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 that has passed the initial requirements for funding 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 0-10 based on how they align with three mission criteria (0 being no alignment and 10 being high alignment.) It is at this time that members may advocate for their position regarding any of the projects being considered for the next round of funding. Following discussion, members in attendance and eligible to vote will complete 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, 7/25/2024.)

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. Applicants are strongly encouraged to contact the Lumberjack office to make sure they're following the application process prior to the deadline.

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

https://lumberjackrcd.org/projects

☐ Attach a corresponding Letter of Support for each match Partner listed on the budget form (see policy page section 8 for Letters of Support requirements.)

☐ **STEP 3: Presentation to the County's Land Conservation Committee**

Part of our Council is made up of county supervisors from Land & Water Conservation Committees. To stay informed of the projects being developed in each county, Lumberjack R&D requires applicants to present their project proposal to their home county's Land & Water Conservation Committee. Contact the LCC Chairperson for the county or counties in which the project will take place and ask to be put on the agenda in plenty of time to present the proposal at one of their committee meetings prior to our deadline of 10/1. **Make sure to plan this LCC presentation in plenty of time ahead of Lumberjack's deadline.** At the LCC meeting, you will present copies of your proposal and be available to answer any questions. (NOTE: Counties may have their own policy regarding presentation materials so be sure to ask what is required ahead of time.) Record of your presentation will appear in their minutes. Request a copy of the minutes and complete the County LCC checks below:

☐ Presented to the LCC Committee in the County (or Counties) of _____ on _____ (Date)

☐ Attach the minutes of the county's or counties' LCC minutes that show your project was presented.

☐ **STEP 4: Submit Proposal to Lumberjack before the DEADLINE of OCTOBER 1st**

After LCC presentation, email your completed project proposal to the Lumberjack Administrative Office at tracybeckman.lumberjack@frontier.com 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 Presentation 3) complete application **including corresponding letters of support for each match amount listed on the budget.** 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. **HELPFUL TIP:** It is a good idea to submit the proposal ahead of the deadline in case there are any deficiencies.

☐ **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 January, and using a fair system, Council Members will decide which projects will be funded. 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 January 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 Follow-Up Presentation to the Council.**

STEP 8 happens after completion of a project and is a requirement. At their quarterly meetings in April, July & October, the Council will hear follow-up 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. NOTE: It is also a good idea to present to your own county.

☐ **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.*

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.

Answer:

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.

Answer:

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.

Answer:

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.

Answer:

PROJECT OUTLINE & TIMETABLE: List the project steps and expected completion dates. Could there be any possible roadblocks? If so, list them here.

Answer:

BUDGET: Complete the attached Budget Form. Remember the 50% match value requirement with 15% of the match being cash. List each match donor in the 'Match' column and submit a corresponding Letter of Support with specific value of in-kind/services or cash for the project for which funds are being asked. Note: This form is available in excel online at: https://lumberjackrcd.org/projects

LUMBERJACK BUDGET FORM

Project Name: _____

Starting Project Date	Ending Project Date **1**
1/1/_____(Year)	12/31/_____(Year)

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

Percent of Match=Match Total/Lumberjack Request	#DIV/0!
LJ Percent of Total = YOUR LJ Request/Total Expenses	#DIV/0!

General Expenses (SPECIFY & include Match expenses)	
Expense Item	$ -
Expense Item	$ -
Expense Item	$ -
Expense Item	$ -
Expense Item	$ -
Expense Item	$ -
Expense Item	$ -
Expense Item	$ -
Total Expenses	$ -
NET 4	$ -

1 Lumberjack Project funds are available for one year from the date of the approval notice

2 Match Value must equal at least 50% of the Lumberjack Request and 15% must be in cash
Volunteer Services=$15/hour & Professional Services=current hourly wage

3 A Letter of Support is required for all match partners listed above & must include a description & match value

4 Explain a **NET** balance other than Zero ($0.00) in the box below: