

Woodlot Product Development Council

Section 10.0: Contractual Agreements	Subject: R & D Project Proposal Policy	Date of Preparation: October 13, 2015	Date of Adoption: October 29, 2015
Policy Number: 10.1	Pages: 1 of 2	Amendment Number:	Date of Amendments:

10.1: R & D Project Proposal Policy

Project Description

The Woodlot Product Development Council (WPDC) invites woodlot licensees and related groups or individuals to submit project proposals for funding consideration under the R & D Project Proposal Program.

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.

The WPDC gratefully thanks its members for the funding of R & D Projects.

A. Policy Purpose:

The purpose of the R & D Project Proposal Policy is to provide funds for projects which meets one or all of the purposes of the WPDC.

B. Policy Statements:

The vision for the R & D Project Proposal Program is to benefit the woodlot industry.

Decisions will be based on allocations made for meeting the purposes of the WPDC rather than meeting private applicant's needs.

C. Procedures for Implementation:

1. Applicants must be Council members (woodlot licensees) or a group of members.
2. Successful Project proposals will be subject to a contractual agreement.
3. Not meeting the terms and conditions of the agreement may jeopardize current and future funding to the applicant through this program.

4. All projects must be complete and final reports received by **January 31st** of the fiscal year of the application.
5. If successful in attaining project funds, the funds must be spent and a Final Report prepared in accordance with an approved contract and budget. Copies of invoices/receipts must be submitted with the Final Report to verify how the funds were spent.
6. The WPDC Board maintains the right to audit projects at any time.
7. A Project Advisory Committee (PAC) consisting of WPDC members and the President of the Federation of British Columbia Woodlot Associations (FBCWA) will adopt a sound and fair protocol where funding applications are systematically graded to ensure that the best projects with the greatest chance of success are supported.
8. The PAC will provide funding recommendations to the WPDC Board of Directors for ratification. Decisions are expected on or before April 1 of each year.
9. All project applications must be submitted on the Official Application Form, which can be downloaded from www.woodlot.bc.ca The type/font must be legible and readable. No other form of application will be evaluated. All material and supporting documents must be submitted as one emailed submission.
10. Applications will be received by email or mail to the WPDC Coordinator by **12:00pm PST, January 31st of each year**. Late applications will be forwarded to the following year's application cycle.
11. For very large projects, it is recommended to break the project into smaller components with separate applications.
12. Applications for multi-year funding will not be eligible or evaluated.
13. All fields of the application form must be completed in full and use Project Budget Information fields as provided. If a section does not apply to your project, complete with "N/A" for Not applicable.
14. Incomplete or late applications will not be accepted.
15. Attachments must be limited to a maximum of 5 pages, including cover letter. Only the first 5 pages of attachments will be reviewed in the adjudication process.

Support

- To access fillable forms in PDF, you will require an Adobe Reader installed on your computer. The required software is available free for download from www.adobe.com
- To review a Project Budget Summary, please see the attached sample (Appendix 1).
- For more information, please contact the WPDC Coordinator, Cathy McClary phone: 250.961.0271, by email: cjmccclary401@gmail.com or mail to: WPDC PO Box 23011 Plaza 33 Kelowna BC V1X 7K7

D. Continuous Renewal:

This R & D Project Proposal policy shall be assessed within three years from its adopted date to determine its effectiveness and appropriateness, regarding the status of the Proposal Program. This policy may be assessed before that time, as necessary, to reflect substantial organizational or physical change(s) of the Council, or any change required by law.

Signed by: _____
President

Adopted Date: October 29, 2015

E. Certification of Process

Reviewed by: Board of Directors: October 29, 2015

Adopted: **October 29, 2015**

