



# FOREST COMMUNITY FOUNDATION

## Director Applicants Orientation Package

### New Director Recruitment

Through its recruitment process, the Forest Community Foundation (FCF) will strive to bring together a group of individuals that reflects the diverse perspectives of the residents of the Former Town of Forest area. The collective overriding goal of these individuals shall be to manage the Foundations assets in a manner which ensures the perpetuity and growth of the fund so that residents will continue to benefit from its generosity for generations to come.

### The Orientation Package

All interested applicants shall receive a copy of this orientation package, via email or hard copy from the Secretary. The package will provide background information on the Foundation to prospective directors and include a one page application containing basic questions such as contact information & verification of eligibility to serve (reside or own property in Forest). Applications shall be returned via email or submitted in person to the Secretary at the Municipality of Lambton Shores, Forest Sub-Office.

### **Summary**

In order to improve the recruitment process, an orientation package has been developed that shall be provided to all individuals interested in applying to join the Board. The function of the orientation package will be:

- To provide prospective directors with the opportunity to learn about the workings of the foundation and the responsibilities of being a director.
- To provide prospective directors with the information they need to make an informed choice to join the board and to make it a positive experience.
- To ensure an equal opportunity for a successful application for candidates with no previous experience on this board or anything similar.

### **Package Contents**

- Background and Objectives of the Forest Community Foundation
- Expectations of a Director
- Example Meeting Schedule
- Present Board Members and Contact Info
- Past Board Members
- Past Grants
- Granting Principles
- Grant Application
- Grant Obligations
- Interview Questions
- Application - Forest Community Foundation Board of Directors

## **Background and Objectives**

The Foundation was established in 2001, at the time The Municipality of Lambton Shores was incorporated, and was funded by the proceeds from the sale of the Town of Forest PUC. The initial monies, approximately \$1,200,000.00, are invested and have grown to over \$1.6 million. Over \$1,330,000.00 has been given to non-profit organizations, within the former Town of Forest, over the past 22 years.

The Foundation's purpose, as a charitable organization, is to effectively attract and manage funds, to provide leadership in identifying and funding community needs in the former Town of Forest, significant or otherwise, and to help donors fulfill their philanthropic interests.

The purpose is accomplished through a Board of Directors, each volunteering to serve for 3 years, who meet regularly to consider the business of the Foundation and decide each fall which applications for assistance should be supported. The Government establishes the minimum percentage of the Foundations assets that must be distributed each year.

### **Expectations of a Director**

- Directors shall reside or own property in the area of the former Town of Forest. Directors shall demonstrate a commitment to the work of the Forest Community Foundation.
- Police record check will be requested of all successful candidates.
- Directors shall possess and maintain a reputation within his/her profession and the community as a whole that would serve to enhance the reputation on the Foundation
- Directors shall possess the ability to listen, analyze, think clearly and creatively, work well with people individually and in a group
- That Directors will serve with honesty, personal integrity, and show sensitivity to and tolerance of differing views.

### **Example Meeting Schedule**

- Four "general business" meetings (1 per Quarter)
- Two meetings for grant applicant presentations
- A meeting to determine grant recipients
- A meeting to approve new directors
- The Annual General Meeting to distribute grants
- Other meetings during the year as required



