

BCHC EDUCATION FUND GRANTS POLICY

Pursuant to Article 5, Section 1, of the BCHC Education Fund, Inc. Bylaws, the board of directors of the corporation shall establish a committee to accept, evaluate, and recommend funding of grant applications for qualified projects. Applicants will complete Form 1 of this policy and submit it electronically to the Education Fund Secretary no later than the 1st of March and/or the 1st of September of the year of the grant application.

The Education Secretary will assign a BCHC Education Fund identifier to the form and strip off all other unit identifying words. The Secretary will fill in the applicable sections of Form 2 prior to sending to the Grants Committee. In addition, the secretary will provide to the Grants Committee pertinent information concerning lines 7-10 of Form 2. The Grants Committee will then be forwarded this anonymous document for evaluation using Form 2 to score the project.

The Grants Committee shall function in accordance with Article 2, Section 2, of the BCHC Education Fund, Inc. Bylaws. The primary objective of the grants must meet the following criteria: To educate people on how to utilize the principals of Leave No Trace for preserving and improving the backcountry wilderness areas of California; to promote educational programs that benefit stock users; and to promote cooperative interactions with other user groups regarding safety, care and the protection of our backcountry resources.

The Grants Committee shall consist of three to five members who shall be appointed by the Education Fund Board of Directors. The committee shall be comprised of the following: The Vice President of Education who shall act as Chairperson; the Secretary and the Treasurer, a Wilderness Rider; and one other member of the Education Fund Board of Directors.

The Grants Committee shall meet from time to time, as need dictates, to conduct its business in assessing applications and making recommendations to the board for funding. The Grants Committee will forward to the president and the secretary their ranked recommendations for funding of all received applications. The Grants Committee will send all of their members' scoring rubrics (Form 2), the anonymous proposal (modified Form 1), the proposal's budget information (Form 3) and their report to the president. They may recommend complete funding, partial funding or no funding. If partial or no funding is recommended, the committee will provide a critique of the project as to why it was not adequate for complete funding. The Grants Committee will also serve as the review committee for project monitoring and follow-up until the Completion Report(s) are submitted.

(b) Definition: "Grants Applicants"

Grant applicants shall be units of BCHC in good standing. Applicants will submit a completed grant application, Form 1 and Form 3 to the BCHC Education Fund, Inc. Secretary. Applications must be submitted no later than the 1st of March and /or 1st of September of the year of the grant application and must be signed by the unit president. Incomplete or unsigned applications will be returned for completion which may delay funding. Units must use the funds in their Unit

Education Fund along with any funds requested from the Grant. *i.e.* *Grant monies will be reduced by amount in the Unit Education Fund.*

(c) Definition: “Restricted Funds”

Any monies donated to the BCHC Education Fund, Inc. with the donor’s specification that those funds be designated solely for the use of a particular unit(s) of BCHC will be restricted funds and accounted for as such by the treasurer. The units will use the same application process for accessing these funds as they would for unrestricted funds. Restricted funds not utilized within five years by the designated unit will be rolled into the unrestricted fund, at the discretion of the board, and then be available for all applicants. In the event a unit of BCHC ceases to exist, any restricted funds held in that unit’s name will be rolled into the unrestricted fund. A unit submitting a qualifying application shall first utilize, if available, restricted funds held in its name. In the event those funds are insufficient for the project, the remainder needed will come from the unrestricted fund, if available.

Persons or entities donating funds to the BCHC Education Fund, Inc. desiring to have their donation designated to a particular BCHC unit(s) shall have no say in the use or disbursement of the funds other than that they are to be for a specific unit to access.

(d) Definition: “Unrestricted Funds”

Any monies donated to the BCHC Education Fund, Inc. which are not specifically designated for the sole use of a particular unit(s) will be designated as unrestricted funds and will be available for all units to access through qualified grant applications.

(e) Definition: “Project Qualifications”

Pursuant to Article 2, Section 2, “Objectives and Purposes” of the Education Fund bylaws, all qualifying projects must include components that include education in Leave No Trace, for preserving and improving the backcountry wilderness areas of California; to promote educational programs that benefit stock users; and to promote cooperative interactions with other user groups regarding safety, care and the protection of our backcountry resources. Work projects will qualify only when the educational component was presented at some point during the course of the project. This must be confirmed on the Completion Report.

