



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 vote 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 later.
- 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:

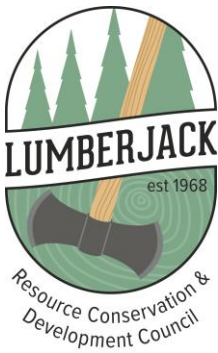
Cash -- The most common type of match, and the easiest to track, is cash match. Cash match is either the grantee organization's own funds (sponsor operating budget or fundraising) or cash donations from third parties (i.e., partner organizations). A cash match is project cost actually paid by the project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



LUMBERJACK RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC. GRANT APPLICATION CHECKLIST

To be considered for a Lumberjack Grant, an application should be prepared using the attached format and the following steps...

PROJECT TITLE _____

STEP 1: Read This Entire Document

There are policies, timelines and steps required PRIOR to submitting your application to the Lumberjack Council. Please pay close attention to the grant policy and timeline and use this checklist.

STEP 2: Complete the attached Grant Application & Budget Form – Forms are available online at

<http://www.lumberjackrcd.org/lumberjack-sponsored-projects-1.html>

Attached a corresponding Letter of Support for each match Partner listed on the budget form (see policy page for Letters of Support requirements.)

STEP 3: Approval by the County's Land Conservation Committee

So council members know what's happening in their own counties, Lumberjack requires County Land Conservation Committees (LCC) to approve Lumberjack Grant Applications. Contact the LCC Chairperson for the county or counties in which the project will take place and ask to be put on the agenda to present your proposal at their next meeting. Make sure to plan this in plenty of time ahead of Lumberjack's deadline. At this meeting you will present copies of your proposal for review/approval (NOTE: Counties may have their own policy regarding presentation materials so be sure you ask if they need your proposal ahead of time.) Approval/denial will appear in their minutes and if approved, request a copy of the minutes and complete the County LCC checks below:

Presented & received approval from the LCC Committee in the County (or Counties) of _____ on _____ (Date)

Attached the minutes of the county's or counties' LCC minutes showing our project has been approved.

STEP 4: Submit Proposal to Lumberjack for REVIEW DEADLINE: **OCTOBER 1st**

After LCC approval, submit the proposal to the Lumberjack Administrative Office by the annual deadline of October 1st. Projects must pass an 'Initial Screening' in which they will be checked for 1) on-time submission 2) LCC Approval 3) complete application. Deficiencies will be communicated (provided it is before the deadline) so they can be addressed, corrected and re-submitted by the deadline without penalty. Proposals not received by the deadline will not be considered.

STEP 5: Present Your Proposal for REVIEW

At their October meeting, the council will review your application, hear your presentation and have an opportunity to ask questions. List below any questions you may have for the Council.

STEP 6: I have received confirmation of Approval or Denial from the Lumberjack Council.

Following presentations in October, and using a fair system, Council Members will decide which projects will be funded beginning in January of the following year. If your proposal was denied, you will be notified. If your proposal was funded, you will receive an award announcement with instructions, funding cycle dates and a form to sign. All funds are available for a funding cycle of one year. Review 'Payments' on the policy page for reimbursement requirements.

I have filled in the information below regarding my Lumberjack RC&D Project Grant:

Date of October Council Meeting _____
Date of Approval Notice _____
Approval Amount \$ _____
Final date for payment requests _____

STEP 7: I have completed the Project Evaluation Form

STEP 7 happens after completion of a project. The Project Evaluation form should be completed and sent to the Lumberjack Office once your grant has been expended. Completion of this form helps the Council learn the outcome of their investment which, in turn, helps with future planning.

STEP 8: I have scheduled our final presentation to the Council.

STEP 8 happens after completion of a project and is a requirement. At their quarterly meetings in January, April and July, the council will hear presentations from grant recipients. Once your project is complete or your Lumberjack award has been expended, please call or email the Lumberjack Office to schedule a presentation time. 715.369.9886 or tracybeckman.lumberjack@frontier.com. Failure to present to the council may disqualify the applicant from future grant opportunities with Lumberjack RC&D.

Our presentation time has been confirmed by the Lumberjack Office for _____ o'clock on _____ (date)

STEP 9: I have read this entire document which includes:

- This Checklist**
- The Lumberjack Granting/Project Policy Page**
- The Project Proposal Form**
- The Budget Form**
- The Evaluation Form**
- Lumberjack Award Notice and Project Presentation Form**



Lumberjack Grant Application

PROJECT TITLE: _____

Submitted by (name):	
Organization:	
Address:	
Phone:	
Email:	
Counties:	

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.*

<p>SUMMARY: Review the Lumberjack Mission Statement above. How does your project align with Lumberjack’s mission? Be specific. The more alignment points, the better your project is viewed.</p> <p>Answer:</p>
<p>OBJECTIVES: What problems, concerns or opportunities will this project address? You will be asked to show how your objectives were met when you present your follow-up presentation to the Council.</p> <p>Answer:</p>
<p>FORMULATION & EVALUATION: Why is this project the best way to address the issues described above? How will the outcome be evaluated? Be specific – outcomes that can be measured are viewed more favorably.</p> <p>Answer:</p>
<p>ASSISTANCE NEEDED: Why is assistance needed from Lumberjack? Who within your organization will run the project? Describe the assistance you are receiving from other partners. Include Letters of Support as outlined in Lumberjack’s Granting Policy.</p> <p>Answer:</p>
<p>PROJECT OUTLINE & TIMETABLE: List the project steps and expected completion dates. Could there be any possible roadblocks? If so, list them here.</p> <p>Answer:</p>
<p>BUDGET: Complete the attached Budget Form. Each ‘Match’ column entry requires a corresponding Letter of Support showing a specific commitment of in-kind/services or cash for the project for which funds are being asked. Projects that exceed the required 15% cash match may be viewed more favorably. Note: This form is available in excel online at: http://www.lumberjackrcd.org/lumberjack-sponsored-projects-1.html</p>

