

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	Board of Directors
Draft	July 12, 2016	Revisions as per July 12 Informal Meeting	Jim Atkinson	Finance Committee	Board of Directors
Draft	July 23, 2016	With Susan Mulkey's Suggestions	Jim Atkinson	Finance Committee	Board of Directors
Final	Sept 12, 2016	Revisions as per Sept. 12 Meeting	Jim Atkinson	Deb Hale	Board of Directors
Revised	Dec 14, 2017	Revisions as per Nov 2, 2017 Meeting	Dan Boulianne	Admin Assistant	Board of Directors
Revised	Nov 15, 2018	Revisions as per Oct 26, 2018 Meeting	Dan Boulianne	Admin Assistant	Board of Directors
Revised	Jan 8, 2019	Revisions as per Jan 7, 2019 Meeting	Dan Boulianne	Admin Assistant	Board of Directors
Revised	Nov 15 2020	Updated dates for 2021 funding cycle	Admin Assistant	Admin Assistant	Board of Directors

A. Annual Budget for Disbursement:

1. The Board has established an annual project funding target of \$100,000.
2. It is the objective of the Board to fund projects into the foreseeable future. To this end the Board has established a dedicated sum of its dividend earnings and interest sufficient to enable this funding program to become self-sustaining. On an annual basis the Board will determine the annual allocation based on the current circumstances.

B. Application Intake and Funding Cycle:

1. Applications will be accepted for the dispersal of monies via the MLMCF Project Funding Program once per year.
2. The submission **deadline for the 2021 funding cycle is Monday March 1st, 2021 at 4:00 p.m.**
3. The MLMCF's Finance Committee will review applications for eligibility and subsequently rank eligible applications and make formal recommendations to the Board.
4. The Board will then vote on whether or not to approve the full amount or a portion of the request. Despite scoring and ranking of a project by the Finance Committee, the Board reserves the right to accept or deny any application under this program.
5. Proponents will be informed of the Board's decision regarding their application by **May 1st, 2021**.
6. Spending of awarded funding monies by successful proponents must be completed by **April 30th** of the following year (e.g. successful applicants in 2021 must complete project spending by April 30th, 2022).

C. Funding Details and Eligibility Criteria:

1. Project funding will be used to enhance the Community Forest tenure area by:
 - a. providing economic opportunities for local workers, businesses, contractors, and manufacturers within the communities of McLeod Lake Indian Band or Mackenzie;
 - b. supporting forestry and natural resource related research, education and training - i.e. capacity building, trades training, at all levels of the education system;
 - c. raising overall public awareness, understanding and productive use of the Community Forest;
 - d. enhancing forest-based recreation and tourism;
 - e. supporting other multiple-use activities on the Community Forest area.
2. It is recognized that projects benefitting the Community Forest tenure are deemed to benefit communities equally.
3. Recognizing that the MLMCF already directs a significant portion of its proceeds towards the communities of McLeod Lake Indian Band and Mackenzie via shareholder dividends, the MLMCF strongly encourages projects focused on the tenure area itself that would contribute to its health and productivity. Favourable projects could for example:
 - a. improve non-timber resource inventory information/data;
 - b. contribute to the understanding and long-term maintenance of the Morfee watershed;

- c. improve wildlife habitat; or
 - d. improve tenure productivity through the installation of silviculture trials.
- 4. The MLMCF does NOT fund directly or indirectly the core activities of government or non-government agencies or programs.
- 5. The fund is intended for projects and not for administration or ongoing operations.
- 6. 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 stable entities in the future.
- 7. Successful proposals will have demonstrated community support and outcomes that will be considered community assets. Letters of support from affected shareholders and community members would strengthen proposals.
- 8. Partnerships between proponents are encouraged; particularly when they create opportunities to use Community Forest funds to match or leverage funds from other sources.
- 9. Proponents who already have an investment in the project, or have raised a portion of the funds themselves through fund raising or other activities, will be considered favourably.
- 10. Community projects that are well researched, thought out and ready to go are preferred. This includes appropriate consideration for such things as required authorizations, materials acquisition, seasonal constraints and consultation among others.
- 11. Project funds must be spent by **April 30** of the year following successful application. Proposals must outline anticipated costs and spending timelines accordingly. Note that project fund spending may extend beyond this deadline only with formal application by the proponent to the Board and subsequent written consent from the Board.
- 12. The Board will give first consideration to proposals for amounts in the range of \$10,000 to \$25,000.
- 13. Project funding applications from community groups and non-profit organizations must include a resolution or letter of support from the group's executive Directors.

D. Application Format, Content and Evaluation:

- 1. Applications for funding must be submitted using the MLMCF FUNDING APPLICATION form. Additional documents such as maps, letters of support or related 3rd party funding descriptions can be submitted as attachments to the form.
- 2. Multi-year proposals are appropriate however proponents will still be required to reapply for funding in subsequent years. Proponents should still provide adequately expanded and rationalized descriptions of their project to allow appropriate consideration for continued funding in subsequent applications.
- 3. Proposed projects are evaluated on several criteria including, but not limited to:
 - a. alignment with the CF's vision, mission statement and guiding principles;
 - b. identification of specific project objectives with clear and measurable outcomes;
 - c. projects that are readily executable within the funding cycle timeline (roughly 12 months);

- d. proximity to the Community Forest tenure area (with preference to projects occurring directly within the tenured area);
 - e. technical merit;
 - f. likelihood of succeeding;
 - g. ability to leverage additional funding from other sources; and
 - h. qualifications and experience.
4. Successful funding applicants will be required to enter into a funding agreement with the MLMCF prior to receiving funds. This agreement is intended to standardize the management and delivery of successful applicant projects. Some of the key requirements in the agreement include:
- a. volunteers signing off on “Release of Liability, Waiver of Claims and Indemnity Agreements”;
 - b. where appropriate providing proof of minimum insurance coverages acceptable to the Board – this may include Commercial General Liability Insurance, vehicle insurance and general wildfire fighting insurance prior to finalizing an agreement;
 - c. adding 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;
 - d. where appropriate providing a copy of WorkSafeBC registration;
 - e. identifying key project personnel (any substitutions during the term of the project must be approved by MLMCF);
 - f. submission of milestone or progress reports tailored to the project timeline or the Board’s scheduling;
 - g. outline of a payment schedule for the disbursement of funds to the proponent (usually tied to the milestone or progress reports above). Note that the Board will specify for each project a performance hold back amount (minimum 20% of the total project funding amount) to be paid out upon receipt of all required deliverables;
 - h. submission of a Final Project Report including descriptions and visuals of project outcomes, an evaluation of project success and challenges as well as a detailed fund expenditure summary; and
 - i. facilitation of a tour or presentation of the project for the Board following completion of the Final Project Report.

E. Other Considerations

1. The Board will endeavour to make information and documents associated with this project funding program readily available on the MLMCF website: www.mlmcf.ca Notifications and news about the program will also be made available through our shareholder’s websites: www.mlib.ca (McLeod Lake Indian Band) and www.district.mackenzie.bc.ca (District of Mackenzie).
2. Leading up to each successive intake period the Board will undertake an evaluation of the previous cycle’s projects and use the experience to make revisions to this policy and accompanying documents to ensure the entire program remains true to the objectives and that money spent is effective in realizing those objectives.