

CHINOOK COMFOR LTD. DONATION POLICY 2018-04

PURPOSE

To provide guidance to the management of Chinook Community Forest on:

- requests for donations and sponsorship
- criteria to be used in evaluating the requests
- monetary limits to donations

DONATION COMMITTEE

The Donation Committee will consist of three Directors of the Board. The intent is to have Directors from the Board serve on the Donations Committee on a rotational basis.

The donation budget will be set annually with 50 per cent of the funds reserved for the first intake period on March 31st and 50 per cent for the second intake period on November 30th.

Decisions of the committee will be decided by a majority vote.

The donation allocation will be decided annually and approved by the Board on April 1st in the budget. Requests will be limited to \$10,000 per organization, including subsidiary organizations. The Board of Directors may increase that limit at their discretion.

The Donations Committee will refer all requests totaling over the amount of \$10,000 per organization (including suborganizations) each fiscal year to the main Board. The Board reserves the right to decline any requests, or to suggest the organization reapply in the next fiscal year. The Donations Committee has the authority to approve donations outside of intake dates.

Half of the budgeted donation funds are for the March 31st granting intake and a half for the November 30th intake second periods. The objective is to reserve granting funds to fulfill other organization or sponsorship requests that are applied for throughout the remainder of the fiscal year.

CRITERIA

The Donations Committee will consider donations to individuals or not-for-profit groups that meet the following criteria:

Local Education:

- Scholarships and bursaries for aboriginal and non-aboriginal students attending the local high school who are going to a recognized postsecondary institution in resource management or environmental science
 - Scholarships and bursaries for aboriginal and non-aboriginal students attending the local high school who are going to a trade school
- Service clubs in the Lakes Timber Supply Area
 - Outdoor recreation in the Lakes Timber Supply Area
 - Recreation facilities in the Lakes Timber Supply Area
 - Sporting teams and events in the Lakes Timber Supply Area
 - Sponsorship
 - Community Organizations

APPLICATION

Requests for Sponsorship and Donations up to \$1000 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. All requests over \$1000 must use the online application form that is on CCF's website.

Requests over \$5,000 may be approved contingent on half of the funds being secured or leveraged from other sources. A Contribution Agreement is required for donations over \$5,000.

While all applications will be considered, requests may be denied based on the merits of the proposal, funds already granted to an organization, and the financial position of CCF. Because the mandate of the Board is to consistently provide equal contributions to similar requests, funding may be provided differently than requested.