## Forest Community Foundation Director Contact Information

| <u>Name</u>                         | <u>Address</u>  | <u>Telephone</u> |
|-------------------------------------|---|------------------|
| Don Coates<br>Chairperson           | 48-5969 Townsend Line, Forest ON N0N 1J0<br>Email: <a href="mailto:coatesd@amtelecom.net">coatesd@amtelecom.net</a>                       | 519-786-6451     |
| Bryan McKinlay<br>Vice-Chairperson  | 21 Bayley Street, Forest ON N0N 1J0<br>Email: <a href="mailto:mckinlab@execulink.com">mckinlab@execulink.com</a>                          | 519-786-2798     |
| Scott Ferguson                      | 15 Beechwood Avenue, Forest ON N0N 1J0<br>Email: <a href="mailto:sferguson1@eastlink.ca">sferguson1@eastlink.ca</a>                       | 519-786-4688     |
| Sarah Jane Goodhand                 | 9 Morris Street, Forest, ON N0N 1J0<br>Email: <a href="mailto:rgoodhand@execulink.com">rgoodhand@execulink.com</a>                        | 519-786-5055     |
| Shannon Prout                       | 8 Water Street, Forest ON N0N 1J0<br>Email: <a href="mailto:kernohan78@gmail.com">kernohan78@gmail.com</a>                                | 519-312-1020     |
| Bonnie Rinker                       | 28 Argyle Street, Forest ON N0N 1J0<br>Email: <a href="mailto:bonita.rinker@execulink.com">bonita.rinker@execulink.com</a>                | 519-786-4850     |
| Joy Starkey                         | 37 Main Street North, Forest ON N0N1 J0<br>Email: <a href="mailto:joyistarkey@gmail.com">joyistarkey@gmail.com</a>                        | 519-383-5037     |
| Sue Sutherland                      | 16-5969 Townsend Line, Forest ON N0N 1J0<br>Email: <a href="mailto:s.sutherland@execulink.com">s.sutherland@execulink.com</a>             | 519-328-8563     |
| Cindy VanValkenburg                 | 31 Church Street, Forest ON N0N 1J0<br>Email: <a href="mailto:vanvalci@gmail.com">vanvalci@gmail.com</a>                                  | 519-786-6733     |
| Marsha Williams                     | 103 MacDonald Street, Forest ON N0N 1J0<br>Email: <a href="mailto:cmwilliams@execulink.com">cmwilliams@execulink.com</a>                  | 519-786-5975     |
| Other<br>Karen Cameron<br>Secretary | 6 Frances Drive, Forest ON N0N 1J0<br>Email: <a href="mailto:forestcommunityfoundation@gmail.com">forestcommunityfoundation@gmail.com</a> | 519-381-4925     |



## Forest Community Foundation List of Past Directors

| <u>Name</u>             | <u>Dates</u>                           |
|-------------------------|--|
| Gord Minielly           | 2001-2002, 2003-2006, 2011-2014        |
| Tom Boon                | 2001-2002                              |
| Marvin Evans            | 2001-2002                              |
| Roger Sutherland        | 2001-2005                              |
| Roger Harrington        | 2001 briefly                           |
| Robert Marsh            | 2001-2003                              |
| Neil Webster            | 2001-2003                              |
| Ray Hanson              | 2001-2006                              |
| Jim Sanger              | 2002-2004                              |
| Murray Finch            | 2002-2005                              |
| Rick Goodhand           | 2002-2005, 2006-2009                   |
| Chris Fraser-Allen      | 2003-2006                              |
| Helga Legue             | 2004-2007                              |
| Bob Martin              | 2004-2007                              |
| Mike Wilson             | 2004-2006                              |
| Don Coates              | 2005-2008, 2009-2012, 2012-2015, 2019- |
| Archie McKinlay         | 2005-2008, 2014-2022                   |
| Glen Starkey            | 2005-2008                              |
| Adam McKinlay           | 2006-2009, 2010-2013                   |
| Jim Muir                | 2006-2012                              |
| Andria Allen-Appeldoorn | 2006-2010                              |
| Donna Jones             | 2006-2009 2015-2021                    |
| Dorothy Edlington       | 2007-2010                              |
| John Tedball            | 2007-2010                              |
| Cathy Fraser            | 2008-2011                              |
| Cindy Fraser-Brown      | 2008-2011                              |
| Claire Giles            | 2008-2011                              |
| John Harbarenko         | 2009-2012                              |
| Wanda Shipley           | 2010-2013                              |
| Sid Fraleigh            | 2011-2014                              |
| Ted McCahill            | 2011-2014                              |
| Fran Wilson             | 2011-2014                              |