LUMBERJACK BUDGET FORM



Project Name: _____

Starting Project Date
00/00/0000

Ending Project Date **1**
00/00/0000

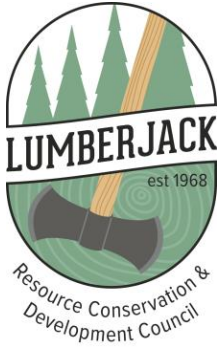
Income (SPECIFY)	Cash	Match (Cash & In-Kind) 2,3	Total
YOUR Request of Lumberjack RC&D	\$ -		\$ -
Cash Donations (list in Match Column)		\$ -	\$ -
Cash Donations (list in Match Column)		\$ -	\$ -
Cash Donations (list in Match Column)		\$ -	\$ -
Other Revenue Source (list in Match Column)		\$ -	\$ -
Other Revenue Source (list in Match Column)		\$ -	\$ -
Other Revenue Source (list in Match Column)		\$ -	\$ -
Other Revenue Source (list in Match Column)		\$ -	\$ -
Other Revenue Source (list in Match Column)		\$ -	\$ -
Other Revenue Source (list in Match Column)		\$ -	\$ -
Total Income	\$ -	\$ -	\$ -

Percent of Match=Match Total/Lumberjack Requ **#DIV/0!**

LJ Percent of Total = YOUR LJ Request/Total Expen **#DIV/0!**

General Expenses (SPECIFY)		
Expense Item	\$	-
Expense Item	\$	-
Expense Item	\$	-
Expense Item	\$	-
Expense Item	\$	-
Expense Item	\$	-
Expense Item	\$	-
Expense Item	\$	-
Expense Item	\$	-
Total Expenses	\$	-
NET 4	\$	-

- Lumberjack Project funds are available for one year from the date of the approval notice
- Match Value must equal at least 50% of the Lumberjack Request
15% of the Match must be in Cash and proof of cash payment must be received prior to requesting Lumberjack funds.
Volunteer Services=\$12/hour & Professional Services=current hourly wage
- A Letter of Support is required for all match partners listed above and must include a description and value of service.
- Explain a **NET** balance other than Zero (\$0.00) in the box below:



Lumberjack Project Evaluation Form

As a Lumberjack Grant Recipient, we ask that you help us continue to improve our grant process. The answers on this form help us solve problems, find gaps and set goals so that we continue to make sound project investments. After you have completed the form, return it to Lumberjack via email tracybeckman.lumberjack@frontier.com

About Us

1. Describe your experience filling out this application? Let us know what worked, what didn't and what you think it might be missing.
2. Describe your experience dealing with Lumberjack staff and Council Members as it relates to your grant. Did you receive timely replies and satisfactory answers to your inquiries? Did you understand instructions and policies as explained to you? Did you find the ranking system fair and efficient?
3. Do you have any recommendations to help us to improve this process?

About Your Project

1. How did your project measure up? Did you meet the objectives you outlined in your application? From the evaluation tools you used, explain the outcome.
2. Will you apply for a Lumberjack Grant in the future?

We strive to promote all of our projects. Please take lots of pictures and we'll feature your project on our website www.LumberjackRCD.org and our Facebook page <https://www.facebook.com/LumberjackRCD/>



Lumberjack Award Notice & Project Presentation Form

Congratulations on your Lumberjack Grant! Below is the grant amount and timeline:

Grant Name	
Grant Number	
Date of Approval	
Funding Cycle	
Amount of Grant	
Final Date for Payment Request	

Special Conditions for the grant are as follows:

Below is the information you'll need to begin your project and be reimbursed.

Payments: Grants are made via reimbursement for services rendered or products purchased. You must provide proof of 15% cash match prior to payment requests. Detailed invoices must be received to be reimbursed. Invoices can be submitted any time during the grant period or all at once. Invoices can be submitted via email tracybeckman.lumberjack@frontier.com, in-person or regular mail at Lumberjack, 315 S. Oneida Ave, Suite 206, Rhinelander, WI 54501

Don't forget to complete our Evaluation (Step 7) of the Project Proposal Checklist. Also, the post-project requirement after receiving a Lumberjack Grant is a presentation to the Council. Once your final reimbursement has been received and/or your project is complete, please call the Lumberjack office at 715.369.9886 or email tracybeckman.lumberjack@frontier.com to schedule your time. Plan to spend 10-15 minutes presenting and then take questions. Jot down your time below:

DATE: _____ TIME: _____ A.M.

If you agree to these terms, check the box below, sign the form, make a copy for yourself. Send the signed form to the Lumberjack Administrative Office at 315 S Oneida Ave, Suite 206, Rhinelander, WI 54501 or email to tracybeckman.lumberjack@frontier.com

I/We agree to accept the Lumberjack Grant described above and agree to the terms outlined in Lumberjack's Grant Policy and the conditions/requirements stated on this page.

Signature – Grant Recipient

Date