

Purpose of This Guidance Document:

This document is intended to be used by those interested in submitting a written proposal for funding offered through the CNC Research Forest Society Legacy Fund. The following guidelines provide proponents with the necessary proposal content expected with each submission for funding.

Cover Letter

A simple cover letter is expected, which requests CNC Research Forest Society Legacy funding, specifies the amount of funding, briefly introduces the proposal, the target date for project initiation, and provides the primary contact information for the proposal.

Identifying the Proposal and Proponents

It is important to clearly identify the title of the proposal, along with the primary proponent(s), and one contact name for the primary proponent(s). The following information is to be supplied:

- *Primary Proponent(s) – Provide Company, Group or Individual Names*
- *Contact Name – One contact for the proposal*
- *Proposal Prepared by – Person who prepared proposal*
- *Date Prepared*
- *Project Title*

Executive Summary

Briefly state the expected result or product, including location where applicable. Projects are limited to those benefiting the natural resources and people within the region served by CNC. Briefly explain the need or desire for the project, who supports its implementation, who is required to implement and complete the project and who will benefit. Where applicable, provide a brief description of how this project is linked to other projects, studies, or initiatives, and how it may support, enhance or finalize those other endeavors.*

**Includes the communities and First Nations within and surrounding the communities of Burns Lake, Fraser Lake, Fort Fraser, Vanderhoof, Fort St. James, MacKenzie, Bear Lake, Prince George, Hixon, Quesnel, Wells, McBride, Dunster and Valemount.*

Background Information *[Optional]*

Where a proponent determines that background information may assist in understanding the current project proposal, then provide information as necessary.

Proposal Details

Proposed Project Implementation and Results

Provide a thorough description of the project from start to finish, including detail about the specific geographical locations of results and products. It is important that the CNC Research Forest Society (CNCRFS) is able to clearly understand the final outcome and the full process that is necessary for success. If this project is part of another project (or objective) or if it is intended to support, enhance or finalize another project, then provide a full explanation.

Partner and Collaborator Information

The proposal needs to clearly identify all of the partners and collaborators that are directly contributing to the implementation of the proposed project, even if their role or amount of support is considered minor. It is also important to identify any individuals or groups who are supportive of the project, but are not directly contributing to the implementation.

Where possible, provide the name and contact information for all partners and collaborators listed, so that the persons evaluating the proposal may confirm partners and support, if required.

Role of Partners and Collaborators

It is important to fully explain the involvement of partners and collaborators. The contributions and responsibilities (minor or major) of all partners involved in implementing or finalizing the project are to be included.

Where the involvement or contribution of a partner is critical, then attach appropriate confirmation of the partner's commitment. If the involvement of any partner is speculative or uncertain at the time of proposal, then explain as necessary.

Project Timeline:

Multi-year proposals will be considered, but the CNC Research Forest Society will only consider support and funding approval for up to three years. Any project requiring greater than three years of implementation will require further full Society re-consideration after the first three years.

Any important milestones and dates are to be provided. Where this project fits within the timeline of a larger related project, then describe that. Likewise, if this proposed project timeline proceeds or follows the timeline of a related project, then describe that.

Expected Benefits

It is important to provide all expected project benefits that are consistent with any of following outcomes:

- 1) *A long-term, tangible benefit or enhancement towards the CNC Research Forest and the CNC Natural Resources and Forest Technology program, including but not limited to:*
 - *A multi-year benefit or enhancement to the natural environment within the CNC Research Forest.*
 - *A measurable enhancement to forest/timber resources within the CNC Research Forest, where any environmental and social risk is minimized.*
 - *An improvement in the sustainable use of natural resources within the CNC Research Forest.*
 - *Enhancement or diversification of natural resource use, within the CNC Research Forest, where environmental and social risk is minimized.*
 - *A multi-year benefit or enhancement to the education of CNC Natural Resources and Forest Technology students, and where possible, other CNC students undertaking studies related to forest resources.*

- 2) *Demonstration of the CNCRFS' environmental or social commitment to the CNC region, including, but not limited to:*
 - *A multi-year benefit or enhancement to natural resources or the environment within the CNC region.*
 - *An improvement in the sustainable use of natural resources within the CNC region.*
 - *Enhancement or diversification of natural resource use, within the CNC region, where environmental and social risk is minimized.*
 - *A multi-year enhancement to facilities or opportunities related to natural resources education, natural resources research or natural, outdoor recreation within the CNC region.*
 - *Enhanced natural resource educational opportunities within the CNC region.*

- *Enhanced social support to a community, via a forest resources project, within the CNC region.*

3) *The continuation or creation of new partnerships with CNC or the CNCRFS that include in-kind and/or direct funding contributions to support any of the items listed previously.*

If there are other significant benefits that are not related to the topics listed previously, then describe those in the proposal. These additional benefits may be important when deciding between proposals that are otherwise relatively equal.

Funding Request

Provide the total cost of the project, the amounts contributed from partners, along with proposed funding from the CNCRFS. Where applicable, provide a breakdown of the project budget into differing expense categories. (It is not necessary to provide a detailed account of all proposed expenditures just the totals for each budget category). Where partners are not proposing direct funding, ensure that the value of all donated materials, services, and work is properly valued and included.

Continuing Commitments to Project Objectives beyond Completion

If as a result of this project, there will be continuing costs, person-time, or accountability required of partners, CNC and/or the CNCRFS, then ensure this is properly described. Where the continuing involvement or contribution of a partner is critical, then attach appropriate confirmation of the partner's commitment to this responsibility.

Risks and Risk Management

Apart from benefits, it is important to understand any probable negative effects that may result, and who may be impacted. If the risk of negative consequences is being addressed through preventative or mitigating strategies, then it is critical to describe these.

Where a monetary cost may be reasonably attributed to the potential remaining negative effects (after consideration of preventative or mitigating efforts), then provide the value and briefly explain how the cost was derived.

Conflict of Interest

Where a proponent may recognize a perceived conflict of interest from receiving legacy funding due to a prior or existing relationship to the CNCRFS Board members, then this information should be disclosed as part of the project proposal. If actions or agreements to minimize or remove any possible conflict of interest are applicable, then this information should also be disclosed.

Project Reporting

Regular project progress reporting to the CNCRFS is required as described in the Protocol document. If a proponent wishes to propose different progress reporting and communications as part of the proposal, then please provide details for CNCRFS consideration.

Attachments and Other Information

All relevant supporting information that the proponents deem important should be included, particularly if related to key partnerships, contributions and external recognition and support of the proposal. Other information may include responses to a CNCRFS request for additional information that occur during the submission process.