grantee must provide a written report documenting the results of the project and indicate how funds were allocated.

Revised January 2006