

Expeditions - How to Apply

Extending our current knowledge of Canada's geography through exploration and scientific expeditions, the RCGS has funded some major expeditions across the country. Deadlines for applications is **March 15th**.

Application Guidelines and Procedures

The RCGS Expeditions Program will consider requests for financial support and endorsements for expeditions preferably with Canadian leadership and participation. In most cases, expedition grants are restricted to projects that focus on Canadian issues and involve travel largely within Canada. Normally, an expedition grant would not be in excess of \$5,000. Items not acceptable for funding include:

- salaries and honoraria;
- professional and consulting fees;
- support for attendance at meetings or conferences;
- what usually would be termed "scientific or institutional field trips".

In approving an application for expedition funding the RCGS must be assured:

- that the funds granted are applied towards the expedition / project as proposed in the approved application(s);
- that there has been some measure of accomplishment;
- that geographic appreciation, understanding and / or knowledge of Canada has been expanded;
- that the RCGS's mandate "to make Canada better known to Canadians and to the world" has been advanced.

The RCGS therefore requires:

- your **S.I.N.** as soon as possible.
- a pre-expedition **progress report**, briefly outlining preparation and outreach.
- a final report, by December 1, written as first-person story of 1,000 - 2,000 words describing your reasons for embarking on the expedition, obstacles you encountered and observations you made along the way. Use a conversational tone and informal language, as if describing your journey to a good friend.
- At least 12 jpeg images saved at 72 dpi with a minimum 800-pixel width or height. Please include shots of expedition members in action and a brief description of each image. We also ask that you give permission, in writing, to the RCGS to publish or otherwise distribute your report, photos and supporting material in print, electronic or other media.

Though occasions may arise where a report of the expedition may lead to publicity or an article in Canadian Geographic, successful applicants should not conclude that an expedition grant carries either an obligation or a promise to publish in Canadian Geographic. Applicants wishing to pursue this option must contact the editor of Canadian Geographic directly and independently of an application for expedition funding.

Annual deadline for receipt of applications is March 15 . Applicants will be informed of the Committee's decision no later than two months following the applicable deadline.

No application form is provided. However, applications **MUST** conform to the following format:

- Applications must be typed;
- Clear legible font type and font size no smaller than 10 must be used;
- Section headings must be clearly identified in UPPER CASE;
- There must be a minimum of two lines between sections;
- Applications must provide ALL the information requested, using the headings provided below;
- In the event the expedition has resumes and / or other promotional material prepared for the expedition these can be submitted as an Appendix to the application but may NOT be submitted in lieu of the prescribed application format or any portion thereof.
- An applicant not submitting complete information as outlined above and in sections 1 – 13 below risks having the application returned without evaluation.

1. TITLE OF THE EXPEDITION.

2. FULL NAME, ADDRESS AND CITIZENSHIP OF EXPEDITION LEADER.

3. MAILING ADDRESS AND CONTACT NAME FOR THE EXPEDITION.

4. FULL NAMES, ADDRESSES AND CITIZENSHIP OF ALL EXPEDITION MEMBERS.

5. PERTINENT EDUCATIONAL AND PROFESSIONAL BACKGROUND

• To be provided for each expedition member, not in excess of one single-spaced page per person.

6. REFERENCES (3):

- Each application must have two professional references who are familiar with the expedition and can comment on the value of the proposal;
- In addition, a third reference is required to provide evidence that guarantees the expedition's overall financial viability, including financial responsibilities to cover costs should unforeseen circumstances affect the planned completion of the expedition;
- The full name, relationship to the expedition, contact telephone number(s) and signature is required for each reference;
- References cannot be participants in or have a stake in the expedition.

7. PERMITS AND LICENSES:

The application must contain a list of all permits and licences required and a signed declaration that these will be acquired prior to the start of the expedition; Please note: Failure to acquire all necessary permits, licences, etc. can lead to cancellation of expedition support and a request for a refund of monies allocated to the expedition.

8. EXPEDITION OUTLINE:

A detailed outline of the proposed expedition, not in excess of two typed single-spaced pages is required. This must include:

- a clear statement of the objective of the expedition;
- a time-frame for the project;
- an explanation as to how the expedition will expand geographic appreciation, understanding or knowledge and aid the RCGS in achieving its mandate to "make Canada better known to Canadians and to the world";
- a detailed description of an outreach program (website, articles, presentations, film, etc.).

9. SAFETY AND COMMUNICATIONS:

- An outline demonstrating the expedition's plans to ensure personnel safety and well being and describing means of emergency communication and evacuation procedures must be provided.
- This must include an indication of financial resources and / or insurance policies for search and rescue;

10. ENVIRONMENTAL MANAGEMENT PLAN:

The environmental impact is an important consideration for all expeditions! Provide the expedition's plan for coping with environmental issues, including but not limited to:

- Provision(s) for disposal of waste, human and other;
- Mitigation techniques to minimize the human footprint of the expedition;
- Techniques for minimizing impact on flora and fauna;
- Food preparation, storage, etc.;
- Use of open fires;

11. OUTREACH / COMMUNICATION:

In order to meet the RCGS mandate of "making Canada better known to Canadians and to the World" the expedition must have an outreach or communication component. Provide the expedition's plans for reaching out to Canadians and to the world beyond the expedition. Elements of this plan may include, but are not restricted to, lectures, articles, web/online information, film/video, school visits, and photographic or other exhibits.

12. FUNDING AND SUPPORT:

The following is required:

- Detailed budget information for the project: anticipated costs and anticipated funding, including:
- all funding requests made to the RCGS;
- all funding requests made to other organizations (commercial, public, private, etc.);
- whether funding has been granted or is pending;
- In addition provide:
- the name and addresses of the individual or
- the name and address of the organization to whom funding should be made payable.

13. THE APPLICATION MUST BE SIGNED AND DATED BY THE EXPEDITION LEADER.

Recognition of the RCGS and Use of RCGS Name and Logo:

Expeditions supported by the RCGS are asked to recognize the RCGS as a sponsor of the expedition. Any publications, promotional material, marketing, websites, multi-media presentations, etc. are requested to acknowledge the sponsorship as follows: *"The (Name of the Expedition) was supported (in part) by a grant from the Expedition Committee of the Royal Canadian Geographical Society"* — or wording to that effect.

RCGS logos can be made available for use by successful applicants by request. However, please be aware that the RCGS requires that consent be given prior to the printing and distribution of any material(s), including by electronic means, on which the RCGS's name and/or logo appear.

All applications should be sent to:

EXPEDITIONS PROGRAM
THE ROYAL CANADIAN GEOGRAPHICAL SOCIETY
Suite 200, 1155 Lola Street
Ottawa (Ontario)
K1K 4C1

For further assistance, or if you wish to submit electronically please contact:

Coordinator of Society Programs

Tel (613) 745-4629,
FAX (613) 744-0947