

WOODLOT PRODUCT DEVELOPMENT COUNCIL EXTRAORDINARY PROJECT PROPOSAL OFFICIAL APPLICATION FORM

Application Deadline: Continuous

Submit to WPDC Coordinator: cjmclary401@gmail.com PO Box 23011 Plaza 33 Kelowna BC V1X 7K7

SECTION A: GENERAL INFORMATION

Date of application:

Proponent	Woodlot Licensee #	Woodlot Association	WPDC Board of Directors	FBCWA Board of Directors
Contact Person:			Phone:	Email:
Mailing Address:			City:	Postal Code:

PROPOSED PROJECT

Title of proposed project:	Project Supervisor:
Funding requested from WPDC:	Multi-Year Funding Request Yes or __No
Has the WPDC provided funding to you in the past?	Yes (Please outline the most recent below) No
Year Granted:	Name of project: Funding Awarded:

SECTION B: PROJECT SCREENING INFORMATION

1. All projects must meet the following requirements to be considered for funding under this program. Check to show that your proposal includes the following elements and give details where indicated. All sections must be answered.

a. Consistent with the purpose of the WPDC to benefit and promote the woodlot industry throughout BC. (Note to Proponent: In the event of competing proposals, the Board will assign the highest priority to Provincial projects that benefit the most woodlot licensees, a medium priority for regional and a lower priority for association level projects.)	True	False
b. Will not relieve woodlot licensee of their normal obligations	True	False
c. Will not promote any form of discrimination	True	False
d. Will not cause environmental degradation	True	False

2. The project requires government approval or permits (local, provincial or federal authorities).
If yes, please list permits:

a. If the project requires approvals or permits, are these in place?	Yes	No
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3. Will Minors be working on the Project?
(If yes, initial that you will ensure the criminal record checks for any person working with Minors are completed and shared if requested by WPDC)

a. If the project requires approvals or permits, are these in place?	Yes Initial:	No
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4. Upon project completion, an article will be submitted for inclusion in the Woodland Almanac and the WPDC website.

a. If the project requires approvals or permits, are these in place?	Yes	No
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SECTION C: PROJECT DESCRIPTION

1. Provide a brief project outline description (200-word limit), including location:

2. Area of Focus: (check all that apply)

Promotes the woodlot industry and its products	Training for Members	Education to members or the public
Safety	Product Development	Woodlot Stewardship
Research	Fire Management	Other

3. Objectives (300-word limit): Provide the specific objectives of project, how objectives relate to Areas of Focus noted above and benefit woodlot licensees.

4. Procedures (400-word limit): Describe who, what, where, when & how project will be completed.

5. Please list specific planned benefits, target audiences and measurable deliverables:

6. Who are the Team Members involved in the project? (Attach a resume for key people: supervisors, technical people etc. Each resume is not included in the 5-page maximum for supporting documents.)

7. Do you anticipate using sub-contractors? If yes describe in what phase of project.

8. How will you measure success?

9. Schedule & Timeline: (include start date, key phases, significant milestones and completion date)

10. List any other sources of funding or project partners. (Include groups or individuals cooperating on the project and their contributions)

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SECTION D: PROJECT BUDGET: (IF MULTI-YEAR PROJECT INCLUDE BUDGET SUMMARY FOR EACH PROPOSED YEAR)

ANNUAL PROJECT BUDGET SUMMARY

EXPENSE CATEGORY	COST ELEMENT	COST BASIS	WPDC FUNDING	OTHER FUNDS / IN-KIND CONTRIBUTIONS	SOURCES OF FUNDS	TOTAL COST
DELIVERY ALLOWANCE	Planning, research, developing & scheduling	Hourly Rates				
	Program management, prioritizing timelines	Hourly Rates				
	Contract Admin	Hourly Rates				
	Allocation of recipient's admin costs (office space, utilities & supplies)	Actual Cost				
	Audits: costs incurred to meet performance audits as requested by WPDC.	Actual Cost				
	Reporting: interim, completion & Almanac article	Hourly Rates				
	PROJECT SUPERVISION	Supervision of project, define who is responsible	Hourly Rates			
LABOUR	Project work, sub-contracts or purchased services for project	Hourly Rates				
MATERIALS	Travel expenses	WPDC Travel Policy				
	Consumable operating materials/supplies used	Actual Cost				
	Cost of licence, permits and approvals	Actual Cost				
	Insurance	Actual Costs				
EQUIPMENT CHARGES	Vehicles	WPDC Travel Policy				
	Recipient's equipment usage	Capital charges				

ADDITIONAL CONSTRAINTS, ASSUMPTIONS, RISKS & DEPENDENCIES

SUPPORTING DOCUMENTS ATTACHED (Y/N) (LIMIT TO 5 PAGES WHICH DOES NOT INCLUDE RESUME OF KEY TEAM MEMBERS)

Letters or quotes in support of project	Additional project and/or budget detail	Background Information	Other
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I certify that this application for funds has been approved by at least one woodlot licensee, Woodlot Association, WPDC Board of Directors or FBCWA Board of Directors.

Signature of applicant: _____ Date: _____

For WPDC use only:

Routing & Tracking

1. Received by:
2. Distributed to:
3. Reviewed by:
4. WPDC Voting Outcome:
5. FBCWA Review:
6. FBCWA Recommendation:
7. FBCWA Voting Outcome:
8. Final WPDC Vote:
9. Response Sent:
10. Contract Prepared:

Initial

Date

Comments