

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**Donation Criteria and Request Procedures**

**PURPOSE:**

Establish a reliable community relations and donation policy to provide assistance to create goodwill between the Lower North Thompson Community Forest Society (LNTCFS) and the local communities.

**PLAN:**

Establish uniform donation guidelines to which LNTCFS will abide.

**GENERAL CONTRIBUTION GUIDELINES:**

Contributions in the form of grants, educational bursaries, and repayable loans to the community should fall into one of three categories: charitable organizations, community involvement or public relations.

The receiving organization must be within LNTCFS's field of membership. The amount of funding will be considered on a case-by-case basis, subject to budget limitations. The number of members who will benefit and the impact of the activity or project will be taken into consideration in each case.

Consideration will be given to organizations that are able to leverage funds from other sources, such as Government, other Foundations, or other Societies. At times a beneficiary grant from the LNTCFS will be able to assist another organization to do this additional funding at a 1:1 to a 1:5 ratio.

Charitable donations requested by a non-profit or otherwise charitable group outside of our field of membership will be considered. The maximum donation to any charitable group in this category will be determined in a Motion by a Society Director that is passed by a majority of the Board of Directors.

Donations may be requested by groups who are within the LNTCFS's field of membership in exchange for an advertising opportunity. (Ex: high school sports programs, yearbook ads, etc.) These opportunities will be forwarded to the Board of Directors for approval and/or distribution.

Other acceptable donation requests are those made to groups, organizations or institutions that are part of a community awareness campaign. Requests in this category will, in most cases, be considered for advertising/public relation exposure. These groups should be part of our community, promote the LNTCFS or otherwise support our membership.

**PROCEDURES:**

Submit written request with an LNTCFS Donation Request form. Donation request forms and guidelines are available at the LNTCFS Office located at 4648 Barriere Town Road, Barriere, BC. Fax or mail request to: LNTCFS, Box 983, Barriere, BC, V0E 1E0 or Fax: 250.672.1942

Once the LNTCFS has received a written request, the decision will be given by phone or letter within 90 days of receipt.

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**Donation Request Form**

Date Submitted: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Are you an LNTCFS member? Yes \_\_\_\_\_ No \_\_\_\_\_

Contribution Category(s):

Charitable Organization

Community Involvement

Public Relations

Community Awareness

Please provide a brief description of your organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a brief description of your donation request including the intended use/purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Benefits: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Communities Benefiting:

McLure     Louis Creek     Barriere     Chu Chua     Little Fort     Other: \_\_\_\_\_

Amount of Request (\$): \_\_\_\_\_

LNTCFS Use Only:

Authorized by: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Funding Category:  Comprehensive     Area-Specific