



# *ATLANTIC GEOSCIENCE SOCIETY*

## *LA SOCIÉTÉ GÉOSCIENTIFIQUE DE L'ATLANTIQUE*

### Grants and loans

**The Atlantic Geoscience Society (AGS) will consider requests for loans and/or grants for projects (products, events, etc) that can be used to help advance the goals of the society, namely: the communication of ideas and information about the Earth and earth science to both the professional geoscience community and the general public in Atlantic Canada and beyond.**

AGS does not typically consider requests that are normally under the remit of research funding bodies (e.g. NSERC) and individual universities (e.g. prizes, awards, travel funds).

All requests for loans and/or grants must adhere to the appropriate by-law (and associated appendix) of the society, reproduced below:

- By-law 44: a) Loans and/or grants requested of the Society must be in accordance with the laws regulating charitable organizations. All requests shall be in the form of a Proposal for Funding that acknowledges this by-law (44) of the Society as part of any agreement to release Society funds. Requests shall be addressed to the President who, if the request applies to funding for print or electronic publications, will forward it to the Products Committee for review under the terms outlined in the Appendix, "Duties of Officers and Standing Committees".
- b) All proposals require final approval by the Executive Council. Any Council Member who, in any capacity, is involved with a Proposal, shall not take part in the final approval process. At least five members of Council shall vote upon the final approval.
- c) Taking into account any contingencies tied to the approval, the loan or grant must be used for the purpose outlined in the Proposal and must be used within a period not exceeding eighteen months. Proposer(s) must notify the President of any change to an item included in the proposal that is not covered by approval contingencies. Upon submission of such notification, no further expenses shall be claimed against released funds until the notification has been reviewed and accepted by Council.

Appendix (Duties of the Products Committee): The Products Committee shall comprise three or more members of the Society to review every Proposal for Funding of loans and/or grants, requested of the Society that relates to the production of a physical entity or event.

A majority of the committee shall be members of Council, one of whom shall report directly to meetings of Council to inform them of all meetings, recommendations, and other business undertaken by the Products Committee.

Any member who, in any capacity, is involved with a Proposal under review, shall not take part in that review process. The review process shall ensure that the Proposals for Funding includes all relevant items. At least two members shall vote upon a recommendation of acceptance or rejection of a Proposal. The recommendation shall be forwarded to Council where a final decision is then made.

A Proposal for Funding must include a balanced budget indicating expected expenditures and income, and the names and addresses of any other funding bodies. A proposal should also include relevant items pertaining to product planning, copyright, royalties, financing, marketing, sales, distribution, and storage of material, as appropriate.

In accordance with the above, all applicants for loans and/or grants should **complete** and **sign** the following "Proposal for Funding" and submit it to the Products Committee of the Society.

**REQUEST FOR (delete as appropriate): GRANT/LOAN**

**TITLE OF PROPOSAL:**

**AMOUNT REQUESTED:**

**EXPECTED DATE OF PROJECT COMPLETION (EVENT/PRODUCT RELEASE):**

**PRINCIPAL APPLICANT:**

NAME and POSITION:

**ADDRESS (Principal Applicant):**

(Employer, Street Address, City, Province, Postal Code, Telephone Number, E-mail must be provided)

**SUMMARY OF PROPOSAL:**

Please provide, using non-scientific terminology, a brief summary of your project – 200 words max.

(This summary may be used on the AGS website if the proposal is funded).

**PRINCIPAL APPLICANT EXPERTISE (Required only for proposals requesting over \$1000):**

Please provide a brief (less than one-half page) résumé that highlights the suitability of the principal applicant as a recipient of an AGS grant/loan.

**NAMES AND ADDRESSES OF ANY CO-APPLICANTS (Required only for proposals requesting over \$1000):**

Also, include a very brief (less than one-quarter page) résumé that highlights the suitability of any co-applicant as a recipient of an AGS grant/loan.

**DETAILED PROPOSAL FOR FUNDING:**

This section should include, as appropriate, items such as: project goals, target audience, product/event planning, deliverables, product/event format, marketing, sales, distribution, storage of material, legacy [500 words maximum].

**DETAILED BUDGET (Required only for proposals requesting over \$1000):**

Please detail all expected expenditures, cost recoveries (e.g. fees, sale prices, other sponsorships, donations), in-kind contributions, and anticipated surplus (if any). Note: for any budget change resulting in variance of a line item stated in the budget that exceeds 10% of the total expenditure, such change must be communicated to the AGS immediately.

**DETAIL OF OTHER FUNDING BODIES AND IN-KIND CONTRIBUTORS (Required only for proposals requesting over \$1000):**

Please provide a list of other sources approached with regards funding or in-kind contributions to the project.

**SURPLUS/ROYALTIES/COPYRIGHTS:**

If the proposal ultimately includes material that will be copyrightable, or the funded project is expected to make a surplus, please detail how royalties or surplus will be distributed.

All AGS publications and material contained therein are copyrighted by the AGS, except where otherwise stated on the publication itself.

The AGS recognizes that all materials under its copyright should be made available for educational purposes with no or minimal costs, but that the AGS and the authors retain copyright.

**SIGNATURE:**

It is agreed that funds obtained through this application will be used for the purposes of the application and according to the conditions as stated within this application and on the Atlantic Geoscience Society website.

Principal Applicant Signature(Please also print name):

Date: