

MEMORANDUM FOR: Appalachian Society of American Foresters and all related State Divisions and Chapters

SUBJECT: APSAF Project Funding Program

Date: November 2016

## 1.0 INTRODUCTION

The 2014 Appalachian Society of American Foresters (APSAF) Executive Committee (EC) determined that a portion of the APSAF budget be dedicated to support financial endeavors of members that align with the Society's mission and intent, and the objectives identified in the APSAF bylaws. The EC also agreed that financial support of volunteer leaders to attend APSAF events enables leaders to fulfill their duties and enhance their leadership. This policy establishes the guidelines for determining availability of funds on an annual basis and the guidelines for financial requests submission and consideration.

## 2.0 GUIDELINES FOR DETERMINING AVAILABILITY OF FUNDS

An annual budget allocation for the APSAF Project Funding Program (the Program) will be approved by the EC based on current financial status and other annual budget requirements. This should normally occur in January at the time the APSAF annual budget is approved.

## 3.0 APPROVED TYPES OF FUNDING REQUESTS

The APSAF may fund any submitted request so long as the EC determines that the intent is aligned with the SAF mission and APSAF's objectives, falls within the fiduciary responsibilities of the EC as outlined in the bylaws, and is determined to be a reasonable use of funds. Projects that focus on the following objectives will receive prioritized consideration in funding decisions:

- 1) Directly support the current SAF Mission
- 2) Promote education to enhance public understanding of the role of professional foresters in forest resource management, including forest policy activities
- 3) Strengthen state divisions and chapters in achieving the mission of the Society and providing member services
- 4) Provide for professional and leadership development for APSAF members that enhance knowledge, skills, abilities, and leadership potential within the organization

Appropriate funding requests may include, but are not limited to, state or chapter project proposals; sponsorship of non-SAF events that are shown to further sound forest management, the forestry profession, or provide other direct benefits to members; fund-matching for state division initiatives; support for SAF volunteer leaders to attend APSAF events; or any other effort/initiative deemed appropriate by the APSAF EC.

#### 4.0 FUNDING REQUEST SUBMISSION PROCEDURE

It is expected that all funding requests have been vetted at the most appropriate local level (chapter and/or state), and approved by the State Division EC before a request is submitted to the APSAF Funding Program Coordinator. It is preferred that all available funding options, formal (Forester's Fund and/or KP Funderburke) or informal (chapter and/or state division), have been leveraged prior to submission to APSAF. For example, a chapter project proposal that cannot be fully funded by the chapter and/or was not approved for a Forester's Fund grant, will request funding through their respective state division. Any portion that exceeds state funding capability can then be forwarded for APSAF funding consideration. Additionally, unless the APSAF EC establishes a certain level of "scholarship" money to be made available to each state division, then SAF volunteer leaders should first seek travel and registration support from a KP Funderburke grant and/or their home unit to attend APSAF events prior to requesting APSAF assistance.

Annual availability of funding should be determined by the EC at the first quarterly meeting. Availability of funds and procedure for project proposals will be communicated to State Divisions and general membership. Requests are to be submitted to the APSAF Funding Program Coordinator before the end of the second and third calendar quarters (e.g., by 15 May and 15 August). Initial proposal review is to be conducted by the APSAF Funding Program Coordinator based on project alignment with stated objectives, probability of project success, and availability of funds. Funding recommendations will be presented by the Funding Program Coordinator to the EC at the second and third quarterly meetings for final review and approval. All requests should be submitted using the APSAF Funding Request Application form and should meet all established criteria (Annex A). Projects may be approved until available funding has been depleted.

#### 5.0 FUNDING REQUEST CONSIDERATION PROCEDURE

The Funding Program Coordinator or designee will present all requests to the EC for consideration, discussion and vote prior to approval. Electronic mail communications may be used for timely project review and approval decisions. Partial funding decisions are acceptable. It is the responsibility of the APSAF Funding Program and EC to ensure that all approved requests align with the SAF mission.

#### 6.0 FUND ISSUING AND PROJECT TRACKING

Approved projects will be funded at 80% of the requested project amount. The APSAF Treasurer will issue a check in the approved amount to the applicant chapter or Division treasurer, or individual as appropriate. The remaining 20% will then be issued at the successful completion of the project as determined by the Funding Program Coordinator.

Projects are to be completed within twelve (12) months of receiving APSAF funds. A final project report will be submitted by the project coordinator to the Funding Program Coordinator within 30 days of project completion. Project reports will include an executive summary as well as full project

description with successes, lessons learned, and a final budget. The Funding Program Coordinator should ensure that the executive summary of the project reports are submitted as a Trailblazer article and posted on the APSAF website.

Any unused funds will be returned to APSAF. Any project funding shortfalls will be reimbursed from the residual 20% of the requested amount. Prompt reimbursement to the APSAF Treasurer is required when the project is completed under-budget. Project reports will also be submitted for unsuccessful projects so the Funding Program can consider recommending reimbursement of funds or closing the project as is. Failure for the project coordinator to submit a project report may result in reimbursement of all project funds as determined by the Funding Program and approved by the APSAF Chair.

Time extensions beyond 12 months will be considered for extenuating circumstances. A request, in writing, should be submitted to the Funding Program Coordinator detailing the progress to-date and justifying the need to extend. The APSAF EC will have final approval on extension requests.

#### 7.0 CHANGES TO THIS POLICY

This policy should be reviewed annually by the APSAF EC to determine appropriateness, applicability, clarification, and/or update requirements. Any changes will be reviewed, approved, and documented by the EC.