The FBCWA and Woodlot Product Development Council acknowledge the importance of providing Woodlot Associations with the support necessary to develop and deliver projects of importance to their members. To that end, this *Request for Funding* form and accompanying *Budget Worksheet* can be used to apply for financial and administrative support for proposed projects.

Please contact the Federation directly (admin@woodlot.bc.ca) if funding or support is needed to develop project plans and/or complete a Request for Funding and budget worksheet.

**Terms & Conditions for Association Projects**

* The types of projects for which funding may be requested include:
* **Activities** – Host activities (meetings, field trips, outings, social gatherings, etc.) of interest for existing members and potential new members include First Nations WL licensees and consultants. Contact lists will be updated to facilitate and improve communications.
* **Extension** – Identify and carry out extension services (training, workshops, field trips, etc.) on topics of highest priority and greatest interest to woodlot licensees.
* **Issues management** – Identify key WL issues and retain a qualified consultant to help the Association resolve the issue or concern on behalf of its members.
* **Promotion** - Promote woodlot licences and/or the WL Program locally, regionally, or provincially.
* **Support -** Support the Association requires to implement and deliver Association Building or other Association business such as updating contact lists, communicating with WL licensees and others, preparing contracts, and or planning and organizing activities.
* A request for funding may include multiple projects.
* Projects should be consistent with the FBCWA’s current priorities and must align with WPDC purposes (see appendix).
* Projects must be of interest and benefit to most, or all, Association members and preferably expandable to woodlot licences across the province.
* Hourly rates for consultants and service providers will be based on qualifications and must be consistent with Government rate sheets based on qualifications.
* All fees and expenses must include GST.
* Upon project completion, an article must be submitted for inclusion in the Woodland Almanac.
* Projects must not
1. relieve or pay for woodlot licensees’ normal obligations,
2. involve lobbying the provincial government (see Lobbyist Registration Act),
3. fund membership fees or dues, or
4. fund the purchase of alcohol.
* The FBCWA may request additional information, if necessary.

**A Request for Funding (RFP) may be submitted at any time.**

**Please submit RFP and Budget Worksheet to:**

**FBCWA Admin Support Coordinator**

**at** **admin@woodlot.bc.ca**

**General Information**

Date of application: [Enter Date]

|  |  |
| --- | --- |
| Contact person: [Enter Name] Tel #: [Enter contact #] Email: [Enter email] | Mailing address: [Enter address] |

Proponent:

Tick the applicable box. If the project is a collaboration, please tick the box for all participating Associations.

|  |  |  |
| --- | --- | --- |
| **[ ]** Boundary[ ]  Bulkley[ ]  Cariboo**[ ]** Columbia[ ]  Fraser Valley[ ]  Kamloops & District**[ ]** Kispiox[ ]  Nadina[ ]  North Island | **[ ]** Peace River[ ]  Prince George[ ]  Quesnel**[ ]** Robson Canoe[ ]  Shuswap Okanagan[ ]  South Island[ ]  Stuart Nechako[ ]  West Kootenay | Representative(s) for areas/regions which do not have an association currently:[ ]  Clearwater[ ]  East Kootenay[ ]  South Cariboo[ ]  Lillooet[ ]  Sea to Sky |

**Project Proposal**

 Project name: [Enter Name]

Planned Start date: [Enter date] Planned End date: [Enter date]

 Project description:

 Tick the boxes that best describe the project(s) for which funding is being requested.

[ ]  **Support – Organization & Administration**

 Tick this box if the Association requires support to manage its business and/or deliver this project such as:

|  |  |
| --- | --- |
| * updating contact lists
* scheduling activities
* contacting potential members, incl FN WLs
* planning & organizing activities
* arranging speakers & trainers
 | * inviting guests & FLNRORD staff to attend activities preparing contracts
* distributing communications
* other
 |

[ ]  **Activities**

List the activities that the Association is planning to hold during the term of this project.

 Type of Activity:

[ ]  Meeting / Conference

[ ]  Field Trip

[ ]  Social - BBQ, family outing,

[ ]  Community - Open House, field trip, school visit, local politicians, dignitary, etc.

[ ]  Other:

[ ]  Extension - classroom, workshop, field, etc. If yes to extension, indicate the topic:

[ ]  **Issues Management**

 List the local and/or regional issues for which the Association requires support from qualified service providers.

* [Enter issue]
* [Enter issue]
* [Enter issue]

[ ]  **Communications**

 If communicating with members, potential members, First Nations, local communities, public and/or stakeholders is

 part of this project, please identify the types of communication being proposed:

[ ]  Articles, op-eds, letter to editor, etc. (e.g. Almanac/Communicator, local news, social media)

[ ]  Videos

 [ ]  Newsletter

 [ ]  In-person meetings

 [ ]  Other: [please list]

**Funding**

Total funding requested: $ [Enter $ amount being requested.]

* A copy of the budget worksheet must accompany this request for funding.
* Funding requests must include a 10% FBCWA overhead allowance to cover the cost of administration, bookkeeping, and contractor support.
* A budget worksheet to calculate the total $ amount being requested can be found at www.woodlot.bc.ca /TBD (correct link to be inserted here).

**Work Plan**

* Using the table below, please describe the schedule and timeline for completing this project.
* If this application is for more than one project, please include a table for each project.

|  |
| --- |
|  **Work Plan**  |
| **Quarter** |  **Proposed Activity** |
| **2022** |  |
| Q1 | * [Enter activity to be undertaken]
 |
| Q2 | * [Enter activity to be undertaken]
 |
| Q3 | * [Enter activity to be undertaken]
 |
| Q4 | * [Enter activity to be undertaken]
 |
| **2023** |  |
| Q1 | * [Enter activity to be undertaken]
 |
| Q2 | * [Enter activity to be undertaken]
 |
| Q3 | * [Enter activity to be undertaken]
 |
| Q4 | * [Enter activity to be undertaken]
 |

**Applicant Signature: Date:**

**Attachments:**

* **Association Project Budget Worksheet**

**APPENDIX:**

**WPDC Purpose[[1]](#footnote-1):**

The primary purpose of the Council shall be to benefit and promote the woodlot industry throughout the province of British Columbia. With funds collected through the powers granted to the Council under the Farming and Fishing Industries Development Act, the Council will:

1. Promote a positive image of the woodlot industry and its products.
2. Educate the general public and buyers about the benefits of B.C. Woodlots and small scale woodlot management.
3. Initiate and support research programs for the development and enhancement of the woodlot industry in the province.
1. Excerpted from WPDC Development Plan (Feb. 10, 1997) [↑](#footnote-ref-1)