



# Lumberjack's Grant Policy

- I. **Policy Statement:** Lumberjack RC&D helps fund conservation and community projects that further the Lumberjack Mission & Vision. Each project application should clearly identify mission & vision alignment points with emphasis placed on projects that show sustainability.

**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 the majority vote of the Council.
3. **Annual Project Budget:** 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 Vote/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. Emphasis will be placed on projects that show sustainability. The current ranking system is described below in **6.D.2-6**. Once results are tallied, they are final.
6. **Timeline/Meeting Format/Vote Policy:**
  - A. **September 1<sup>st</sup>** : Project Application Submission Deadline. Project applications received by this date will be considered for funding if they meet the following requirements: 1) received by the deadline of September 1<sup>st</sup>, 2) lists required match on the budget form and has a corresponding letter of support for each match item listed, 3) has completed all post project requirements (if applicant has been funded in the past.)
  - B. **September 1<sup>st</sup> to September 30<sup>th</sup>**, Lumberjack staff/Executive Committee will review project applications for mission alignment. If they feel more clarification is needed, that will be communicated to the applicant, and they will have until September 30<sup>th</sup> to adjust their application. No adjustments will be accepted after September 30<sup>th</sup>.
  - C. **October 1<sup>st</sup>**, staff will send a hard copy of each project application to the Council Members along with a ranking and a guideline sheet. These documents will help members formulate questions based on how they feel the project aligns with the Lumberjack Mission. All project applicants will receive a notice with information about their required presentation at the October Lumberjack Council meeting.

D. October Council Meeting:

Project Application Presentations:

1. Project applicants will be allowed five (5) minutes 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 applications 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 time that 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 and rank projects from least favorite to most favorite with least favorite receiving the lowest number (1) and most favorite receiving the highest number (determined by the number of applications.) Members should rank based on how they feel the project aligns with Lumberjack's three mission points, *Enhances Area Natural Resources, Promotes a Higher Standard of Living & Improves Quality of Life, Fosters Partnerships Between Public & Private Sectors*, placing an emphasis on projects that show sustainability. It is at this time that Council Members may advocate for their position regarding any of the projects being considered. Following discussion, members in attendance and eligible to vote will complete the ranking sheet. Project Applications must receive at least 51% to be funded (the percentage is based on the number of members in attendance and eligible to vote.)
4. Results: Once voting is complete, the ranking sheets 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 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.

- E. 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.D.1.

7. **Eligibility:**

- A. Project Applications will not be accepted from any active project applicant that has not completed and/or not met reporting and follow-up presentation requirements. See Steps 7 & 8 of the Project Checklist for requirements.
- B. Organizations that have received funding may not apply again in a subsequent year. If funded, they may only apply every other year.

8. **Match:** A **25%** match is required, **10%** of the amount asked for must be cash. Example: A grant of \$10,000 is required to have 25% (\$2,500) in matching funds/in-kind services, \$1,000 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 (i.e., from operating budget and/or fundraising efforts) 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: [DNR Surface Water Grant Applicant Guide](#) pages 54-57

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 and 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@lumberjackrcd.org](mailto:tracybeckman@lumberjackrcd.org), 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 Application Checklist" form attached, making sure to read the entire document and follow all the required steps. Project applications not received by the deadline of 9/1 will not be considered. Also, it is highly recommended to submit proposals well in advance of the 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, 4/30/2026)



## LUMBERJACK RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC. PROJECT APPLICATION CHECKLIST

To be considered for a Lumberjack Grant, project applications 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 Project 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 item 9 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 RC&D requires applicants to present their project proposal to their home county's Land & Water Conservation Committee either in-person or virtually. If your project covers multiple counties within the Lumberjack Service Area, you must present to all counties.

Contact the LCC Chairperson for the county or counties in which the project will take place and ask to be put on the agenda for their next committee meeting. If you're attending virtually, be sure you have the proper applications on your devices and know how to log in to the meeting. **Make sure to plan this LCC presentation in plenty of time ahead of Lumberjack's 9/1 deadline.** Prior to the LCC meeting, applications should be submitted to the LCC to be included in the meeting packet. At the meeting, you'll present a quick summary of your project and then 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.) A 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 or counties' LCC minutes that show your project was presented.**

#### ☐ **STEP 4: Submit the Project Application to Lumberjack before the DEADLINE of September 1st**

- A. Email your completed project application to the Lumberjack Administrative Office at [tracybeckman@lumberjackrcd.org](mailto:tracybeckman@lumberjackrcd.org) by the annual deadline of September 1<sup>st</sup>. Projects must pass an 'Initial Screening' in which they will be checked for 1) being received by the deadline of September 1<sup>st</sup>, 2) having a corresponding letter of support for each match item listed, 3) having completed all post project requirements (if applicant has been funded in the past.)
- B.

**\*\*Between 9/1 and 9/30, deficiencies will be communicated so they can be addressed, corrected, and re-submitted by the 9/30 without penalty. Proposals not received by the deadline will not be considered. Edits not received by 9/30 will not be allowed. 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 Project Application to the Lumberjack Council**

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.

1. \_\_\_\_\_

2. \_\_\_\_\_

## ☐ **STEP 6: I have received confirmation of Approval or Denial from the Lumberjack Council.**

Following presentations and using a fair system, Council Members will vote on which projects will be funded. If your project application was denied, you will be notified. If your project application was funded, you will receive an award announcement with instructions, funding cycle dates and an agreement form to sign. All funds are available for a funding cycle of one year. Review 'Payments' policy item #10 for reimbursement requirements.

☐ **I have filled in the information below regarding my Lumberjack RC&D Project Grant:**

|                                 |         |
|---------------------------------|---------|
| Date of October 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 January, April, & July, 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@lumberjackrcd.org](mailto:tracybeckman@lumberjackrcd.org). 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 a follow-up 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 Grant Policy Page**
- ☐ **The Project Proposal Form**
- ☐ **The Budget Form**
- ☐ **The Evaluation Section**
- ☐ **Lumberjack Award Notice and Project Presentation Form**