|                     |            |           |
|---------------------|------------|-----------|
| Courtney Denning    | 2012-2015  |           |
| Penny Magee         | 2012-2015  | 2017-2021 |
| Joan Shea           | 2012-2015  |           |
| Cindy Kemp          | 2013-2016  |           |
| Jodie Palmer        | 2013-2016  |           |
| Stephen George      | 2014-2017  |           |
| Jordan McGregor     | 2014-2020  |           |
| Sarah Jane Goodhand | 2015-2021, | 2022-     |
| Bryan McKinlay      | 2015-      |           |
| Keith Watson        | 2015-2018  |           |
| Jesse Mason         | 2016-2019  |           |
| Dianne McKellar     | 2016-2019  |           |
| Joy Starkey         | 2018-      |           |
| Jim Minielly        | 2019-2023  |           |
| Sue Sutherland      | 2019-      |           |
| Cindy VanValkenburg | 2020-      |           |
| Bonnie Rinker       | 2021-      |           |
| Scott Ferguson      | 2023-      |           |
| Shannon Prout       | 2023-      |           |
| Marsha Williams     | 2023-      |           |



## Forest Community Foundation Total Donations by Organization

| Name  | Total        |
|---|--------------|
| Alzheimer Society of Sarnia-Lambton         | \$2,000.00   |
| Caboose Restoration Committee               | \$3,000.00   |
| Caring Quilters of Lamton Shores            | \$500.00     |
| Communities in Bloom                        | \$31,960.10  |
| Contact House                               | \$14,250.00  |
| Forest Agricultural Society                 | \$77,350.00  |
| Forest B.I.A.                               | \$14,600.00  |
| Forest Canada Day Committee                 | \$11,700.00  |
| Forest Collective "One Community For All"   | \$6,500.00   |
| Forest Curling and Social Club              | \$45,750.00  |
| Forest Dragons Baseball                     | \$10,000.00  |
| Forest Excelsior Band                       | \$8,500.00   |
| Forest Fire Department                      | \$18,100.00  |
| Forest Garden Club                          | \$12,754.00  |
| Forest Lambton Museum                       | \$71,578.02  |
| Forest Lawn Bowling Club                    | \$17,125.00  |
| Forest Legion Pipe Band                     | \$4,800.00   |
| Forest Minor Ball                           | \$31,000.00  |
| Forest Ringette Association                 | \$28,904.22  |
| Forest Rotary Club                          | \$3,000.00   |
| Forest Skating Club                         | \$3,000.00   |
| Junior Achievement of South Western Ontario | \$1,100.00   |
| Kinnwood Central School                     | \$32,138.00  |
| Kiwanis Club                                | \$222,150.50 |
| Lambton County Developmental Services       | \$61,464.00  |

|  |                       |
|--|-----------------------|
| Lambton County Library - Forest Branch   | \$1,950.00            |
| Lambton Senior Citizens Home Corp.       | \$112,196.50          |
| Lambton Shores                           | \$155,250.00          |
| Lambton Shores Minor Hockey              | \$14,400.00           |
| Lambton Shores Nature Trails             | \$38,200.00           |
| Lambton Shores Pickleball & Tennis Group | \$3,300.00            |
| Legion Ladies Auxiliary Br. 176          | \$4,239.50            |
| Little Rockers Curling                   | \$12,865.44           |
| North Lambton Childcare Centre           | \$29,000.00           |
| North Lambton Community Health Centre    | \$8,000.00            |
| North Lambton Lodge Auxiliary            | \$3,138.22            |
| North Lambton Medical Scholarship        | \$30,000.00           |
| North Lambton Rest Home                  | \$15,000.00           |
| North Lambton Secondary School           | \$52,000.00           |
| NLSS - Wrestling                         | \$6,500.00            |
| North Lambton Social Services Centre     | \$2,000.00            |
| Optimist Club                            | \$28,850.00           |
| Organization for Literacy in Lambton     | \$2,244.30            |
| Royal Canadian Legion                    | \$117,275.00          |
| St. John Fisher School                   | \$4,000.00            |
| Taxandria Soccer Club                    | \$5,000.00            |
| Toddle In Nursery                        | \$3,875.00            |
| Tri-Sport                                | \$10,000.00           |
| Victim Services of Sarnia Lambton        | \$859.00              |
| <b>TOTAL</b>                             | <b>\$1,393,366.80</b> |



FOREST COMMUNITY FOUNDATION  
c/o Karen Cameron, Administrative Secretary  
6 Frances Drive  
Forest, Ontario N0N 1J0 519-381-4925

