

Chinook Community Forest (CCF) Evaluation Criteria and Program Guidelines for Grant Application Projects

Chinook Comfor is offering Grant applications for the communities in the Lakes District area. There are 3 funding streams:

1. Sponsorships and Donations up to \$500
2. Grants under \$5000.00
3. Grants over \$5000.00 – must have 50% from other sources

Program Guidelines

The Chinook Community Forest (CCF) funding programs are designed to support special community projects and activities in the Lakes District area communities. CCF supports programs and projects that will benefit the community as a whole. The money in the fund is not intended to be used for organizations operations or capital expenditures of a regular nature.

Background of the Fund

Chinook Community Forest (CCF) was created in response to the Babine Mill explosion and negotiations with the Province of BC. The Ministry of Forest, Lands and Natural Resource Operations (MFLNRO) offered this agreement to the eight partners consisting of the Regional District of Bulkley Nechako; the Village of Burns Lake, Lake Babine Nation, Skin Tye Nation, Nee Tahi Buhn Band, Burns Lake Band, Cheslatta Carrier Nation and Wet’suwet’en First Nation. This license was to provide economic prosperity, local management over a portion of the provincial forest, greater community control and management of crown land and community interface areas to the residents in the Lakes District Timber Supply Area.

Who can apply to the Fund?

The investment area for the CCF is limited to those in the Lakes District TSA.

Chinook Community Forest Funding Guiding Principles

COMMUNITY ECONOMIC DEVELOPMENT	The Fund will invest in community economic development projects and/or programs that are supported by the community, as long as they do not subsidize the regular organization operations.
JOB CREATION	Projects should create opportunities for local workers, contractors and manufacturers
BENEFITTING FUND	The Fund is intended to create benefits through special projects and sustainable community economic development.
COOPERATIVE VENTURES	The Fund can be utilized in cooperative ventures along with other funding sources.
NO DUPLICATION	The Fund will not duplicate but may augment projects.
CLEAR AND ACCESSIBLE	CCF will have policies and programs that are accessible with clearly defined evaluation criteria.

CCF Criteria for Grants

The grant program supports non-profit organizations and non-profit sponsorship that address one or more of the following key aspects in the CCF investment area:

- **Infrastructure:** the public facilities, equipment or installations needed to support business, jobs, community stability and quality of life, including items that enhance the quality of life and develop communities' ability to attract and retain residents and businesses. Examples: lighting, water, sewer, transportation, telecommunications, recreation facilities and beautification.
- **Human development:** the skills training that enable people and organizations to increase employment and economic activity. Examples: workshops and courses.

Priority will be given to projects that:

- Fit in the context of long-term community plans.
- Lead to long-term jobs in the region.
- Have community buy-in, demonstrated by support letters and donations from local government and other organizations within the local community.
- Have benefits continuing after the funding is invested and the project complete.
- Contribute to the project itself.

Costs eligible for CCF funding

The funding stream for Sponsorships and Donations up to \$500 do not require matching funds.

The funding stream for under \$5,000 is not required to have matching funds.

The funding stream for over \$5,000 will only cover 50% of project costs. Documented matching funding must be obtained elsewhere. In-kind donations are acceptable at market rates and must be verifiable and documented by written commitments from donors.

Ineligible projects and costs

- Grants cannot be used to subsidize business or compete with private enterprise.
- Grants cannot be used to pay wages of employees doing their regular jobs.
- Grants will not be approved if funding is normally available from other sources.
- Grants cannot be used to pay GST.
- Grants cannot be used to pay for any costs incurred prior to a project's start date.

Note: Ineligible costs cannot be used to leverage CCF funds.

Grant Applications Review and Assessment Process

- Grant Applications are reviewed by the Chinook Comfor Board of Directors Donation Committee.
- The Chinook Comfor Board of Directors Donation Committee meet two (2) times per year; April and October, (unexpected reasons and extenuating circumstances for granting may occur outside of these 2 meetings), to review the status of the Grant fund and jointly review the potential project list.
- The Chinook Comfor Board of Directors consider a range of project proposals of different sizes from community groups. Note: Size of group may affect granting amount.

- Community groups wishing to apply for funding from the Chinook Comfor Fund must use Granting Application template, except for the Sponsorship or Donation requests of \$500 or less – (these requests require a letter only outlining the request and include the name, type and size of organization or group, name of the primary contact, contact information, and the amount requested followed by a brief description of what the funds are intended to be used for.)

To guide CCF's review of projects our board has developed the following evaluation criteria:

- The allocation of funds is consistent with the Chinook Community Forest Grant Donation policy.
- There is demonstrated community support and the project outcome will be considered a community asset
- Proposals will be considered from community groups, non-profits and individual non-profit sponsorship.
- Proposals that include partnerships between local organizations and their user groups will be considered.
- Proponents should have a solid track record in the community and be a stable entity going forward.
- Proponents who already have an investment in the project or have raised a portion of the funds themselves will be highly considered.
- The proposal must clearly identify what aspect of the project is intended to be supported by community forest funds.

Proposals should be submitted in writing to:

**Chinook Community Forest
Grant Application
Box 969
Burns Lake, BC
V0J 1E0**

Step 1: Prepare the proposal using the Granting Application template provided for any amount over \$500, or letter of intent for Sponsorship and Donation request of under \$500.

Step 2: Send your proposal to the Society by Canada Post. The CCF Donation Committee will review your application at the April and October meetings (unless it is for unexpected reasons and extenuating circumstances).

Once the board reaches a decision:

The CCF Donation Committee will send a letter informing applicants of the decision. If approved, the project must be completed within the 12 months of the approval date or the

offer is void. If successful the CCF Donation Committee will provide you with a contribution agreement to be signed by both parties. This will include a timetable for grant payments and progress reports, methods for publicly recognizing the **Chinook Community Forest** for the grant and methods for evaluating the project. Any organization that receives a grant from CCF can expect a site visit or a meeting to monitor and assess the project.

Deadlines:

There are 2 deadlines per year for the Grant Applications funding stream:

April 15

October 15

(unexpected reasons and extenuating circumstances for granting may occur outside of these 2 meetings)