



# 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 \$1.5 million. Approximately \$800,000.00 has been given to non-profit organizations, within the former Town of Forest, over the past 14 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>
Jordan McGregor Chairperson	42 MacDonald Street, Forest ON N0N 1J0 Email: <a href="mailto:jordanmcgregor@hotmail.com">jordanmcgregor@hotmail.com</a>	519-466-8040
Archie McKinlay Vice Chairperson	24 Argyle Street, Forest ON N0N 1J0 Email: <a href="mailto:awmckinlay@xcelco.on.ca">awmckinlay@xcelco.on.ca</a>	519-786-2574
Sarah Jane Goodhand	29 Union Street, Forest ON N0N 1J0 Email: <a href="mailto:rgoodhand@execulink.com">rgoodhand@execulink.com</a>	519-786-5055
Donna Jones	22 Argyle Street, Forest ON N0N 1J0 Email: <a href="mailto:djones@xcelco.on.ca">djones@xcelco.on.ca</a>	519-786-4833
Penny Magee	16 Washington Street, Forest ON N0N 1J0 Email: <a href="mailto:bobmagee@execulink.com">bobmagee@execulink.com</a>	519-786-2365
Jesse Mason	42 Queen Street West Email: <a href="mailto:Jesse_9_10@hotmail.com">Jesse_9_10@hotmail.com</a>	519-402-8145
Dianne McKellar	45 Argyle Street Email: <a href="mailto:diannemckellar@hotmail.com">diannemckellar@hotmail.com</a>	519-786-5030
Bryan McKinlay	21 Bayley Street, Forest ON N0N 1J0 Email: <a href="mailto:mckinlab@execulink.com">mckinlab@execulink.com</a>	519-786-2798
Joy Starkey	64 King Street West, Forest ON N0N1 J0 Email: <a href="mailto:joyistarkey@gmail.com">joyistarkey@gmail.com</a>	519-786-5070
Other Karen Cameron Secretary	6 Frances Drive, Forest ON N0N 1J0 Email: <a href="mailto:forestcommunityfoundation@gmail.com">forestcommunityfoundation@gmail.com</a>	519-786-2832



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
Archie McKinlay	2005-2008, 2014-
Glen Starkey	2005-2008
Adam McKinlay	2006-2009, 2010-2013
Jim Muir	2006-2012
Andria Allen-Appeldoorn	2006-2010
Donna Jones	2006-2009 2015-
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-
Joan Shea	2012-2015	
Cindy Kemp	2013-2016	
Jodie Palmer	2013-2016	
Stephen George	2014-2017	
Jordan McGregor	2014-	
Sarah Jane Goodhand	2015-	
Bryan McKinlay	2015-	
Keith Watson	2015-2018	
Jesse Mason	2016-	
Dianne McKellar	2016-	
Joy Starkey	2018-	

## Forest Community Foundation Total Donations

Year	Name	Amount	Project	Notes
2002	Forest Garden Club	\$2,500.00	Landscape east side of Library	
2002	Forest Lambton Museum	\$4,000.00	Storage area & part time curator	
2002	Kiwanis Club	\$7,000.00	Handicap washroom	
2002	Lambton County Developmental Services	\$9,250.00	Day program - drop in centre	
2002	Lambton Senior Citizens Home Corp.	\$12,000.00	Lifeline	
2002	Lambton Shores	\$5,250.00	Parkette improvements	
2002	Lambton Shores	\$4,000.00	Trees	
2002	North Lambton Childcare Centre	\$7,000.00	Homework Club	Returned \$2,949.60
2002	North Lambton Secondary School	\$2,000.00	Scholarship	
2002	Rotary Club	\$5,000.00	Doctor search	
		\$58,000.00		
2003	North Lambton Rest Home	\$15,000.00	Garden	
2003	North Lambton Medical Scholarship	\$5,000.00	Doctor search	
2003	North Lambton Secondary School	\$2,000.00	Scholarship	
2003	Forest Garden Club	\$2,800.00	Remaining landscaping	
2003	Kiwanis Club	\$6,580.00	Extend projection capabilities	
2003	Forest Fire Department	\$4,700.00	Sign	
2003	Forest Rotary Club	\$3,000.00	Decorative lights for Civic Square	Returned \$346.63
2003	Optimist Club	\$2,000.00	CPR training for kids	
2003	Optimist Club	\$1,000.00	Scouts, Cubs, Beavers	
2003	Lambton County Developmental Services	\$6,700.00	Snoezelen equipment	
2003	Lambton Shores	\$4,000.00	More trees	
2003	Toddle In Nursery	\$2,200.00	Equipment	Cancelled