## GRANT APPLICATION PRINCIPLES

The following grant application principles have been approved for the use of agencies completing grant applications:

1. Projects approved for granting must primarily benefit the former Town of Forest geographical area.
2. Grants are awarded for definite purposes and for projects covering a specific period of time. **ONLY ONE PROJECT PER APPLICATION.** Groups may submit more than one application for different projects.
3. Preference will be given to projects which contribute to the community's growing needs for artistic, cultural, recreational, educational, and health related programs.
4. Bursaries and scholarships are awarded to educational institutions and not to individuals.
5. Pilot or demonstration projects must include provision for an evaluation and a realistic plan for financial viability beyond the pilot stage.
6. The Foundation encourages the participation of others in funding projects and, on occasion, provides matching funds or challenge grants to stimulate increased responses from other sources.
7. Grants are not made to support operating expenses of established organizations.
8. Grants are not made toward operating or capital deficits. Grants will not be made to support a project that is already started.
9. The Foundation does not respond to annual fund drives for sustaining support.
10. Grants are not normally made to establish or add to endowment funds. An exception may be made when a project provides extraordinary benefit to the community. In such a case, the Board of Directors may require additional commitments and reporting to assure due diligence is exercised for the term of the grant. Regardless, each grant will be considered on an annual basis.
11. Grants are not ordinarily made to fund specific medical or scientific research projects.
12. Grants are not made to religious organizations for direct religious activities.
13. Grants are not made to promote political activities, support advocacy initiatives, or provide general conference support.
14. All applications will be required to complete a grant request form and supply requested reference information when asked. A presentation to Foundation directors may be requested.
15. Applications receiving a grant will be required to submit a semi-annual detailed statement showing progress of application of funds and a final detailed report upon completion of the project. The Foundation reserves the right to audit the project on completion or at intervals during the project.

### **Board of Directors:**

|                 |              |
|-----------------|--------------|
| Don Coates      | 519-786-6451 |
| Scott Ferguson  | 519-786-4688 |
| Shannon Prout   | 519-312-1020 |
| Bonnie Rinker   | 519-786-4850 |
| Sue Sutherland  | 519-328-8563 |
| Marsha Williams | 519-786-5975 |

|                     |              |
|---------------------|--------------|
| Bryan McKinlay      | 519-899-3386 |
| Sarah Jane Goodhand | 519-786-5055 |
| Joy Starkey         | 519-383-5037 |
| Cindy VanValkenburg | 519-786-6733 |

**Deadline: NOON Sept. 20, 2024**





FOREST COMMUNITY FOUNDATION  
c/o Karen Cameron, Administrative Secretary  
6 Frances Drive  
Forest, Ontario N0N 1J0 519-381-4925

## GRANT REQUEST FORM

Please complete this form in the spaces provided. Return to the Foundation Office by the grant application **deadline of NOON on September 20, 2024.**

1. Name of Organization: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Registered Charitable Organization Number: \_\_\_\_\_  
*(Organizations without "Non-Profit Charitable Registration Numbers" may still be able to apply for funding support from the Foundation by going through the Municipality of Lambton Shores. Applicants are asked to contact Treasurer Janet Ferguson for more details on whether your organization is eligible to pursue this route and a letter must accompany this application.)*
5. Executive Director/Manager: \_\_\_\_\_
6. Name of contact person for this request that will be responsible for providing a detailed final report to FCF upon completion of this project. Provide name, full address, email & phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Date Project to Begin: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_
8. Briefly state mission/goals of your organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Briefly describe the project for which you are requesting funds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. What is the **total** cost of this project: \_\_\_\_\_  
*(Please include three (3) estimates for work over \$1,000.00.)*

11. a) What amount of funds are you requesting from FCF: \_\_\_\_\_

b) Is it essential to receive the full amount of grant money requested? \_\_\_\_\_

12. Specifically, for what will the funds be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Benefits to the Community:

(a) Who will benefit? (age, sex, group, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) How many will benefit? (Number): \_\_\_\_\_

14. Are you also seeking financial support from other groups for this project? If so, please indicate from which groups, their contact information and amounts being requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Is there any potential to involve other community groups in this project? (ie. Cost sharing, resources sharing, advertising, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. If successful in receiving grant monies, how does your organization propose to publicly recognize the Foundation's donation towards the project?

