

## 1. Introduction

As per the *Forest Resources Act*, the Forest Sector Trust was established to 'restore, enhance and protect forest resources and forests. The Forest Sector Trust Board...

[Add Background]

This document will guide applicants on developing and submitting a proposal to the Trust.

A call for proposals occurs once each year during [identify month].

## 2. Eligibility

### **Project Applicants may be:**

- individuals
- non-government organizations, associations and societies
- educational institutions (public schools, colleges, universities)
- renewable resource councils, commissions, boards
- sole proprietorships and businesses
- cooperatives
- governments (First Nation, territorial, federal, municipal)

Projects that involve partnerships are encouraged.

### **Eligible Projects are those that recognize these Guiding Principles:**

- Long-term forest health;
- Economic development;
- Social and cultural connection;
- Sustainability; and
- Innovation.

Projects may not be funded if other funding programs are more appropriate to the proposed project. Projects that are deemed part of government's core operations will not be funded.

### **Eligible Costs**

Costs that are included in the project's work-plan and budget may be eligible for funding and generally are limited to:

- Contracted services and/or salaries.
- Office services (telephone, photocopying, postage).

- Travel, food and accommodation.
- Materials and supplies.
- Rented or leased space, facilities, equipment and machinery.

As a general rule, Eligible Costs do not include the purchase of capital equipment, such as licensed motor vehicles or computer hardware. In very exceptional circumstances, a piece of capital equipment may be purchased upon submission and approval of the Trust but may also become the property of the Trust after the project is complete. All expenses and costs must be submitted in the work-plan and budget and approved by the Trust. All original receipts and invoices must be retained by the proponent and must be submitted to the Trust upon request. These conditions may become contractual obligations prior to the release of funds.

### Level of Funding Assistance

- The Trust **may** fund up to 100% of any project.
- Funding from other sources is encouraged.
- Single year projects will be given priority.
- Multi-year projects are not encouraged, but may be considered for Trust funding.

Recurring or repetitive projects that are funded in any one year may not necessarily be funded in a subsequent year.

## 4. Application Deadline

The availability of Trust funds and a call for proposals will be advertised throughout Yukon between [\_\_\_\_\_] of each year. The deadline for proposal submissions will be \_\_\_ P.M. on [\_\_date\_\_]. If this is a statutory holiday, the submission deadline will be the next business day.

Proposals may be addressed to the Yukon Forest Sector Trust Manager and submitted by either:

- **Email:** as an attached MS word document or Adobe PDF formatted document (.doc or .pdf - **preferred mode and format**).
- **Mail:** \_\_\_\_\_; or
- **Delivery:** \_\_\_\_\_

Applicants may contact the Trust Manager before submitting a proposal to discuss a project's concept or for advice and assistance. Inquiries may be made by:

- **Writing to** \_\_\_\_\_
- **Phone (867)** \_\_\_\_\_
- **Emailing** \_\_\_\_\_
- **Web:** \_\_\_\_\_

## 5. Application Procedure

The applicant must provide a cover page, located on the web or the last page of this report, which includes:

- the title of the project;
- a brief one paragraph summary of the project stating the purpose, objective(s), location,

and amount of funds being requested from the Trust;

- proposed start and finish dates; and
- the applicant's name, address, contact person name, and contact information (i.e., phone, fax, email, mail, web, etc.)

The following criteria must be included in the proposal for determination of feasibility and technical soundness; wherever possible, demonstrate how traditional knowledge supports the rationale:

- State which of the Trust's Guiding Principles the project falls under. Does it restore, enhance or protect forest resources and forests in the Yukon?
- Detail the methodology or the approach that will be taken to reach the project's objectives. Are there sound biological/ecological rationales for the project to proceed? You are encouraged and may be required to provide background support from forestry professionals or other relevant experts and/or from local/traditional knowledge experts.
- What are the anticipated outcomes of the project and how will each be measured or evaluated?
- Do you have the community, First Nation, Renewable Resource Council, Forest Management Branch and public support for your project? You may be required to submit documentation of support.
- What permits and permissions will be required for the project to proceed? Do you have permission of landowners, regulatory agencies, worker compensation, etc.? You may be required to submit the necessary documentation prior to the release of funding. This would include harvesting authorization (example: Forest Resources Permit) and meeting all relevant YESAA requirements.
- Is there a linkage to relevant plans? Such as Forest Resources Management Plans and Land Use Plans.
- Do you have involvement from other funding partners and what is their contribution?
- Are the project's personnel qualified to carry out the proposed project? The résumé of the project manager will need to be submitted.
- Are there ongoing operations and maintenance costs after completion of the project?
- **The application must contain:**
  - funding proposal cover sheet
  - budget; and
  - project work-plan;
  - résumé of project manager.

