

McLeod Lake Mackenzie Community Forest



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REVISION	DATE	CHANGES	PREPARED BY:	CHECKED BY:	APPROVED BY:
Draft	May 10, 2016	Revisions as per April 14 Meeting	Jim Atkinson	Jim Atkinson	
Draft	July 12, 2016	Revisions as per July 12 Informal Meeting	Jim Atkinson	Finance Committee	
Draft	July 23, 2016	With Susan Mulkey's Suggestions	Jim Atkinson	Finance Committee	
Final	Sept 12, 2016	Revisions as per Sept. 12 Meeting	Jim Atkinson	Deb Hale	

A. Procedure for Determining the Annual Budget for Disbursement:

1. The Board makes a decision on an annual basis as to how much money to spend based on the current circumstances.
2. The Board has established a minimum annual allocation equal to 10% of the current balance in the fund (consider that the fund balance will be replenished annually from profits and earned interest). For example:

Year 1 - 2016 (current balance is \$1,000,000):

- \$100,000 to scholarship / bursary fund
- \$100,000 for disbursement to approved projects
- Balance to be invested

Year 2 - 2017 (estimated balance of \$800,000 + new profit + accrued interest):

- 10% of 2017 balance

B. Funding Eligibility Criteria:

1. Funds will be used to enhance the Community Forest tenure area by:
 - a. providing economic opportunities for local workers, businesses, contractors, and manufacturers;
 - b. supporting forestry and natural resource related research, education and training - ie. capacity building, trades training, all levels of the education system;
 - c. enhancing forest based recreation and tourism;
 - d. supporting other multiple-use activities on the community forest area; and
 - e. increasing tenure productivity through enhanced silviculture.
2. There is demonstrated community support and the project outcome will be considered a community asset. The shareholders are likely to support the project. Letters of support would strengthen a proposal.
3. Proposals are encouraged from community groups, non-profits and public sector agencies (such as museums, researchers & educational institutions) which have a solid track record in the community and will remain a stable entity in the future.
4. Partnerships between proponents are encouraged; particularly when they create opportunities to use Community Forest funds to match or leverage funds from other sources.
5. Proponents who already have an investment in the project, or have raised a portion of the funds through fund raising themselves, will be considered favourably.
6. Community projects that are ready to go are preferred.
7. Funds must be used in a timely, efficient manner.
8. The fund is intended for projects, but not for planning, administration, or ongoing operations.

9. Projects that will demonstrate the use of locally harvested or manufactured wood products are encouraged.
10. The Board will give first consideration to proposals for amounts in the range of \$10,000 to \$25,000.

C. Processes for Evaluating Requests:

1. Applications will be accepted for the dispersal of monies from the Funding Account once or twice per year.
2. Applications for funding will utilize a form which will include the request details, background, timing and costing details. Multi-year proposals will be considered but must include a corresponding multi-year budget.
3. Proposed projects are evaluated on several criteria including, but not limited to:
 - alignment with the CF's vision, mission statement and strategic objectives
 - identify a specific objective or project that is executable within a reasonable period of time,
 - technical merit,
 - high likelihood of succeeding,
 - clear and measurable outcomes,
 - ability to leverage additional funding from other sources, and
 - qualifications and past experience.
4. The MLMCF's Finance Committee will review and rank applications for funding and make formal recommendations to the board; the Board will then vote on whether to approve the full amount or a portion of the request.
5. The MLMCF does NOT fund or support core activities of government or non-government agencies or programs.
6. Where the Board determines it to be necessary, successful applicants may be required to:
 - a. enter into an agreement with the MLMCF governing the management and delivery of the project;
 - b. comply with minimum insurance requirements and provide a copy of Work Safe BC Registration, Commercial General Liability Insurance and vehicle insurance prior to finalizing an agreement;
 - c. add the MLMCF as an additional insured to the applicant's Commercial General Liability Policy in respect of covered liability arising out of Recipient's Project work; and
 - d. provide Progress Reports, Payment Schedules and a Wrap-up Report on how the funds were expended and what benefits were achieved.
7. The profit-distribution process, Requests for Proposals, Forms, and Recipients should be posted on the Company's website.
8. It is recognized that projects benefitting the Community Forest tenure are deemed to benefit communities equally.

D. Supporting Forestry and Natural Resource Related Education and Training

1. Includes formal education, trades and capacity building; all levels of the education system including university, college, and trades training.
2. The Board will establish a dedicated fund in the range of \$100,000+ which will generate interest used to fund bursaries, scholarships and/or trades training;
3. Eligible candidates must live or have lived in Mackenzie and/or McLeod Lake or be a MLIB member.
4. The Board will work with agencies such as the Mackenzie Secondary School and Post Secondary institutions such as the College of New Caledonia to set this up.

E. Other Considerations

1. The MLMCF's 5 Year Operations Plan (reviewed and updated annually) will be used to identify and fund projects such as the following examples:
 - enhanced silviculture
 - fish passage and habitat improvement
 - wildlife habitat improvement