

# The Royal Canadian Geographical Society



# APPLICATION FOR GRANT

**1. SHORT TITLE OF PROJECT:**

For group proposal, please ensure that each member of your team completes this first page of the form.

**2. NAME (or name of organization and contact person):**

Mr/Ms

**3. NAME OF SCHOOL, INSTITUTE, DEPARTMENT OR OTHER AFFILIATION:**

**4. PRESENT OCCUPATION:**

**5. MAILING ADDRESS (Including Postal Code):**

**6. TELEPHONE:** Home  
Office  
FAX

**7. E-mail address:**

**8. SOCIAL INSURANCE #** Required by Revenue Canada (or **Business Number for an organization**):

**9. RELEVANT EDUCATIONAL/PROFESSIONAL AND/OR RELATED OCCUPATIONAL EXPERIENCE** (including years, employer(s), position(s); supplementary c.v. may be attached):

**10. If an undergraduate, EXPECTED YEAR OF GRADUATION AND DEGREE:**

**11. CITIZENSHIP:**

FOR USE BY SOCIETY	Received	Acknow	BF	Review	Grant
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**12. OUTLINE OF RESEARCH PROJECT:**

Summarize the main points of the Project in the space below. Attach a longer statement (not to exceed two typewritten single-spaced pages), that MUST address all of the following: project objectives and its significance and relevance to the mandate of the Society, indication of how the Society's contribution will be acknowledged, summary report on the completed project, support committed other agencies, schedule of activities including dates of commencement and completion. If the project is already underway, please indicate the proportion (%) completed at date of application.

**13. SUMMARY:**

**14. PROJECT COORDINATORS:** If two or more persons will conduct the research, please list their names and define their roles. Ensure that first page is completed for each member of your group proposal.

**15. REFERENCES:** Names, addresses, and signatures of two references.

1. Name	2. Name
Address	Address
Telephone	Telephone
Signature	Signature

Confidential letters of reference from the two referees must accompany this application. Referees are asked to address both the merits of the applicant(s) and the proposal.

**16. PERMITS AND APPROVALS:**

Attach documentation to verify that all permits, licenses, and/or Ethics Committee approvals have been obtained or confirmation that they are not required. If this documentation is not available until after funding is secured, a signed statement verifying that all such permits will be obtained prior to the commencement of the actual research must be attached.

**FINANCIAL SUMMARY: TABLE "A"**

Funding will not be provided for the following: (a) travel outside of Canada; (b) salaries or honoraria; (c) consulting fees of the principal investigator; (d) equipment capital costs. Attach a detailed justification for the above listed budget items.

	1. Requested from RCGS(\$)	2. Total requested from other sources(\$)	3. TOTAL(\$)
Subsistence			
Transportation			
Technical Services			
Equipment Rentals			
Supplies and Materials			
Other *			
<b>TOTALS</b>			

\* Specify for what the "other" funds are required.

**18. OTHER SOURCES OF FINANCIAL SUPPORT FOR THE PROJECT: TABLE "B"**

Complete Table "B" if funds are listed under column 2 in Table "A".

1. Granting Agency	2. Date Applied For	3. Amount Requested	4. Amount Granted

**APPLICANT'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Return to:**

Research and Grants Committee  
 The Royal Canadian Geographical Society  
 1155 Lola Street, Suite 200  
 Ottawa, Ontario K1K 4C1  
 Telephone: (613) 745-4629

**THE ROYAL CANADIAN GEOGRAPHICAL SOCIETY**  
**Research and Grants Committee**

## **Application for Grants**

The Royal Canadian Geographical Society has designated funds for the purpose of making grants in support of research on geographical topics and in support of projects that further the mandate of the Society “to make Canada better known to Canadians and to the world.” Proposals must identify the topic to be addressed, the methods to be used, and the nature of the finished product.

Awards are restricted to projects that are undertaken in Canada, by Canadian residents, and that address some element of the country’s geography.

Applications for a grant are considered once a year. The **DEADLINE** for submission of complete applications is **MARCH 15**. The Committee usually announces its grants 6-8 weeks after this deadline.

The Society has established the following priorities for funding:

1. Support of research undertaken by senior high school students and by undergraduate students in Canadian universities and colleges for projects that contribute to the completion of their academic programme. High school teachers are eligible for comparable field work projects that contribute to their curricula.
2. Support of outstanding research proposals submitted by independent researchers for projects where the Society’s grant constitutes the majority of the overall budget.
3. Other extraordinary proposals of modest budget that will further the aims of the Society.

Awards to graduate students and employees of universities and colleges are explicitly excluded. Undergraduate applications which involve participation in a larger research project will only be considered where it can be shown that they represent a discrete piece of work that contributes to the applicant’s academic programme.

The maximum award to any individual is \$3,000. For a group proposal (up to 3 people), the maximum is \$5,000.

The following budget items will not be supported: travel outside Canada; salaries or honoraria; professional fees; capital equipment outlays; costs of attending conferences. Support will not be given to projects whose work has been completed prior to the submitted deadlines.

Acceptance of a Society grant entails an obligation to use the funds in pursuit of the specified project. If the project cannot be carried out, the funds must be returned. Recipients are required to submit a progress report after six months and a detailed written report, illustrated where appropriate, within three months of completion of the project. The Society undertakes no obligation to publish any report. It is assumed that grant funds will normally be expended within 12 months of their award. Grants are normally non-renewable.