



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 Chairperson	48-5969 Townsend Line, Forest ON N0N 1J0 Email: coatesd@amtelecom.net	519-786-6451
Bryan McKinlay Vice-Chairperson	21 Bayley Street, Forest ON N0N 1J0 Email: mckinlab@execulink.com	519-899-3386
Scott Ferguson	15 Beechwood Avenue, Forest ON N0N 1J0 Email: sferguson1@eastlink.ca	519-786-4688
Sarah Jane Goodhand	9 Morris Street, Forest, ON N0N 1J0 Email: rgoodhand@execulink.com	519-786-5055
Louise Hodgson	78 MacDonald Street, Forest ON N0N 1J0 Email: louise@alma-development.com	519-694-4625
Shannon Prout	8 Water Street, Forest ON N0N 1J0 Email: kernohan78@gmail.com	519-312-1020
Sue Sutherland	16-5969 Townsend Line, Forest ON N0N 1J0 Email: s.sutherland@execulink.com	519-328-8563
Cindy VanValkenburg	31 Church Street, Forest ON N0N 1J0 Email: vanvalci@gmail.com	519-786-6733
Sheila Wilcox	10 Beechwood Avenue, Forest ON N0N 1J0 Email: sbwilcox@xcelco.on.ca	519-381-5906
Marsha Williams	103 MacDonald Street, Forest ON N0N 1J0 Email: cmwilliams@execulink.com	519-786-5975
Other Karen Cameron Secretary	6 Frances Drive, Forest ON N0N 1J0 Email: forestcommunityfoundation@gmail.com	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	2018-2023	
Jim Minielly	2019-2023	
Sue Sutherland	2019-	
Cindy VanValkenburg	2020-	
Bonnie Rinker	2021-2023	
Scott Ferguson	2023-	
Shannon Prout	2023-	
Marsha Williams	2023-	
Sheila Wilcox	2024-	
Louise Hodgson	2024-	



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	\$38,460.10
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"	\$12,000.00
Forest Curling and Social Club	\$55,750.00
Forest Dragons Baseball	\$10,000.00
Forest Excelsior Band	\$8,500.00
Forest Fire Department	\$18,100.00
Forest Fritter Friends	\$1,115.00
Forest Garden Club	\$12,754.00
Forest Lambton Museum	\$74,128.02
Forest Lawn Bowling Club	\$18,825.00
Forest Legion Pipe Band	\$4,800.00
Forest Minor Ball	\$32,500.00
Forest Ringette Association	\$33,904.22
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	\$227,800.50

Lambton County Developmental Services	\$77,464.00
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	\$16,400.00
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	\$55,000.00
NLSS - Various programs	\$9,000.00
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
TOTAL	\$1,456,381.80



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, private business enterprise 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
Louise Hodgson	519-694-4625
Sue Sutherland	519-328-8563
Sheila Wilcox	519-381-5906
Marsha Williams	519-786-5975

Bryan McKinlay	519-899-3386
Sarah Jane Goodhand	519-786-5055
Shannon Prout	519-312-1020
Cindy VanValkenburg	519-786-6733

Deadline: NOON Sept. 26, 2025



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 26, 2025.**

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?

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 26th, 2025 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 10th, 2026**.
- 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 9th, 2026**. 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.
- 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
Louise Hodgson	519-694-4625	Shannon Prout	519-312-1020
Sue Sutherland	519-786-5758	Cindy VanValkenburg	519-786-6733
Sheila Wilcox	519-381-5906	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

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: _____



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

[illegible]

Forest Community Foundation Director Applicants Orientation Package