



NAKUSP AND AREA COMMUNITY FOREST

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 or organization.

Eligible Project Locations

Within the bounds of the Village of Nakusp, RDCK defined area K and including the Summit Lake Ski Hill.

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 and administration fees. Administration fees will not exceed \$5000.00 and any unspent administration fees will be applied to donations under/over \$1,000.00

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 facebook page 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.

One donation application per organization 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.

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. The remainder of the donation budget will then be split up to 50% for donation under \$1,000 and 50% or more for donations \geq \$1,000. The percent allocation may change with Board approval based on applications.

Annual Fixed Donations

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

Donations Under \$1,000

Applications will be received throughout the calendar year.

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

Donations will be awarded on a first come basis.

Donations \$1,000 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 of $>$ \$5,000 and \leq \$10,000 may be considered prior to Oct 31 subject to donations $>$ \$5,000 not exceeding 50% of the allocation for donations \$1,000 to \$5,000.

Applications must include a budget.

Project Completion

Projects must be completed within one year of award, unless a written extension is granted by the Board.

Timelines (Tentative Dates)

February Donation budget finalized

March Advertise for donations.

April/May Donation applications received, adjudicated and funds disbursed.

Annual Fixed Disbursements

Organization	Description	Maximum Donation Amount
Nakusp Senior Secondary School	School Bursary	\$2,000.00
Arrow and Slocan Lakes Community Services	-Food Bank Program	\$2,000.00
Rotary Club of Nakusp	Adventures in Forestry	\$300.00
NACFOR Firewood donations*	Up to 10 loads to various applicants	\$10,000.00

* applications for Firewood donations must be received prior to October 31st of any year. Unspent monies from this funding source would then be applied to Donations under/over \$1000.00

Guidelines for Youth Donation Amounts

Organization	Description	Maximum Donation Amount
Youth (19 yrs and younger) Organization with membership: 1. 1 – 10 2. 11 – 25 3. 25+	All youth sports organizations, youth groups, youth clubs.	1. \$500 2. \$750 3. \$1,000
Sports teams and Individual youth event	Individual teams for travel or events outside of Nakusp.	\$250

The *Donation Policy* takes effect on the date of signing.

<u>Kathy C. Smith</u> Name	<u>NACFOR Chair</u> Position	<u>Kathy C. Smith</u> Signature	<u>February 11/16</u> Date
<u>[Signature]</u> Name	<u>SECRETARY</u> Position	<u>[Signature]</u> Signature	<u>FEBRUARY 12/16</u> Date
<u>Tom Zelenak</u>			