

NACFOR DONATION POLICY

PURPOSE

This policy is to establish objective criteria for the distribution of funds from NACFOR operations to the local communities through merit-based donation processes.

GUIDELINES

Eligible Organizations

Legally established entity such as a registered charity or registered not for profit society in good standing, or an established club, group or organization.

If the applicant is an unregistered or unincorporated group, club, association or committee, they are requested to describe their organization's history in the community.

Sponsoring organizations should be aligned with the applicant's project in some way, and provide a letter of support for the project and explain how the project aligns with their organization's mandate.

If an eligible organization has a project open from a previous year (one that hasn't been reported on yet to the NACFOR board), it is recommended that the organization submit their final report for the previous project, before submitting a new project application. Organizations are permitted to apply for funding for more than one project within the calendar year.

Eligible Project Locations

Within the bounds of the Village of Nakusp, RDCK Area K and including the Summit Lake Ski Hill. Other local areas will be considered on a case-by-case basis.

Project Eligibility

Project eligibility / ineligibility will include but not be limited to:

Eligible Projects

- ✓ Forestry based initiatives
- ✓ Youth
- ✓ Economic development
- ✓ Recreation
- ✓ Arts and Culture
- ✓ Environmental programs
- ✓ Social programs

Ineligible Projects

- ✗ Projects that relieve government responsibility
- ✗ Ongoing operational costs
- ✗ Retroactive or debt retirement funding
- ✗ Adult activities of a religious or political nature

Funding Allocation Disbursement Process

The Board will authorize all donations.

The NACFOR Board of Directors (Board) will annually budget up to \$50,000 for donations. This limit will be reviewed annually as part of the budget process.

Total Donations allocated in any year will not exceed the budgeted amount. NACFOR reserves the right to award less than 100% of the annual donation budget amount and less than 100% of any donation applied for.

If by October 31 of any calendar year the total donation budget has not been allocated the Board may:

- approve a donation in excess of \$5,000 subject to the total donations for the year not exceeding the donation amount in the approved budget, or
- advertise a second intake of applications.

Information and Application

Information will be available on NACFOR's website www.nakuspcommunityforest.com.

Public notices will be placed in local newspapers and on NACFOR's social media profiles at least once per calendar year outlining the donation program.

Applications must be submitted using NACFOR Donation Application form available on the NACFOR website or from the NACFOR office.

Applications will be received throughout the calendar year. Applications received after the June meeting may not be considered until September.

One donation application per organization per project may be approved in any one calendar year.

Adjudication

Applications will be adjudicated by the Board and will consider the following criteria:

- ☐ local employment,
- ☐ potential and realized economic and social benefit to the area,
- ☐ leverage of donation for funding from other source,
- ☐ moving forward / technological advances,
- ☐ proponent's contribution to the project in terms of cash, goods and services,
- ☐ proponent's track record in the community.

Applications will be reviewed by the Board for decision within 4 weeks after the application deadline when advertised or 4 weeks after they are received, unless received in late June and July due to summer break.

Donation will be cash disbursement, in kind goods and services, or as determined by the Board if these definitions cannot be applied. The Board will determine the cash value of in kind goods and services.

The Board may establish fixed amount to be donated for specific activities (ie sports teams, organizations, etc.).

Donation Descriptions

Annual fixed donations will be finalized first. Donations will be awarded on a first come basis.

Annual Fixed Donations

- The Board will identify and establish Annual Fixed Disbursements at the time of the budget approval.

Donations \$1,000 and Under

- Applications will be received throughout the calendar year.

- Approved projects will receive the approved donation amount in full with no holdback.

Donations \$1,001 to \$5000

- Applications will be received throughout the calendar year.
- Approved projects will receive the 10% holdback of the approved Donation amount once the proponent has confirmed the project has been completed and upon receipt of completion project report.
- Applications must include a budget.

Donations > \$5000

- Applications will be received throughout the calendar year.
- Approved projects will receive the 10% holdback of the approved Donation amount once the proponent has confirmed the project has been completed and upon receipt of the completion project report.
- Applications must include a budget.
- Applications must show significant leverage of the requested NACFOR donation.

Project Completion, Extension, or Change of Scope

Projects must be completed within one year of award, unless a written extension is granted by the Board. If an organization is unable to complete the originally planned project, it can submit a written Change of Scope request to the Board for approval. Change of Scope requests, Extension requests, and Final Reporting are all done on the same form.

It is requested that in-kind donations be transacted in the calendar year that they are approved.

Annual Fixed Disbursements

Organization	Description	Maximum Donation Amount
Nakusp Secondary School	Graduate Scholarship and Bursary	\$4,000
Arrow and Slocan Lakes Community Services	Food Bank Program or program of their choosing – immediate need	\$4,000
NACFOR (Internal Admin)	Second Year Scholarship and Bursary	\$1,000

The Donation Policy takes effect on the date of signing.

Scott Baker Treasurer Scott Baker June 24, 26
 Name Position Signature Date

Pat Sudd Secretary Pat Sudd June 24, 26
 Name Position Signature Date