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17. Agree to meet all obligations required by the Foundation.

18. Representative 1: \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Signature*

\_\_\_\_\_ \_\_\_\_\_  
*Email* \_\_\_\_\_  
*Telephone #*

Representative 2: \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Signature*

Date submitted: \_\_\_\_\_

**Deadline: September 20th, 2024 at 12:00 noon**



## OBLIGATIONS FOR THOSE RECEIVING A FOREST COMMUNITY FOUNDATION GRANT

Congratulations, on receiving grant funding from the Forest Community Foundation.

This grant comes with a few obligations that the Board of Directors requires, they are as follows:

- All applicants receiving a grant will be required to submit a semi-annual detailed statement showing progress of application of funds due to the Foundation on or before **April 4<sup>th</sup>, 2025.**
- All applicants receiving a grant will be required to submit a final detailed report upon completion of the project due to the Foundation on or before **October 3<sup>rd</sup>, 2025.** The detailed report to include all monies received for the project along with all the monies spent on the project. Please see the website for a final grant form.
- The above reports to be submitted to the Administrative Secretary, Karen Cameron at 6 Frances Drive, Forest ON, N0N 1J0 or by email [forestcommunityfoundation@gmail.com](mailto:forestcommunityfoundation@gmail.com).
- Failure to submit these reports could result in your organization being declined any grants in the future.
- The Foundation reserves the right to audit the project on completion or at intervals during the project.
- All unused funds in excess of \$50 must be returned to the Foundation.
- The Foundation also requires digital pictures of the final project. Contact the Chairperson or Secretary for further details.
- Public recognition is required.

If you have any questions or concerns please contact one of the following Board of Directors.

### **Board of Directors:**

|                |              |                     |              |
|----------------|--------------|---------------------|--------------|
| Don Coates     | 519-786-6451 | Bryan McKinlay      | 519-899-3386 |
| Scott Ferguson | 519-786-4688 | Sarah Jane Goodhand | 519-786-5055 |
| Shannon Prout  | 519-312-1020 | Joy Starkey         | 519-383-5037 |
| Bonnie Rinker  | 519-786-4850 | Cindy VanValkenburg | 519-786-6733 |
| Sue Sutherland | 519-328-8563 | Marsha Williams     | 519-786-5975 |

### **Forest Community Foundation**

c/o 6 Frances Drive, Forest, Ontario, N0N 1J0 • Telephone 519 381-4925

email – [forestcommunityfoundation@gmail.com](mailto:forestcommunityfoundation@gmail.com)

## **The Interview**

Some relevant questions have been developed for the interviews and included below. These questions will be provided in advance to the applicants. The intent is that the interview session will not exceed twenty (20) minutes.

### **Suggested Interview Questions:**

1. Tell us about your history of community involvement.
2. What recent projects in the community (not necessarily funded by the Forest Community Foundation) have impressed you and why?
3. Tell us about your opinions or ideas on the role of a director in fulfilling his or her duties.
4. How would you determine the merit of a grant request?
5. Please take a minute to tell us some things about yourself that you feel would be helpful to us in evaluating your application to join the board.
6. Do you have any questions about the Board or the Foundation?



**APPLICATION**  
**FOREST COMMUNITY FOUNDATION**  
**BOARD OF DIRECTORS**

By completing and signing this document, I declare that I am interested in serving as a Director on the Forest Community Foundation Board of Directors for a three (3) year term. Please include a recent resume.

\* For Individuals that own Property in Forest but do not reside in Forest, include address of said property in the Street Address section.

**Applicant Information:**

Name (print): \_\_\_\_\_

\* Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



**APPLICATION**  
**FOREST COMMUNITY FOUNDATION**  
**BOARD OF DIRECTORS**

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**Please list any relevant experience:**

*(i.e. – Community involvement on Committees, Organizations, Volunteer work, work experience and any other information you might want to share.)*

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**Deadline: Friday, October 18th, 2024**