



Lumberjack's Grant Policy

(Adopted by the Council on January 16, 2014.
Amended on 1/23/2015, 4/27/2017 & 1/25/2018)

- 1. Policy Statement:** As a Resource Conservation and Development Council, Lumberjack helps fund conservation and community projects that further the Lumberjack Mission & Vision. As such, the Council requires all project proposals to clearly identify how they align with the Lumberjack Mission & Vision.

Mission Statement: *Lumberjack Resource Conservation & Development Council, Inc., a multi-county, nonprofit in Northeastern WI, strives to enhance area natural resources, promote a higher standard of living and improve the quality of life for area citizens by fostering partnerships between public and private sectors and strategically investing in area natural resources.*

Vision Statement: *Sustainable Resources for Vibrant Communities*

- 2. Grant Timeline/Meeting Format/Vote Policy:**

October 1st: Project Submission Deadline (following the deadline all Council members will receive a hard copy of each project proposal along with a copy of the ranking guideline sheet that helps members formulate questions and determine how the project aligns with the Lumberjack Mission.) All project applicants will receive a notice letting them know when they are required to present.

October Meeting: Project Proposal Presentations:

- (5 minutes each with a 10-minute Q&A. The chair will recognize those with questions. While all questions are important, depending on the time, the chair may choose to call on Council members first.)

Closed Session Vote:

- After all projects have been presented and without further discussion, the Council will enter a motion to go in to closed session to comment and vote.
- After comments, council members eligible to vote will receive a ballot with instructions to place a checkmark (✓) next to all projects they wish funded.
- To be funded, a project must receive a majority of votes from Lumberjack Council Members eligible to vote and present at a noticed meeting. For example: If all 17 voting members are present, a project must receive at least nine (9) votes to be funded. If 14 members are present, a project must receive at least eight (8) votes to be funded.
- Ties: In the event of a tie with insufficient funds, the voting members present will decide how to resolve. The meeting will not be adjourned until ties are eliminated and the voting/funding process is complete.
- Results: Once the vote is complete, ballots will be collected and tallied by members of the Executive Committee. The project receiving the most votes will be funded fully and so on until the funds are used. The

results will be verified by two members of the Executive Committee and communicated to grant recipients at a later date.

- **Excess Funds:**

Funds not awarded will be placed in the Project Fund Account. The Executive Committee will make a recommendation for the use of this fund annually.

January Meeting: Project Follow-Up Presentations

April Meeting: Project Follow-Up Presentations

July Meeting: Project Follow-Up Presentations

3. **Annual Project Budget:** Lumberjack's grant budget is approved annually by the Council following completion of the audit. The budget is based on the formula within the Strategic Financial and Project Plan.
4. **Eligibility:** All projects are encouraged to apply however, organizations may not apply if they have an active project that has not been completed and met reporting and follow-up presentation requirements. See Steps 7 & 8 of the Project Checklist for requirements.
5. **Maximum & Match:** The Grant Committee or the Executive Committee will set the per project maximum funding cap once the budget is determined – see **3. Annual Project Budget** above. The current cap per project is \$10,000. A 50% match is required, 15% of which must be cash (projects with higher cash match may receive a more favorable view.) The cash match commitment must be spent prior to receiving any reimbursement from Lumberjack. Example: A grant of \$10,000 is required to have 50% (\$5,000) in matching funds/in-kind services, \$750 of which must be cash and must be paid before requesting reimbursement. For Match purposes, Lumberjack defines 'cash' and 'in-kind' the same as the WI DNR:

Cash -- The most common type of match, and the easiest to track, is cash match. Cash match is either the grantee organization's own funds (sponsor operating budget or fundraising) or cash donations from third parties (i.e., partner organizations). A cash match is project cost actually paid by the project sponsor.

In-Kind Contribution -- Contributions other than cash. Examples include the value of:

- Donated labor from project sponsor members or volunteers
- Donated professional services
- Donated supplies or construction materials
- Donated equipment

Source: <http://dnr.wi.gov/Aid/documents/SurfaceWater/MatchRequirements.pdf>

6. **Partners/Letters of Support:** Partners are defined as any group or organization that has pledged measurable support whether that is cash or in-kind services. A Letter of Support is required for all match partners listed on the budget form and must include a description and value of the measurable support/service being donated. NOTE: County LCCs may approve projects to be submitted to Lumberjack but unless they submit a letter of support, they are not considered a Partner according to the Lumberjack definition above.
7. **Payments:** Grants are made via reimbursement for services rendered or products purchased. Detailed invoices must be received prior to reimbursement. Lumberjack reserves the right to withhold reimbursement until policy is met including Steps 7 & 8 of the Project Checklist. Invoices can be submitted any time during the grant period or all at once. Invoices can be submitted via email tracybeckman.lumberjack@frontier.com or in-person/regular mail at Lumberjack, 315 S. Oneida Ave, Suite 206, Rhinelander, WI 54501

8. **Grant Expiration:** Grants expire if the funds are not used within one year from the start date on the approval notice. Extension requests must be in writing and can be approved by the Executive Director, the Executive Committee or at a Council Meeting.
9. **Application Process:** Applicants should adhere to the "Project Proposal Checklist" form attached making sure to read the entire document and follow all the required steps. Proposals not received by the deadline will not be considered. Pay attention to post-project presentation requirements, specifically Steps 7 & 8.
10. **Project Ranking:** Council members will use a fair system to rank project proposals based on the degree to which they feel the project aligns with the Lumberjack Mission. Once results are tallied, they are final.
11. **Policy Changes:** At any time, the Grant Committee or the Council may amend this policy. Any policy changes must be approved by the full Council.