It is specifically noted that ongoing education of BCHC membership must be accomplished in order to successfully have educational knowledge and material to offer the public. To this end, all participation by BCHC members in BCHC Rendezvous, Leadership Training, and the BCHC Fall State Board meeting shall qualify as educational projects. These education projects are considered qualification efforts and as such are not eligible for grant monies. Individuals may report these activities to the BCHC Education Fund, Inc. Secretary for matters of record keeping and tax reporting.

(f) Definition: “Project Monitoring/Completion Report”

The BCHC Education Fund, Inc. board feels strongly that it is responsible to assure, to the best of its ability, the wise and compliant use of the funds under its administration. Therefore, all projects funded will be required to submit either an interim Monitoring Report (Form 3) for

projects that are ongoing and will span a number of years, or a Completion Report (Form 5) for all projects completed. These reports will address the questions asked in the application regarding other participants and persons reached with the education information and generally explain the success of the project. These reports will be submitted to the Grants Committee Chairperson and must be submitted before any future grant applications will be considered from the unit. Monitoring Reports shall be submitted every six months for ongoing projects. Completion Reports will also include a closing budget report (Form 3 & 4) which will account for actual project expenses. In the event the project goes over budget and expends more funds than were budgeted in the application, the unit may apply for additional funds. This must be done as a separate application and will be funded at the discretion of the board. Grant funds unused for a specific project must be returned to the fund with the Project Completion Report.

(g) Definition: “Grant Application Qualification”

Applications to the BCHC Education Fund, Inc. will be reviewed by the Grants Committee for adherence to the “objectives and purposes” of the fund as outlined in Article 2, Section 2 of the Education Fund bylaws. Applications deemed inconsistent with the objectives and purposes will be returned to the applicant for re-working and re-submission. The Grants Committee, at its discretion, may make suggestions to the applicant to assist them in submitting a qualified project application.

In the event an applicant disagrees with the determination of the Grants Committee as to the qualification of a project application or another disagreement arises during the application, granting, or reporting process, such disagreements shall be handled by the BCHC Education Fund, Inc. board of directors, with any assistance they may deem necessary and valuable. The board’s determination shall be final.

(h) Definition: “Forms”

BCHC Education Fund, Inc. will provide all necessary grant application, project monitoring, and expense reporting short forms to be used for all applications and reporting. BCHC Education Fund, Inc. monies, whether restricted or unrestricted, shall be accessed and disbursed through the use of the BCHC forms.

Form # 1

BACKCOUNTRY HORSEMEN OF CALIFORNIA EDUCATION FUND, INC.

APPLICATION FORM

EDUCATIONAL PROJECT

A. Name of Unit: _____

B. Funding Year(s): _____

C. Project Name: _____

D. Project Submitted By: _____ E. Date: _____

F. Contact Phone Number: _____

G. Contact Email: _____

H. Have unit Education Funds been used? _____

H. Project Location:

i. National Forest _____

ii. BLM Resource Area _____

iii. National Park _____

iv. State Park _____

v. Other (_____)

Project Number (Assigned by BCHC Education Fund, Inc. Secretary): _____

1. Project Goals and Objectives: (See Bylaws Article 2 Section 2)

2. Project Description (If Interim or Completion report, so state):

3. Types of Participants Involved (general public, clubs, agencies, youth, adult, etc.):

4. Will the Project Involve the Use of Stock?: ___yes ___no

Form 1 – Page 2

5. How Does the Proposed Project Meet the Educational Goals of BCHC?:

6. Project Type: ___Clinic ___Seminar ___Field ___Display ___Workshop
___ Publication ___Trail work ___Other (_____)

7. Identify What the Project Will Accomplish:

8. Estimated Project Start Date: _____ **Completion Date:** _____

9. Will the Project Involve Other Groups / Organizations? (identify):

10. If So, How Will the Project Build Cooperative Relationships Between These Groups / Organizations and BCHC?:

11. How Is This Project in the Best Interest of the Public, Groups / Organizations, and BCHC?

Describe the Benefits:

12. How Does this Project Benefit the Public Agencies and Public Lands?

Describe the Benefits:

13. Anticipated Project Costs? (Attach budget see Attached Form 3):

\$ _____

(Budget to show total project cost, all other sources of funding, and amount of grant monies requested)

14. Identify Other Sources of Funding (include in budget):

15. Amount of Grant Monies Requested?: \$ _____

16. Project Completion Report (due by end of project year and required before future project funding will be considered):

A. Identify Who Will Complete the Report: Name: _____

i. Phone _____

ii. Email _____

B. Unused Funding: Any grant funding remaining at the completion of the project will be returned to the BCHC Education Grant Fund by the end of the project year. These monies are to be identified in the Project Completion Report.