The completed and approved proposal, including a cover sheet, budget, and project work-schedule, form an integral part of the 'Contract' that each successful applicant must sign before receiving funding.

## 6. Technical Review

In [select month], the Board will review all applications for completeness and compliance with the Trust mandate and guidelines. The Trust Manager may contact applicants if their proposal requires more clarification.

The criteria described under section 5, "Application Procedure", are the essential elements

used to assess the proposal's feasibility and technical soundness.

The technical review will consist of a minimum of x Board members and may include the Trust Manager, and any number of forestry and/or other experts as deemed to be necessary. Experts may include those with local or traditional knowledge of the area.

## 7. Final Selection

The technical review will rate each proposal in accordance with the Trust Objectives (Restore, Enhance, or Protect) and guidelines. Proposals that are technically sound, financially viable and feasible, and meet the objectives of the Trust are prioritized for funding.

Once the review has been completed, all proponents will be notified in writing on the status of their proposal.

## 8. Successful Applicants

- Each successful applicant will sign a Contribution Agreement with the Trust outlining the project terms, including the schedule of payments and timelines for completion.
- Projects will be monitored by the Trust Manager for compliance with the Contribution Agreement.
- Final reports, results, evaluations, and photos must be submitted by the successful applicants and will become the sole property of the Trust. These may be available for public distribution at the Trust's discretion.
- The final reports shall include an evaluation to assess whether the goals of the project were met.
- Interim reports may also be requested.
- The successful applicant will recognize the Trust for the funds granted in all reports, signage (pre-approval required), and wherever and whenever applicable.
- Unfulfilled terms of the Contribution Agreements may be terminated at the Trust's discretion.
- Any approved but unexpended project funds must be returned to the Trust.

# FOREST SECTOR TRUST BOARD

## GUIDE FOR THE PROPOSAL REVIEW FORM

### Proposal Review and Selection

- The review of proposals shall be carried out by Board Members and any other person(s) from recognized organizations or government at the discretion of the Board.
- Decisions to fund proposals shall be made using the Trust's Guiding Principles as the main criteria to rate projects.
- The Trust shall use standardized methods to assess each proposal and each proposal will be evaluated equally using a consistent and objective method. Refer to the Proposal Review Form.
- Proposals will be categorized as:
  - i. Successful
  - ii. Successful - pending revisions
  - iii. Wait-Listed
  - iv. Unsuccessful
- Each proposal will be given an averaged rated placement and score. The averaged rated placement and proposal score will determine its priority status in its respective category.
- *Successful* proposals will be funded in the order of their average project scores.
- Proposals rated *Successful-pending revisions* may be classified as *Successful* if the Board determines the proposal applicant has or will adequately meet the required mandated revisions.
- Proposals rated *Wait-Listed* may be funded, in order of priority, if the Chair determines there is money remaining once Successful proposals have been funded and the proposal applicant has adequately agreed to meet any required revisions. Any unsuccessful proposals would need to fully resubmit the following year.
- Board members' decisions on proposals shall be final.
- All proposal applicants shall receive a response letter.

Proposal No. \_\_\_\_\_  
Proposal Name: \_\_\_\_\_

Reviewer name: \_\_\_\_\_

## FOREST SECTOR TRUST PROPOSAL REVIEW FORM

The Forest Sector Trust requests your assistance to complete the evaluation of the attached Trust application(s). **All comments shall be made in the area provided at the end of the form.**

### Overall Project Suitability:

1. Does this project meet the Trust's Guiding Principles (does it protect, enhance or restore forest resources or forests)? Which Guiding Principle does it meet and how?

- Protect. If so, how?

\_\_\_\_\_

- Enhance. If so, how?

\_\_\_\_\_

- Restore. If so, how?

\_\_\_\_\_

- Long-term forest health. If so, how?

\_\_\_\_\_

- Economic development. If so, how?

\_\_\_\_\_

- Social and cultural connection. If so, how?

\_\_\_\_\_

- Sustainability. If so, how?

\_\_\_\_\_

- Innovation. If so, how?
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**Score this question out of 20.** \_\_\_\_\_ **/20**

2. Is there relevant local support for this project (i.e. Renewable Resource Council, public, government, etc.)?

**Score this question out of 10.** \_\_\_\_\_ **/10**

**Technical Feasibility:**

3. Is there sound environmental, social and economic or traditional knowledge rationale?

**Score this question out of 15.** \_\_\_\_\_ **/15**

**Project Methodology and Permissions**

4. Is the project design, schedule and methodology reasonable with clear deliverables? Consider the rationale for meeting the Guiding Principles. Consider any risk assessment and mitigation built in to the project design.
5. Have the proper regulatory permits been identified? Has there been appropriate and adequate preparation?