2003	Forest Minor Ball	\$3,000.00	Waterline to McRae Diamond	Returned \$1,261.37
2003	Foest Agricultural Society	\$6,000.00	Tile for grounds	
	\$63,980.00			
2004	Caring Quilters of Lamton Shores	\$500.00	Quilt materials for Victims Services	
2004	North Lambton Medical Scholarship	\$5,000.00	Doctor search	
2004	North Lambton Secondary School	\$2,000.00	Scholarship	
2004	Lambton County Library - Forest Branch	\$1,950.00	Homework help program	
2004	Royal Canadian Legion	\$8,000.00	Storage shed	
2004	North Lambton Childcare Centre	\$13,000.00	Renovations	
2004	Forest Minor Ball	\$3,500.00	Riding lawnmower	
2004	Forest Fire Department	\$7,200.00	Breathing apparatus cylinders	
2004	Lambton Shores	\$15,000.00	New recreation complex	
2004	North Lambton Community Health Centre	\$8,000.00	After school program	Returned \$5,448.24
2004	Forest Lambton Museum	\$2,882.00	Security System	
2004	Contact House	\$700.00	Refrigerator	
	\$67,732.00			
2005	Kiwanis Club	\$16,400.00	New seats, sound barrier, paint	
2005	Royal Canadian Legion	\$10,700.00	Veteran grave markers, patio	
2005	Lambton Shores	\$4,000.00	Dredging Lake Victoria	
2005	Lambton Shores	\$15,000.00	New recreation complex	
2005	Lambton Shores	\$3,000.00	Urban forest	
2005	North Lambton Medical Scholarship	\$5,000.00	Doctor search	
2005	Forest Fire Department	\$6,200.00	Portable radios	
2005	Forest Lawn Bowling Club	\$2,000.00	New roof, washroom upgrades	
2005	North Lambton Secondary School	\$2,000.00	Scholarship	

2005	Alzheimer Society of Sarnia-Lambton	\$2,000.00	Forest support service	
2005	Lambton Senior Citizens Home Corp.	\$8,000.00	New fire place and gas line	
		\$74,300.00		
2006	Forest Lambton Museum	\$10,000	Capital expenditures for new facility	Returned \$10,000.00
2006	Lambton Shores	\$70,000	New Recreation Complex	
2006	Forest Excelsior Band	\$3,500	New uniforms	
2006	Contact House Food Bank	\$6,150	New concrete floor and exterior entrance upgrade	
2006	North Lambton Secondary School	\$2,000	Scholarship Program	
2006	Royal Canadian Legion	\$12,500	New dishwasher	
2006	Organization for Literacy in Lambton	\$1,000	Forest Skill & Drill Program	
2006	Victim Services of Sarnia Lambton	\$300	Storage cabinet	
2006	Kiwanis Kineto Theatre	\$13,000	New steel roof	
2006	Caboose Restoration Committee	\$3,000	Caboose restoration	
2006	Toddle In Nursery School	\$1,600	Storage units	
2006	Forest BIA	\$5,000	Landscaping around Forest signs	Returned \$1,733.99
2006	Taxandria Soccer Club	\$5,000	Soccer pitch in Forest	Declined
2006	Toddle In Nursery School	\$75	Labeler	Returned \$10.77
		\$133,125.00		
2007	Legion Ladies Auxiliary Br. 176	\$3,139.50	Refrigerator	
2007	Rotary Club of Forest	\$10,000.00	Medical Scholarship	
2007	Kiwanis Kineto Theatre	\$15,000.00	New Exterior Wall Covering	
2007	Forest Canada Day Committee	\$5,000.00	Canada Day Event	Returned \$5,000.00
2007	Forest Dragons Baseball	\$10,000.00	Batting Cage	Returned \$60.93
2007	Forest Agricultural Society	\$5,000.00	Grass Seed & new trees	
2007	Lambton County Developmental Services	\$16,000.00	Minivan	



