

THE ALPINE CLUB OF CANADA

**JEN HIGGINS
FUND**

INFORMATION PACKAGE

JEN HIGGINS FUND for Young Women

BACKGROUND

The Jen Higgins Fund was established in 1997 "to promote alpine-related outdoor pursuits for young women". Until her death that year at the age of 22, Jen set an outstanding example for young women with her unique combination of "... a love of the outdoors, competitive spirit and a healthy respect for nature's rough edges".

The Fund is permanent, with the investment income used to provide grants to groups or individuals for initiatives meeting the selection criteria. The individual or group desiring support from this fund is required to complete and submit the grant application provided.

The Alpine Club's Jen Higgins Fund Selection Committee reviews all applications. It is intended that one or more grants be provided annually from the Fund; however, if the Committee feels that no applications in any one year are worthy of support, the grant monies are re-invested in the Fund for future use.

SELECTION CRITERIA

The project should provide an opportunity for the development of young women in the outdoors, either through experience or mentorship.

Preference for funding will be given to applications that most closely fit the following criteria:

1. The Jen Higgins Fund primary applicant(s) should be a young woman or young women under 25 years of age. If the project involves a group, other group members may be of either gender or of any age. Preference may be given to all-women teams and those of Canadian residency or citizenship. Mixed gender teams and non-Canadians are also eligible for funding and should be encouraged to apply.
2. Changes to group members after funds have been granted are acceptable due to personal serious illness, personal injury or family emergency. Groups should notify the Committee in writing of any changes of trip members made after the initial proposal has been submitted. The personal profile(s) of the new member(s) must be sent to the Chair of the Jen Higgins Fund as soon as possible before the trip departs. The Jen Higgins Fund Committee may choose to re-evaluated funds or amount of funds granted.
3. Applicant(s) are current members of the Alpine Club of Canada. Length of time they have been members is not important.

4. Applicant(s) have conceived and organized the project themselves, or have key roles in the organization and development of the project. A demonstration of initiative, creativity, energy and resourcefulness is important.
5. The applicant(s) have a leadership role in the execution of the project, especially if other members of the project team are not young women.
6. The project is original, unique and innovative - not something that is commonly done.
7. The project takes place in the alpine environment.
8. The project emphasizes self-propelled (non-mechanical) wilderness travel such as hiking, climbing, skiing, etc.
9. The application must include a detailed budget with all items listed in Canadian dollars.
10. Funding is provided for projects based on the original plans and members stated in the application. The Committee chair must be informed of any changes to group members, itinerary, destination, etc. in writing as soon as possible. The Jen Higgins Fund Committee may subsequently re-evaluate the suitability for receiving funds or amount of funds granted.
11. The project has some value and interest to the community. For example, it may draw attention to an environmental concern, explore a new area, be a first ascent/traverse, recreate an historical event, involve research, or simply provide inspiration and role models for other women.
12. There is a clear, detailed communication plan for after the project. This should include speaking and writing commitments.
13. Taking courses or putting on camps are generally not considered acceptable projects.
14. Funding travel expenses and supplies is preferred, not for basic equipment that the applicants should already own.
15. The project is a realistic goal for the skills and experience of the group therefore applicant(s) must provide:
 - detailed topographical maps showing intended route, daily itinerary including distances expected to be traveled and elevation changes.
 - detailed resume for each applicant that is specifically relevant to their outdoor achievements and tripping history.

16. The project must take place in the same calendar year that the application is made.

ANNUAL PROCESS AND TIMING

The following are the steps involved in the grant application/selection process each year:

- **Notice inviting applications:** October issue of the National ACC newsletter, *The Gazette*, and other outlets as appropriate.

- **Application receipt deadline:** Applications must be received no later than January 31st at the ACC National Office, P.O. Box 8040, Canmore, Alberta T1W 2T8 Attn: Jen Higgins Fund Selection Committee

- **Review of applications by the Selection Committee:** January

- **Announcement of successful applicants:** March 15th

- **Grant(s) paid:** April onwards, based on project timing and any application approval conditions

APPLICANT AGREEMENT

As part of their application, applicants must agree to:

1. Use Fund grant monies only for the purpose(s) proposed in the application.
2. Supply receipts to substantiate the Fund grant-related expenses incurred.
3. Prepare a post-activity report (1,000 to 2,000 words) to The Alpine Club of Canada outlining:
 - the original plan for the activity
 - the activity actually undertaken
 - the extent to which the objectives stated in the original application were met
 - all related community activities that occurred (eg presentations, articles, etc)
4. Prepare articles suitable for publishing in both the *Gazette* and the *Canadian Alpine Journal* in the same calendar year.
5. Ensure that the direct or indirect benefit to the community where the applicant lives is delivered.
6. Recognize, in all related advertising, news releases, reports, publications, etc. the support provided with the following words:

"This (project)(program)(event) was made possible through a grant from the Jen Higgins Fund of The Alpine Club of Canada"