Yes \_\_\_\_\_ No \_\_\_\_\_. If no, please identify which permits are missing? \_\_\_

**Score these questions out of 20.** \_\_\_\_\_ **/20**

**Applicant Suitability:**

6. How would you evaluate the proposal team's capability of successfully completing the objectives of the project? Include the review of the project lead's résumé.

**Score this question out of 15.** \_\_\_\_\_ **/15**

**Financial Feasibility:**

7. How well justified is the total requested budget compared to the proposed use of the included items and costs? Costs that appear excessive (i.e., salary, equipment, travel, etc.) should be described under the COMMENTS area below.

**Score this question out of 15.** \_\_\_\_\_ **/15**

8. Are there ongoing operations and maintenance costs? Yes \_\_\_\_\_. No \_\_\_\_\_. If yes, please identify which costs are ongoing? Has detail and clarity been provided on mitigating these costs?

**Score this question out of 5.** \_\_\_\_\_ **/5**



**END OF EVALUATION - THANK YOU FOR YOUR REVIEW**

Pursuant to the Operating Procedures, what Funding Category are you recommending this proposal be placed under? Circle One.

1. Successful
2. Successful pending revisions
3. Wait-Listed
4. Unsuccessful

**If not the requested amount, how much of the requested amount do you nominate be funded?\_**

**COMMENTS:**

In the remaining space please provide any brief comments or concerns, *pending revisions*, or suggested requirements (such as lowering budgets or exclusions of work – use point form if possible).

Notes:

Forest Sector Trust  
Final Report Guidelines

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All parties who receive funding from the Forest Sector Trust must submit a two part final report: a Results Report and a Financial Report. You must also provide the Forest Sector Trust with an electronic (PDF) and hard copy version of both reports. You must also provide separately electronic jpeg files of all pictures used.

Please note that all reports become the property of the Forest Sector Trust as stated in the contribution agreement; and the Results Report (not the Financial Report) shall be published on the Forest Sector Trust's website. Images may be used for Forest Sector Trust promotional purposes. The next few pages contain a brief outline that demonstrates what your reports should include.

<p><b>PROJECT ACTIVITIES</b></p>	<ul style="list-style-type: none"> <li>√ What activities did you complete during your project?</li> <li>√ How did your activities contribute to your goals and objectives?</li> <li>√ Explain how the results of your work contributed to the protection, enhancement or restoration of forest resources and forests.</li> <li>√ If you were to do the project again, what would you do differently?</li> </ul>	<p><b>1 – 2 PAGES</b></p>
<p><b>COMMUNICATIONS</b></p>	<ul style="list-style-type: none"> <li>√ What did you do to ensure your results were shared with the appropriate groups, people or governments?</li> <li>√ Describe how you recognized the Forest Sector Trust and/or its mandate.</li> <li>√ Identify any communication materials, strategies or techniques that you used to promote your project and its objectives.</li> <li>√ Include photos of the project in action or the finished project.</li> </ul>	<p><b>1 PAGE</b></p> <p><b>(attach all news clippings and photos in an electronic format)</b></p>
<p><b>FINANCIAL REPORTS</b></p>	<ul style="list-style-type: none"> <li>√ Include all receipts and invoices from the project and ensure they match the project work plan and the amount of funding received.</li> <li>√ Use a budget-to-actual statement to compare your original budget to your actual spending. Explain any major differences, using the Final Report Budget Sheet Template.</li> <li>√ Explain any over expenditures or under expenditures.</li> <li>√ Include a cheque for all funds that were not used during the project.</li> </ul> <p>Please use the Final Report Budget Sheet Template attached.</p>	<p><b>1 – 2 PAGES</b></p> <p><b>(plus copies of all receipts)</b></p>

**Forest Sector Trust  
Final Report Guidelines**

**FINAL REPORT BUDGET SHEET  
SAMPLE TEMPLATE**

	<b>Expenditure Categories</b>	<b>Item</b>	<b>Projected Cost</b>	<b>Actual Cost</b>	<b>Receipts Included</b>
1	<b>Project/Rental Expenses (equipment, machinery)</b>				
2	<b>Wages and Contract Services</b>				
3	<b>Office and Administrative Expenses (telephone, printing, postage)</b>				
4	<b>Travel Expenses (food, accommodation, transportation)</b>				
5	<b>Materials and Supplies</b>				
6	<b>Facility Expenses</b>				
7	<b>Other Expenses</b>				
		<b>TOTALS</b>			