2007	Forest B.I.A.	\$3,000.00	Improve Green Space	
2007	Organization for Literacy in Lambton	\$1,244.30	Educational games	Returned \$488.03
2007	Forest Curling and Social Club	\$12,000.00	New Chiller	
2007	Communities in Bloom	\$2,000.00	Adopt-A-Pot Project	
2007	Forest Lambton Museum	\$10,000.00	New facility for Museum	Returned \$10,000.00
2007	North Lambton Secondary School	\$2,000.00	Scholarship	
2007	Royal Canadian Legion Br 176	\$10,500.00	Insulation	
2007	Forest Lawn Bowling Club	\$6,000.00	Upgrade lighting & paint	Returned \$2,145.05
2007	Forest Ringette Association	\$2,600.00	Office & storage equipment	Returned \$932.69
2007	Lambton Senior Citizens Home Corp.	\$16,200.00	concrete for New garden	
	\$129,683.80			
2008	Forest BIA	\$2,000.00	Downtown Benches	
2008	North Lambton Secondary School	\$2,000.00	Scholarship	
2008	Lambton Shores Minor Hockey	\$5,000.00	Storage units	
2008	North Lambton Childcare Centre	\$2,500.00	Storage shed	
2008	Forest Skating Club	\$2,000.00	New costumes & props	
2008	Legion Ladies Auxiliary Br. 176	\$1,100.00	Dishes & cutlery	
2008	Royal Canadian Legion Br 176	\$12,750.00	Renovations to auditorium washrooms	
2008	Kinnwood Central School	\$8,588.00	Smart boards	
2008	Forest Lambton Museum	\$8,783.97	Purchase trailer	
2008	Optimist Club	\$4,000.00	Upright fridge for Kimball Hall	
2008	Forest Ringette Association	\$700.00	Stencil for ice logo	
2008	Forest Ringette Association	\$1,226.00	Purchase championship banner	
2008	Communities in Bloom	\$2,000.00	Adopt-A-Pot Project	
2008	Forest Garden Club	\$1,200.00	Landscaping around Caboose	

2008	Forest Legion Pipe Band	\$4,800.00	Purchase new kilts	
	\$58,647.97			
2009	Forest Lambton Museum	\$10,000.00	Relocation of Museum	
2009	North Lambton Secondary School	\$2,000.00	Scholarship	
2009	Lambton Shores Minor Hockey	\$4,400.00	Additional Jerseys	
2009	Optimist Club of Forest	\$6,000.00	New Tables for Kimball Hall	
2009	Royal Canadian Legion	\$7,200.00	Upgrading Men's washrooms in hall	
2009	Royal Canadian Legion	\$6,500.00	Renovations to cupboards	
2009	Kiwanis Club of Forest	\$12,203.50	Refurbish front of Theatre	Returned \$3,552.00
2009	Forest BIA	\$3,000.00	Downtown beautification - planters & garbage receptacles	
	\$51,303.50			
2010	North Lambton Social Services Centre	\$2,000.00	Computer, workstation, Internet	
2010	Optimist Club of Forest	\$3,750.00	New Counter Tops - Kitchen & Bar	
2010	Forest Curling & Social Club	\$20,000.00	Curling Club Renovations	
2010	Forest & District Agricultural Society	\$1,000.00	Tree Planting	
2010	North Lambton Secondary School	\$2,000.00	Scholarship	
2010	Forest BIA	\$1,600.00	Garbage containers	
2010	Tri-Sport	\$10,000.00	Acoustic material for The Shores Lobby	
2010	Victim Services of Sarnia Lambton	\$559.00	"Pull Up" Display	
2010	St. John Fisher School	\$4,000.00	Smart Boards	
2010	Forest Minor Ball	\$12,000.00	Backstop fencing Coultis Park	Returned \$896.62
2010	Lambton Senior Citizen Home Corp.	\$5,000.00	Washroom Renovations	
2010	Communities In Bloom	\$2,508.60	Recycling Stations	
2010	North Lambton Child Care Centre	\$5,000.00	Playground Upgrades	
	\$69,417.60			