C. Signature/Date of Person Making Application x _____ x _____

**D. Signature/Date of Grant Committee Chairperson x _____
x _____**

Form #2

BCHC Education Fund Assessment Rubric

Project Description

Date of assessment			
Objectives		Max Score	Earned Score
1	Educate on how to use Gentle-Use/LNT	15	
2	Preserve & improve the backcountry	15	
3	Promote educational programs that benefit stock users	15	
4	Promote cooperative interaction with other user groups	15	

Other			
5	Number of people projected to be educated	5	
6	Sufficient Restricted Funds: yes = max score (Bylaws Article 6 Section 5C)	5	
7	Project's in-progress monitoring reporting	5	
8	Previous completion of project & reporting	10	
9	Ongoing education of unit membership	10	
10	Ongoing attendance of State meetings by unit officers	5	
Totals		100	0
Percent of Max		0%	

Form #3

BUDGET FORM

1. Project Description

2. Project Goals and Objectives (Indicate which budgeted items support objectives):

3. Estimated Project Start Date: _____ Completion Date: _____

a: If this is an interim report, indicate spending rates of budgeted items

4. Grant: \$ _____

5. Other Funding Source \$ _____

6. Total Funds \$ _____

Cost Items: (Indicate % of Budget)

Budget

Form #4

BACKCOUNTRY HORSEMEN OF CALIFORNIA EDUCATION FUND, INC. APPLICATION FORM FOR FOR UNIT-SPECIFIC FUNDS

A. Name of Unit: _____

B. Funding Year(s): _____

C. Project Name: _____

D. Project Submitted By: _____ E. Date: _____

F. Contact Phone Number: _____ G. Contact Email: _____

H. Project Location:

i. National Forest _____

ii. BLM Resource Area _____

iii. National Park _____

iv. State Park _____

v. Other (_____)

Project Number (Assigned by BCHC Education Fund, Inc. Secretary): _____

1. Project Goals and Objectives: (See Bylaws Article 2 Section 2)

2. Project Description (If Interim or Completion report, so state):

3. Types of Participants Involved (general public, clubs, agencies, youth, adult, etc.):

4. Will the Project Involve the Use of Stock?: ____yes ____no

5. How Does the Proposed Project Meet the Educational Goals of BCHC?:

6. Project Type: ___ Clinic ___ Seminar ___ Field ___ Display ___ Workshop
___ Publication ___ Trail work ___ Other (_____)

7. Identify What the Project Will Accomplish:

8. Estimated Project Start Date: _____ **Completion Date:** _____

9. Will the Project Involve Other Groups / Organizations? (identify):

10. If So, How Will the Project Build Cooperative Relationships Between These Groups / Organizations and BCHC?:

11. How Is This Project in the Best Interest of the Public, Groups / Organizations, and BCHC?

Describe the Benefits:

12. How Does this Project Benefit the Public Agencies and Public Lands?

Describe the Benefits:

13. Anticipated Project Costs \$_____

14. Identify Other Sources of Funding:_____

15. Amount of Ed Fund Monies Requested?: \$ _____

16. Project Completion Report (due by end of project year and required before future project funding will be considered):

A. Identify Who Will Complete the Report: Name: _____

i. Phone _____

ii. Email _____

B. Unused Funding: Any Ed Fund money remaining at the completion of the project should be returned to BCHC Treasurer for return to your unit's BCHC Education Fund pool.

C. Signature/Date of Person Making Application x _____ x _____

D. Signature/Date of BCHC Treasurer x _____ x _____

Form# 5

BCHC EDUCATIONAL PROJECT COMPLETION REPORT

Funding Year(s): _____

Name of Unit: _____ Project Number: _____

Project Name: _____

Completion Report Submitted By: _____

Date: _____ Phone Number: _____

Email: _____

Did you work within your proposed budget?

Did you achieve your goals re Education, please detail ?

Where you able to achieve your goals with agencies or others?

Did you receive any other grants for this project, if yes, who and the amount received.

ITEMS TO BE SUBMITTED TO GRANT COMMITTEE thru BCHC State Secretary

- Proposed and actual monies spent.
- The education aspect of the agenda.
- Photos of the event before, during and after.
- Amount received at the beginning from the Grant Committee

Grant Committee Chairperson: _____ date _____