

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 \$1000 do not require matching funds.

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

The funding stream for grants 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; March 31st and Nov 30th, (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
- Half of the budgeted funds are for the first granting intake and half for the second

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

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

Or electronically via the web application, or by email to the manager of CCF.

Once the board reaches a decision:

CCF 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 the granting is over \$5,000 CCF 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.