

# 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
Revised	Dec 15 2021	Updated dates for 2022 funding cycle	Admin Assistant	Admin Assistant	Board of Directors
Draft	April 29 2022	Expanded project funding criteria for 2 funding streams	Admin Assistant/GM	Board of Directors	Board of Directors
Final	June 16, 2022	Expanded project funding criteria for 2 funding streams	Admin Assistant	Board of Directors	Board of Directors
Revised	Dec 2, 2022	Updates for new logo and for 2023 funding cycle	GM	GM	GM

## A. MLMCF Project Funding Program

The MLMCF Project Funding Program consists of two funding streams:

- Tenure Enhancement Stream
- Community Benefits Stream

Except where noted otherwise the following guidelines and information apply to both streams.

## B. Annual Budget for Disbursement:

1. It is the objective of the MLMCF Board of Directors to fund projects into the foreseeable future. To this end the Board will continue to dedicate dividend earnings to earn interest sufficient to enable this funding program to become self-sustaining.
2. The MLMCF Board of Directors has established program funding target of **\$150,000** for the **2023** intake.
3. This program funding target will cover both streams with the objective of allocating half of this sum to each stream annually. In the event that intake interest is heavier to one stream the MLMCF may elect to direct more of the available funding to one stream for that year.

## C. 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 intake period for each annual funding cycle will open in November and close with a **submission deadline of March 31<sup>st</sup>**. (e.g. the 2023 funding cycle intake will begin in November 2022 and close March 31, 2023)
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 1<sup>st</sup>** annually

## D. Funding Details and Eligibility Criteria – General Considerations

1. The MLMCF does NOT fund directly or indirectly the core activities of government or non-government agencies or programs.
2. The fund is intended for projects and not for administration or ongoing operations.

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 stable entities in the future.
4. Project funding applications from community groups and non-profit organizations must include a resolution or letter of support from the group's executive Directors.
5. 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.
6. Partnerships between proponents are encouraged; particularly when they create opportunities to use Community Forest funds to match or leverage funds from other sources.
7. Substantial and demonstrable leveraging of MLMCF funds will carry significant weight in application assessments. The MLMCF wishes to fund successful and impactful projects that draw in as much available secondary financial support as possible to the communities.
8. 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.
9. As with all our funding objectives local spending for materials, labor and supplies factors significantly. Such cost projections should be as specific as possible, supported with quotes from local providers. Our expectations are that spending will remain local unless unavailable or significantly more costly than external sources.
10. Projects that are relevant, well researched, thought out, detailed and ready to go are preferred. This includes appropriate consideration for such things as required authorizations, materials acquisition, seasonal constraints and consultation among others. Including a forecast of real and measurable benefits will also score favorably.
11. Spending of awarded funding monies by successful proponents must be completed by **April 30<sup>th</sup>** of the following year (e.g. successful applicants to the 2023 funding cycle must complete project spending by April 30<sup>th</sup>, 2024). 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. Although there is no hard funding maximum the program has limited funds available and seeks to support multiple projects each year. Therefore the Board will give first consideration to proposals for amounts in the range of \$10,000 to \$25,000.

## **E. Funding Details and Eligibility Criteria – Tenure Enhancement Stream**

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 and/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 including improving non-timber resource inventory information and sustainable use;
  - d. identifying strategies to increase resiliency to climate change;
  - e. enhancing forest-based recreation and tourism;
  - f. supporting other multiple-use activities on the Community Forest area;
  - g. contributing to the understanding and long-term maintenance of the Morfee watershed;
  - h. improving wildlife habitat and biodiversity.
2. It is recognized that projects benefitting the Community Forest tenure are deemed to benefit communities equally.
  3. Eligible projects for this stream must:
    - a. Be located directly within the tenure area itself;
    - b. Be located in relevant and meaningful proximity to the tenure area (a trail project linking to trails within the tenure for example; and,or
    - c. Be directly relevant to the management, understanding, use and productivity of the tenure area. Recent funding examples of this latter criteria include facility and equipment upgrades for Mackenzie Search and Rescue to enhance services provided to users of the K2M area among others and UNBC study of spring moose diet towards informing vegetation management.

## **F. Funding Details and Eligibility Criteria – Community Benefits Stream**

1. Projects that benefit both communities of Mackenzie and McLeod Lake Indian Band will be prioritized. Worthwhile projects focused on or implemented in one community but could readily be replicated in the other to address similar needs will also be favored.
2. Projects that address demonstrable community needs currently poorly supported will carry more weight. Such needs must be clearly characterized and quantified in the application.
3. Projects that seek to establish needed programs to operate for multiple years or indefinitely into the future are encouraged, however funding of normal program operating costs or wages for an organization are not eligible for funding. That is to say operating costs including wages beyond those required to establish a new program or to complete a specific project are not eligible. Such projects should outline clear and realistic plans for self sustainability and differentiate this clearly in cost projections.
4. For-profit businesses in the communities are generally not eligible proponents for this funding stream unless they put forward projects that deliver significant benefits to both communities and/or address a clearly demonstrable need in the communities.
5. Funding requests for sports organizations generally will not be eligible, particularly those organizations that are well established and have robust membership. Potential exceptions to this would be:

- a. funding for programs that make sport/activity available to children who otherwise could not participate due to financial limitations, and
  - b. seed funding to help establish a new sport or activity group towards developing a self-sustaining membership/organization.
- 6. Proponents providing consideration to “green” components of their projects where relevant will score extra points. Avoiding single use plastics for example or measures that consider climate change in meaningful ways would be favorable.

## **G. 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 3<sup>rd</sup> 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. quality and completeness of the funding application including supporting documentation;
  - b. strength of alignment with the funding stream criteria;
  - c. identification of specific project objectives with clear and measurable outcomes;
  - d. projects that are readily executable within the funding cycle timeline (roughly 12 months) with consideration to demonstrable work completed towards securing materials, permits, approvals as well as contractors and/or volunteers;
  - e. technical merit;
  - f. likelihood of succeeding;
  - g. ability to leverage additional funding from other sources;
  - h. commitment to local spending both in purchase of materials and in hiring contractors or equipment; and
  - i. 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. where appropriate providing copies of permit approval or other authorization required of the project;
- g. submission of milestone or progress reports tailored to the project timeline or the Board's scheduling;
- h. 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;
- i. 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
- j. facilitation of a tour or presentation of the project for the Board following completion of the Final Project Report.

## **H. 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](http://www.mlmcf.ca) Notifications and news about the program will also be made available through our shareholder's websites: [www.mlib.ca](http://www.mlib.ca) (McLeod Lake Indian Band) and [www.district.mackenzie.bc.ca](http://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.