2011	Canada Day Committee	\$4,000.00	Special Pyrotechnic Equipment	
2011	Kiwanis Club (Kineto Theatre)	\$25,000.00	New projection equipment	
2011	North Lamton Secondary School	\$2,000.00	Scholarship	
2011	Optimist Club of Forest	\$5,000.00	Electronic Video Equipment	
2011	Forest Optimist Club	\$1,300.00	Basketballs & T-Shirts	
2011	Forest Garden Club	\$2,254.00	Benches	
2011	Lambton County Developmental Services	\$6,000.00	Dishwasher & Hand washing sink	
2011	Junior Achievement of South Western Ontario	\$1,100.00	Materials, training, marketing project costs	
2011	Kinnwood Central School	\$3,000.00	SMARTBoard and projector	
		\$49,654.00		
2012	Royal Canadian Legion Br 176	\$6,000.00	Replace ceiling tile	
2012	NLSS	\$2,000.00	Scholarship	
2012	Optimist Club of Forest	\$3,000.00	Upgrade washrooms in Kimball Hall	Returned \$173.87
2012	Communities in Bloom	\$1,500.00	Pioneer Cemetery Plaque Garden	
2012	Forest Garden Club	\$4,000.00	Library Garden	
2012	Forest Lambton Museum	\$6,000.00	Repair roof & add storage	
2012	Optimist Club of Forest	\$20,000.00	Spray Pad	
2012	Forest Ringette Association	\$400.00	Storage Locker	
2012	Forest Lawn Bowling Club	\$1,600.00	Purchase smaller bowls	
2012	North Lambton Childcare Centre	\$1,500.00	Early Learning Materials	
		\$46,000.00		
2013	North Lambton Lodge Auxiliary	\$1,688.22	Purchase iPads for residents of Lodge	
2013	Forest Lambton Museum	\$2,500.00	Insulate and cover walls & ceiling in storage building	
2013	Communities in Bloom	\$6,000.00	Tree Planting	With conditions: \$3,000.00 for trees planted in core area & \$3,000.00 for trees to be offered to residents at 1/2 price to be planted on their property in a location visible from street. <b>Returned \$4,920.71</b>

2013	North Lambton Secondary School	\$3,000.00	Scholarship	
2013	Little Rocker Curling (Forest Curling Club)	\$4,682.72	Purchase & engrave new curling rocks	
2013	Lambton Senior Citizen Home Corporation	\$7,648.00	Upgrade kitchen facilities	
2013	Forest Agricultural Society	\$5,650.00	Automatic door openers	
	\$31,168.94			
2014	Little Rocker Curling (Forest Curling Club)	\$4,682.72	Purchase & engrave new curling rocks	
2014	Communities in Bloom	\$4,920.71	Re-Greening Forest	Refunded \$2,106.65
2014	Forest Food Bank	\$7,400.00	Flooring	
2014	Kiwanis Kineto Theatre	\$1,600.00	Theatre Upgrades (Carpeting, replace door)	
2014	Forest Agricultural Society	\$20,000.00	Demolish old barns, construct new barn	Refunded \$20,000.00
2014	North Lambton Secondary School	\$3,000.00	Scholarship	
2014	Lambton Seniors Citizens Home Corporation	\$9,887.50	Storage Shed	
2014	Lambton County Developmental Services	\$1,700.00	New Convection Oven	Refunded \$253.17
	\$53,190.93			
2015	Royal Canadian Legion Br 176	\$5,763.00	Sidewalk replacement	
2015	Canada Day Committee, Forest	\$700.00	Canopies	
2015	Communities in Bloom	\$750.00	Flower Boxes	
2015	Forest Minor Ball	\$1,000.00	Roofing and eavestroughs for observation/storage buildings	
2015	Kiwanis Club of Forest	\$4,000.00	Access to 3rd Floor for additional storage	
2015	Lambton County Developmental Services	\$1,800.00	New Refrigerator	Refunded \$656.67
2015	Lambton County Developmental Services	\$7,500.00	Redecorate and furnish for games room	Refunded \$629.28
2015	Lambton County Developmental Services	\$2,514.00	Accessible automatic door for great room	
2015	Lambton Senior Citizen Home Corp	\$5,181.00	Planter boxes for Gardening Program	Refunded \$2,713.78
2015	Lambton Senior Citizen Home Corp	\$8,000.00	Gazebo	Refunded \$781.44
2015	Lambton County Developmental Services	\$10,000.00	New vehicle	

