

Tumbler Ridge Community Forest Corp.



Company Policy		Department:	Management	Policy #: POL - 06	
		Revision #:	1	Page #:	1 of 3
		Implementation Date:		October 27, 2014	
Subject:	Funding Request Application	Last Reviewed/Update Date:		September 9, 2019	
Approval:	Original signed by	Author:		Duncan McKellar	

1. Purpose

To establish clear and unambiguous policies for Directors and management staff to follow regarding the process to request grants from Tumbler Ridge Community Forest Corp.

2. Scope

This policy applies to Directors and the Operations Manager for TRCF as well as the Grant interested party. This policy includes components typically or often required for directors and managers but does not provide an exhaustive, comprehensive list of procedures for all situations. The TRCF will update policies as required.

3. Prerequisites

It is the responsibility of all TRCF Directors and management staff to act in good faith in following the intent of this policy. TRCF will support Community initiatives that have a positive impact on the quality of life of the residents of Tumbler Ridge. Preference will be given to initiatives that impact a large number of residents and that demonstrate collaboration with other community groups. Available grant funds will be determined by the board in the annual company budget process. The funds set aside for grants will be surplus funds generated from operations and not from the current annual operation funding requirements or the reserve fund.

4. Conduct

The Directors and management staff shall review all grant requests with an unbiased viewpoint and focus on the merits of the application based on the criteria outlined in this policy.

5. Responsibilities

The following outlines the general requirements for this policy.

Funding Requests: The board will consider grants under the following circumstances:

- a) As a one-time grant. Usually in the form of a start-up grant.
- b) On a continual basis, however only when the initiative is considered to be representing the community broadly and on a continual basis.
- c) Grants must fall within one or more of the following categories;

Tumbler Ridge Community Forest Corp.



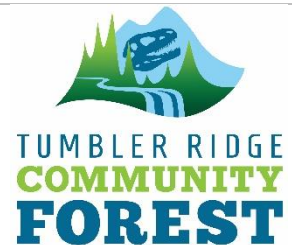
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- i. Parks and Recreation
- ii. Community Infrastructure
- iii. Club Sponsorships
- iv. Educational Bursaries
- v. Local Employment
- vi. Fire Safe Initiatives

Conditions: The following conditions apply:

- a) Grants will only be given when the Board considers the initiative to be contributing to the general interest and well-being of the citizens of the municipality.
- b) It is not the intension of TRCF grant funds to be used to facilitate “capital purchase” items. However, on a case by case basis the board may consider grant funding capital items if it can be clearly demonstrated that the capital items are required for the project and such items will not be sold for revenue to the grantee or exploited for other unintended use other than described in the grant application.
- c) **Grant intake deadline to be 4 times per year on December 1st, March 1st, June 1st, September 1st of each year.** The board (via a motion) may consider exclusive requests throughout the budget year.
- d) All grant proponents preparing a funding request must complete the TRCF Funding Request Form together with a recent financial statement and a proposed budget detailing the use of the requested funds. The Board may request additional clarification from an applicant if required. The budget must include:
 - i. Estimate of salaries
 - ii. Fees and equipment
 - iii. Supplies and a schedule for startup and completion
- e) Successful applicants must provide a final project report upon completion, including an account of expenditures. If an acceptable final report is not received, the Board may not consider grant applications from the organization or proponent in the future.
- f) The Board has the sole discretion to approve any application or not, and may decide to only fund an application in part.

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- g) Grant proponents are encouraged to approach TRCF early when planning a funding request. TRCF may request the proponent approach a grant writer to search for the funds that may be available from other sources.
- h) Applicants will be informed in writing of the decisions of the Board
- i) The Board has the authority to invite community members to assist in the review process to gain a broader view of an application.
- j) All grant recipients must publicly acknowledge TRCF for the funding support for their project or activity.
- k) All grant recipients must provide a letter to TRCF recognizing the contribution of TRCF to their project and acknowledge that the letter may be used by TRCF in support of their activities.

7. References

Funding Request Policies of Wells Grey, McBride and Wetzin'kwa Community Forest Corporations.

8. Definitions

TRCF - Tumbler Ridge Community Forest Corporation.