Lumberjack's Grant Policy

1. **Policy Statement:** Lumberjack RC&D helps fund conservation and community projects that further the Lumberjack Mission & Vision. Each project proposal should clearly identify mission & vision alignment points of merit.

   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*

   Tagline: *Conservation That Works!*

2. **Annual Project Fund:** To fund the program, a dedicated account is set aside consisting of at least two years of the annual project budget amount (see 3 below) and funded by 1) any excess project funds not awarded, 2) any residual funds not used and 3) the total of Lumberjack's annual funding formula (80% of profit + 20% of interest income taken from the most recent year-end balance sheet.) This fund may be changed by a majority vote of the Council.

3. **Annual Project Budget**: $60K. This amount is set by the Council and is based on historical averages of project budgets. The amount may be changed by a majority vote of the Council.

4. **Annual Project Cap**: $10,000 – this amount may be changed by a majority vote of the Council.

5. **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. The current system is described in 6.B.2-7 below. Once results are tallied, they are final.

6. **Timeline/Meeting Format/Vote Policy:**
   A. October 1: 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.
   B. October Council Meeting: Project Proposal Presentations:
      1. Applicants will be allowed five (5) minutes each with a 10-minute Q&A. The President will recognize those with questions and because of the time allotted, may give precedence to Council Members.
      Vote:
      2. After all projects have been presented, the President will give voting directions to Council Members in attendance and eligible to vote and answer any questions about the voting procedure. It is at this point that the Council Members may vote to alter the annual project budget (see #3 above.)
      3. Council Members in attendance and eligible to vote will receive a ranking sheet. They will rank the projects from 1-10 based on how they align with three mission criteria (1 being low alignment and 10 being high alignment) or may choose not to fund a project by placing a checkmark next to the project where indicated on the ranking sheet.
      4. Results: Once voting is complete, the ballots will be collected and tallied. The results will be verified by two other members present and eligible to vote. The project receiving the highest rank will be funded fully and so on until the Annual Project Budget ($60K) has been exhausted. The results will be announced followed by an official notice to grantees within one week of the vote.

5. Ties: In the event of a tie with insufficient funds, the voting members present will decide how to resolve the issue. The meeting will not be adjourned until ties are eliminated and the voting/funding process is complete.
6. Funds not awarded will be placed in the Annual Project Fund Account.

C. January, April, & July Meetings: Follow-Up Presentations from projects that have already been funded and are required to report their status to the Council. This is a different requirement from the Project Proposal Presentations described in 6.B.1.

7. **Eligibility:** 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.

8. **Match:** A 50% match is required, 15% of which must be cash. 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. For Match purposes, Lumberjack defines 'cash' and 'in-kind' the same as the WI DNR:

   Cash -- Either the grantee organization's own funds (sponsor operating budget or fundraising) or cash donations from third parties (i.e., partner organizations).
   In-Kind Contribution -- Contributions other than cash. Examples include the value of:
   - Donated labor from project sponsor members or volunteers
   - Donated professional services, supplies or equipment
   Source: http://dnr.wi.gov/Aid/documents/SurfaceWater/MatchRequirements.pdf

9. **Letters of Support/Partners:** 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 & must include a description and dollar value of the measurable support/service being donated.**

10. **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 via email tracybeckman.lumberjack@frontier.com, in-person/regular mail at 315 S. Oneida Ave, Suite 206, Rhinelander, WI 54501

11. **Grant Expiration:** Grants expire if the funds are not used within one year from the start date on the approval notice. Extension or change requests must be in writing and can be approved by the Executive Director, the Executive Committee or at a Council Meeting.

12. **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 of 10/1 will not be considered. Also, it is highly recommended to submit proposals well in advance of the 10/1 deadline so any noncompliance issues can be addressed. Incomplete proposals or those that do not follow our policy/instructions will be returned if they are submitted before the deadline. **Pay attention to post-project presentation requirements, specifically Steps 7 & 8 of the checklist**.

13. **Policy Changes:** At any time, the Grant Committee or the Council may propose changes to this policy. Any policy changes must be approved by a majority vote of the full Council.

(Adopted by the Council on January 16, 2014. Amended on 1/23/2017, 4/27/2017, 1/25/2018, 7/30/2020, 4/29/2021, 1/27/2022, 10/19/2022, 4/27/2023, 4/25/2024.)

LUMBERJACK RC&D COUNCIL, INC.
GRANT RANKING FORM

YOUR Name & Affiliation: _____

MISSION Statement: Lumberjack RC&C 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.

Instructions: Rank based on how well the project aligns with the following three mission points:
1) Enhances Area Natural Resources
2) Promotes a Higher Standard of Living/Improves
3) Fosters Partnerships between Public & Private Sectors

→→→ If you feel a project doesn't align at all and therefore think it should not be funded, check the box "Does Not Align" next to that project.

On a scale of 1 to 10 (1 that the project does not at all and 10 that the project does fully) rate how the project…

Project Number	Project Name	Does Not Align (Place √ here) Zero Funds	Enhances Area Natural Resources	Promotes a Higher Standard of Living & Improves Quality of Life	Fosters Partnerships

Further Explanations of Mission Points:

Enhances Area Natural Resources. Consider the geographic area and population covered by the project. How many Lumberjack counties are affected? Is there a mix of natural resources benefitting? Is there a variety of conservation practices being planned?

Promotes a Higher Standard of Living/Improves Quality of LIfe. Does this project directly promote a higher standard of living? Consider the economic impact and how the project affects disposable income, wages, job creation. Does this project directly improve quality of life by improving water or air quality? Does it improve accessibility to resources that lead to healthier living?

Fosters Partnerships Between Public & Private Sectors. Consider the number and diversity of the partnerships involved in this project. Do the partners represent a good cross section of public/private entities?