



SUNSHINE COAST COMMUNITY FOREST

operated by Sechelt Community Projects Inc.

Sunshine Coast Community Forest Legacy Fund

Application Procedures and Evaluation Criteria

Background

The Sunshine Coast Community Forest Legacy Fund (the Legacy Fund) has been established by the District of Sechelt (the District) to provide funding for community projects that have the potential to offer lasting benefits to the people of the lower Sunshine Coast community.

Funding for the Legacy Fund will be from dividends paid by the Sunshine Coast Community Forest (SCCF), as determined by the SCCF Board of Directors.

Application Procedures

Community groups, non-profit groups, and public sector agencies wishing to apply for funding from the SCCF Legacy Fund should submit applications, including full details, to the "SCCF Legacy Fund Assessment Committee" c/o the SCCF office.

Applications will be reviewed by the "SCCF Legacy Fund Assessment Committee" (the Assessment Committee), which will be comprised of three directors of the SCCF and two District appointees. In the absence of District appointees, the Assessment Committee may appoint up to two members of the community at large. The Assessment Committee will meet, as required, to review funding applications and make recommendations to the District Council.

Project proposals may be submitted at any time. Granting decisions will be made up to twice per annum allowing for exceptions.

The attached application form may be used as a guide. Take time to prepare complete project details and provide sufficient information to allow the Assessment Committee to fully evaluate the merits of the project. The proposal must clearly identify what aspect of the project is intended to be supported by the Legacy Fund.

Applicants must confirm that, should funding be provided, they will undertake to acknowledge on all promotional materials associated with the program/project the funding provided by the Legacy Fund and agree to be featured in SCCF's annual report, subject to applicable privacy considerations, at SCCF's discretion.

Proposals should be submitted by email to LegacyFund@SCCF.ca or in writing to:

Sunshine Coast Community Forest Legacy Fund
PO Box 215, Sechelt, BC V0N 3A0
Attention: Assessment Committee



Evaluation Criteria

Applications will be evaluated in accordance with the following criteria:

- Alignment with the provisions of the Sunshine Coast Community Forest Legacy Fund Bylaw.
- Demonstrated level of community support for the project.
- Summarize how the project will become a community asset.
- Proponents should have a solid track record in the community and be an established, fiscally sustainable entity.
- Preference will be given to community projects which are ready to be developed. Funds must be used in a timely, efficient manner.
- Confirmation that funds awarded are intended for a capital project, and not for planning, administration or routine operational expenses.
- Proposals should demonstrate how opportunities for local workers, contractors and manufacturers will be created, to the extent possible.
- Proposals that foster partnerships between the District and the public are encouraged.
- Proposals where funding from the Legacy Fund results in matching funds or that will be combined with funds from other sources, such as infrastructure grants, are also encouraged.

Post-Grant Requirements

- Funds must be used for the purpose defined in the application. Any surplus funds shall be returned to the Legacy Fund unless otherwise approved by the Assessment Committee.
- A written summary of the project must be submitted to the Assessment Committee upon completion of the project.