



DIRECTOR POLICY #13 Annual Grant Program

Effective Date: March 19, 2026

1. Purpose

- a) To support structured, planned projects through an annual call for applications. Providing financial support to community projects that align with the VCF's mandate to promote sustainable forest management, community development, local economic, and social well-being.
- b) To outline the framework for administering, reviewing and awarding grants in a fair, transparent, and accountable manner.

2. Scope

This policy applies to all grant applications submitted to the VCF, the Grant Committee responsible for reviewing applications and the VCF Board of Directors which holds the final approval authority.

3. Guiding Principles

- a) **Transparency:** All applications are reviewed using consistent criteria and scoring methods.
- b) **Accountability:** Funding decisions are documented and based on merit and alignment with the VCF mandate.
- c) **Fairness:** All eligible applicants are given equal consideration.
- d) **Community Benefit:** Grants must contribute positively to the Valemount area and its residents.

4. Eligibility

Eligible applicants include registered non-profit organizations, community groups, and other entities that demonstrate a clear community benefit. Projects must occur within or directly benefit the Valemount area, specifically between Albreda and Crescent Spur, BC.

Approved By: Board of Directors

Approval Date: March 18, 2026



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4.1 Ineligible Expenses: *The VCF Grant Program is intended to support specific projects and initiatives rather than ongoing operational costs. Ineligible expenses are not limited to the following:*

- a) Regular operational or administrative expenses such as utilities, rent or office supplies.
- b) Insurance premiums or liability coverage.
- c) Payroll, wages, or honoraria for regular staff positions.
- d) Debt repayment or loan servicing.
- e) Fundraising events or activities primarily intended to generate revenue.
- f) Retroactive funding for projects already completed or underway.

Exceptions may be considered only if such expenses are directly tied to the delivery of a specific, time limited project and are clearly justified in the application.

5. Annual Grant Cycle and Public Notice

- a) The VCF Grant Program will open Annually in October.
- b) The applications window will remain open for eight weeks.
- c) Public notice will be made through the following channels:
 - Advertisement in the local newspaper for minimum six consecutive weeks
 - Posting on the VCF Facebook page and community social media platforms
 - Direct outreach to previous applicants to inform them that the program is open for new submissions.
 - VCF Management or staff will ensure all postings are made in accordance with this schedule each year.

6. Application Process

- a) Applications must be submitted using the official **VCF Grant Application Form (Appendix A)**
- b) Must be received by the published deadline. Late or incomplete applications will not be considered.



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- c) Applicants may be contacted for clarification or additional information.
- d) The Grant Committee will review all eligible applications and make funding recommendations to the VCF Board of Directors.
- e) The VCF Board of Directors will make the final funding decisions.

7. Reviewing and Scoring

Applications are evaluated by the Grant Committee using a standardized scoring system. **(Appendix B)**

Each category is scored on a scale of 1 – 5, with 5 representing the highest level of merit.

Categories

Proximity to Valemount	Projects located within or directly benefiting the Valemount area receive higher scores
Community Support	Measured by letters of support, volunteer involvement, and demonstrated local engagement
Proposal presentation	Clarity, completeness, and professionalism of the application
Consistency with VCF Mandate	Alignment with VCF goals of sustainable forest management, community development and local benefit
Reference or Past Performance	Track record of successful project completion or reliable references
Other Funding Secured	Demonstrated financial commitment from other sources, showing project viability and shared responsibility



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Scoring Scale

<i>Score</i>	<i>Description</i>
5 - Excellent	Fully meets or exceeds expectations; strong alignment and clear community benefit
4 - Good	Meets most expectations; minor weaknesses but overall strong proposal
3 - Satisfactory	Adequate; meets minimum requirements but lacks distinction or detail
2 - Weak	Partially meets expectations; significant gaps or unclear benefit Score
1 - Poor	Does not meet expectations; lacks relevance or feasibility

8. Funding Decisions

- a) The Grant Committee will total the scores and provide recommendations to the VCF Board.
- b) The Board retains full discretion to approve, partially fund, or decline any application, regardless of their score.
- c) Not all grants need to be funded.
- d) The availability of funds does not guarantee approval of all applications.
- e) The Board may consider additional factors such as project diversity, timing, and overall community
- f) Decisions of the VCF Board are final.



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9. Reporting, Accountability and Recognition

Successful applicants must submit a final report within one year of receiving funds, detailing how the grant was used and the outcomes achieved. Failure to submit a report may affect the eligibility of future funding.

To acknowledge the support of the Valemount Community Forest, successful applicants are also required to include VCF recognition in their project marketing and communications. This will include:

- Displaying the VCF logo on promotional materials, signage, or event programs.
- Acknowledging VCF support in press releases, social media posts, or public announcements.
- Providing photos or media that VCF may use to highlight community partnerships.

10. Conflict of Interest

Committee and Board members must declare any conflict of interest and recuse themselves from discussions or decisions involving related applications.

11. Policy Review

This policy will be reviewed every three years or as needed to ensure continued relevance and effectiveness.