2015	North Lambton Secondary School	\$3,000.00	Scholarship	
	\$50,208.00			
2016	Forest Kiwanis Canada Day Committee	\$1,000.00	Canada Day Equipment	
2016	Forest Minor Ball	\$3,000.00	Riding Lawn Mower(s)	Refunded \$641.19
2016	Forest Curling & Social Club	\$13,750.00	Phase II Renovation Project	
2016	Forest-Lambton Museum	\$1,000.00	Replace awning	
2016	Royal Canadian Legion Br 176	\$8,362.00	Tree Carving	
2016	Forest Excelsior Band	\$5,000.00	Parade Float Repairs	
2016	North Lambton Secondary School	\$3,000.00	Scholarship	
2016	Forest Ringette Association	\$1,800.00	Shot Clock	
2016	Kinnwood Central School	\$11,550.00	Various Technology Items	Of which \$5,250.00 was donated from Community Foundations of Canada for Canada's 150th
2016	Eslie Dodge Tennis Court Fundraising Group	\$15,000.00	Tennis Court Replacment	Of which \$6,750.00 was donated from Community Foundations of Canada for Canada's 150th
	\$63,462.00			
2017	NLSS - Wrestling	\$5,000.00	New wrestling mats	
2017	NLSS	\$3,000.00	Scholarship	
2017	Forest Kiwanis Canada Day Committee	\$1,000.00	Purchase children's activities	
2017	Lambton Shores Nature Trails	\$3,000.00	Landscaping, signage & side panels for trail head structure	
2017	Forest Minor Ball	\$4,000.00	Cement pads for Coultis Park Dugouts	
2017	Kiwanis Club of Forest	\$10,067.00	Digital Signage	
2017	Lambton Shores Communities in Bloom & LCDS & Forest Garden Club	\$5,500.00	Reconstruction of Forest Community Gardens	
2017	Lambton Shores Pickleball & Tennis Group	\$3,300.00	Benches	
2017	Forest Agricultural Society	\$4,000.00	Storable Picnic Tables	
2017	Forest-Lambton Museum	\$1,600.00	Camera & Monitoring station	

2017	Lambton Senior Citizens Home Corp.	\$15,000.00	Heat Pump for common areas	
	\$55,467.00			
2018	NLSS - Wrestling	\$1,500.00	Wrestling Team Uniforms	
2018	Kiwanis Club of Forest	\$8,800.00	New Parade Float	
2018	Forest Minor Ball	\$4,500.00	New Pitching Machine	
2018	Royal Canadian Legion Branch 176	\$4,000.00	New Tables for Lounge area	
2018	NLSS	\$3,000.00	Scholarship	
2018	Forest Agricultural Society	\$12,700.00	Renovate washrooms for accessibility	
2018	Lambton Senior Citizens Home Corp	\$15,500.00	Upgrade Security System	
	\$50,000.00			
	Sub Total	\$1,105,340.74		
	Returned or cancelled	\$85,902.68		
	TOTAL	\$1,019,438.06		



## FOREST COMMUNITY FOUNDATION

c/o Karen Cameron, Secretary

7883 Amtelecom Parkway

Forest, Ontario N0N 1J0 519-243-1400 Ext 8611 Fax 519-786-2135

# 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:**

Jordan McGregor	519-466-8040
Sarah Jane Goodhand	519-786-5055
Penny Magee	519-786-2365
Dianne McKellar	519-786-5030
Joy Starkey	519-786-5070

Archie McKinlay	519-786-2574
Donna Jones	519-786-4833
Jesse Mason	519-402-8145
Bryan McKinlay	519-786-2798

**Deadline: NOON Oct. 4/19**



FOREST COMMUNITY FOUNDATION  
c/o Karen Cameron, Secretary  
PO Box 610  
7883 Amtelecom Parkway  
Forest, Ontario N0N 1J0 519-243-1400 Ext 8611 Fax 519-786-2135

## GRANT REQUEST FORM

Please complete this form in the spaces provided. Return to the Foundation Office by the grant application **deadline of NOON on October 4, 2019:**

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: October 4<sup>th</sup>, 2019 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 1<sup>th</sup>, 2020**.
- 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 2<sup>nd</sup>, 2020**. The detailed report to include all monies received for the project along with all the monies spent on the project.
- The above reports to be submitted to the Administrative Secretary, Karen Cameron at 7883 Amtelecom Parkway, 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:**

Jordan McGregor	519-466-8040	Archie McKinlay	519-786-2574
Sarah Jane Goodhand	519-786-5055	Donna Jones	519-786-4833
Penny Magee	519-786-2365	Jesse Mason	519-402-8145
Dianne McKellar	519-786-5030	Bryan McKinlay	519-786-2798
Joy Starkey	519-786-5070		

## **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: \_\_\_\_\_

