

# The Rotary Clubs of Kamloops and Area Wildfire Recovery Fund

## TERMS OF REFERENCE

### MISSION

The Rotary Clubs of Kamloops and Area Wildfire Recovery Fund was created in July 2017 with the goal of supporting recovery and rebuild projects in any of the British Columbia communities affected by wildfire. Grants are awarded to assist in replacement or repair of non-insured social, capital, or cultural losses in affected communities.

Proposed projects must support the goals and objectives outlined in these terms of reference and must be consistent with the [Guiding Principles of Rotary International](#), including these causes:

Promoting peace  
Fighting disease  
Providing clean water, sanitation, and hygiene  
Saving mothers and children  
Supporting education  
Growing local economies

The fund accepts large or small project proposals from individuals or community groups in any British Columbia community that is affected by wildfire. Local rotary clubs are strongly encouraged to liaise with local community members and to facilitate discussion among community members, coordinate project proposals, and assist in project follow through.

This fund is not intended to replace, duplicate, or otherwise divert contributions from existing funds.

### DONATION PROCESS

Cheques can be made payable to “The Rotary Club of Kamloops” (Re: Kamloops Rotary Wildfire). Donors requiring a tax receipt should make cheques payable to “The United Way TNC” (Re: Kamloops Rotary Wildfire). All cheques can be mailed to:

The Rotary Club of Kamloops  
P.O. Box 174 Stn Main  
Kamloops, B.C.  
V2C 5K6

For an online donation with tax receipt, visit <http://www.unitedwaytnc.ca/> and choose “Give” (indicate in comments that the donation should be directed to Kamloops Rotary Wildfire).

## GENERAL INFORMATION

### TYPES OF PROJECTS FUNDED

#### *Social Programming Initiation*

- One-time start-up or restart costs for programming designed to enhance or strengthen the social fabric of a community. This can include, but is not limited to, educational, youth, senior or training programs that work directly with stakeholders to increase personal capacity and community involvement. Other examples may include initiatives related to food, health and hygiene, support of mothers and children, support for emergency services personnel, evacuee rehoming and rehabilitation, and promoting local economy.

#### *Capital*

- The replacement or restoration of uninsured buildings, equipment or facilities that are key to community. This may include, but is not limited to, community halls and centres, art installations, parks, educational spaces, cemeteries, spiritual places, and public galleries. Proposals for restoration of private residences will be considered on a case by case basis and should be accompanied by supporting documentation from United Way, Red Cross, Habitat for Humanity, First Nation government or Band Council, etc.

#### *Cultural*

- The replacement or restoration of existing historic sites and cultural displays or facilities. This can include ancient or modern installations which illustrate and support local history and culture. It could also include one-time start-up or restart costs for cultural programming, community cultural rehabilitation, and related supplies. We recognize that culture is specific to a people and place; we will consider any proposal that addresses the causes outlined in the Mission of these terms of reference.

#### *Other*

- We recognize that needs will change throughout wildfire cycles. The Funding Council reserves the right to accept and approve any funding proposal from a British Columbia community affected by wildfire and is otherwise qualifying according to these terms of reference.

## APPLICATION PROCESS

The requesting individual/community will identify a project Task Group. This Task Group will provide a written submission to the Granting Council. This submission must include a detailed description of the project, a timeline for completion, a budget to completion and a list of funding sources (confirmed and pending). We have provided an application template online <give URL>.

The Granting Council will review all applications on a monthly basis until all Rotary Clubs of Kamloops and Area Wildfire Recovery Fund monies have been distributed.

## PROJECT GUIDELINES

- Projects must address non-insured social, capital, cultural, or other losses incurred due to wildfires.
- All funded projects will be required to prepare a mid-point progress report as well as a final project report within three months of project completion.

- Projects will normally be implemented within three months of project funding.
- Projects will be stand-alone projects. This fund provides one-time funding and does not cover continuing operational expenses.
- Projects which are also supported by local Rotary groups, other community, government, or non-profit organizations and agencies will have a stronger chance of receiving funding.
- An effort will be made to evenly distribute funding among affected regions, with a priority for projects geographically situated within Rotary District 5060.
- This fund is not intended to provide improvement or to otherwise fund requests that are not related to the effects of wildfire in British Columbia.
- Projects may be funded via Rotary District 5040.

Priority will be given to projects that:

- Address the Mission and Guiding Principles stated in these Terms of Reference.
- Are not already completely funded by another granting agency or insured for replacement.

#### *Project Task Group*

- All projects are required to identify a Contact Person who will be responsible for fulfilling proposal and reporting requirements of these terms of reference. The Contact Person should be a full-time resident within or reasonably accessible to the area of the proposed project.
- All projects are required to identify a minimum of three persons who act as a Project Task Group to facilitate project completion in accordance with the funded proposal and in accordance with these terms of reference. The Project Task Group will be comprised of the Contact Person and a minimum of two other individuals who are based in the geographic region of the project proposal. Rotarians are strongly encouraged to seek out and join Project Task Groups, and Contact Persons are encouraged to seek out local Rotarians to join Project Task Groups.

#### *Local Rotary Clubs*

- Rotary Clubs in affected communities are strongly encouraged to liaise with local community members and facilitate project proposals, administration, and project completion.
- Local community members and groups are strongly encouraged to connect with local Rotary clubs in order to facilitate project proposals, administration, and project completion.
- Project proposals are not required to be associated with or have approval from any local Rotary Club.

## GRANTING COUNCIL FUNCTION and MEMBERSHIP

The Granting Council shall be entrusted with the duty of fulfilling these Terms of Reference and will be accountable to all fund contributors through a public, brief biannual report detailing meeting dates, projects funded, monies collected, and monies disbursed. The biannual report will be distributed to all participating Kamloops and Area Rotary Clubs, each member of the Funding Council, and to any individual upon request.

- The Granting Council will consist of at least one representative from every contributing Kamloops and Area Rotary Club.
- No single Rotary club shall comprise more than one third of voting Granting Council members.

- Four non-voting positions will include: chairperson; secretary; treasurer (Downtown); community outreach
- Ongoing recruitment and addition of new Funding Council members does not limit the ability of the Granting Council to function.
- Granting Council members who are unable to fulfill their duty of attendance for three consecutive meetings will be encouraged to designate an appropriate replacement by the Council Chair. If no such designate is forthcoming, the Council Chair shall reassign that Granting Council seat in accordance with the Mission of these Terms of Reference
- Projects will be voted on through secret ballot and decided upon by a majority (50% + 1) vote.

## ADMINISTRATION of FUNDS

The fund will be collected, tracked and maintained by The Rotary Club of Kamloops in a separate account, and will be dispersed through the terms and processes listed in these terms of reference.

The Funding Council will seek partnership with the United Way Thompson Nicola Cariboo in order to provide donors with tax receipts.

## CONTINUITY AND ALLOCATION OF UNUSED FUNDS

Any non-allocated funds will remain in the Rotary Clubs of Kamloops Wildfire Recovery Fund for use in future wildfire events. The Granting Council reserves the right to update the year(s) and date(s) referenced of these Terms of Reference in order to service future wildfire events in BC. Should this Fund lay dormant for more than 6 consecutive months, the Granting Council reserves the right to forward funds to other wildfire relief efforts in British Columbia.