

## **BCHC 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 1<sup>st</sup> of March and/or the 1<sup>st</sup> 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 of BCHC, 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 1<sup>st</sup> of March and /or 1<sup>st</sup> 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.

(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) 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 – Complete all 3 pages to apply for State Education Fund Grant

Form 2 – *Grant Committee Use only*

Form 3 – Complete Budget form and include with Form 1 – Form 3 should also be used as a monitoring form for projects extending over 6 months.

Form 4 – Complete all 3 pages to apply for **Unit** Education Grant Funds

Form 5 – Completion form to be completed at end of project