



Instructions for Filling out the Forestry Futures Trust Application

- Project Name:** Should be description of project but no longer than eight words.
- Project Description:** A short summary of work to be carried out. You can provide a detailed description on page 3.
- Name of MU:** Name of Forest or Crown Management Unit
- Project Location:** A short description of where on the Management Unit the work will be done. Please provide a map that shows the geographic location of the project (so an auditor could locate the site – i.e., scale, north arrow, label with lake/river names, direction to or location of closest town, highway, township, names). Use appropriate scale to effectively show the distribution of treatment sites in the most efficient and effective way. Please use hatching instead of color for purposes of photocopying. If you include charts or graphs, and they are on 8.5 x 11 paper, again, please use hatching or you can send 5 additional copies for the Committee members.
- Project Duration:** Please note that projects may not exceed 3 years in duration. Fiscal year is from April 1 to March 31.
- Name of Applicant(s):** Enter company name and/or MNR District. If there is a co-applicant, enter name of company/MNR district, and state that they are a co-applicant.
- Names of Contact(s):** Enter name of individual(s) responsible for the project. Provide title and RPF registration number.
- Address:** Mailing address.
- Phone and FAX:** Enter company phone and fax numbers. If the phone and fax numbers are different for the contact person(s), please enter after their name.
- E-mail address:** Enter the Internet e-mail address for the project contact. Please be exact, i.e., lower case or upper case or both.
- SFL Licence #:** Enter your Sustainable Forest Licence Number.

Page 2

Project Rationale: Enter the information for each bullet point. If more than this page is needed a new page will be inserted automatically without altering the format of the following pages.

Page 3

Detailed Description: The same instructions as Page 2 of 10.

Page 4

Effectiveness of

The Project:

Enter your information under the appropriate heading, i.e., Effectiveness of the Project (a, b, c,) and under Project Evaluation (d) which has several bullet points.

Page 5

Scheduling of the

Work, etc.:

This is self explanatory.

Contributions, etc.:

This is self explanatory.

Pages 6 - 9

Budget Pages:

You will see that each cell on the budget pages has room for two lines. If the Treatment Type name is longer than the width of the cell, it will wrap around to the second line. If you want your dollar amount on the second line of each cell, press enter to add a blank line after you tab over to each cell.

TOTAL PROJECT BUDGET – ALL YEARS (Page 6 of 10): If it is a multi-year project, you will have to do the individual budget pages first, add the amounts from those individual budget pages and enter the totals on page 6. Please enter the fiscal year(s) of this project, i.e., FISCAL YEAR(S): 2000/2001, 2001/2002, 2002/2003.

Enter each treatment type on a separate line and the projected cost per treatment (for FFT Funds only). Enter cost per ha. (for FFT funds only) and “**FFT FUNDS REQUESTED**” **COLUMN (A)** for each treatment type. Enter total for **COLUMN (A)** at the bottom. Then enter amounts for each treatment type under “**APPLICANT CONTRIBUTIONS**”. Add each line and enter in column “**TOTAL NON-FFT (B)**”, also enter the totals for each column i.e. APP., PAR., FRT, SPA and OTH. and Column “**B**” at the bottom of that section.

TOTAL PROJECT COSTS. Treatment Types should be the same as the top half of the budget form. Enter cost for each treatment type in column (A) (requested from FFT) and column (B) (applicant contribution), (should be the same amounts as the top half of the budget form), add these two

amounts and enter under “Total Projected Cost”. Enter the Actual Ha. Treated and Total Projected Cost per Ha.

Do the same for budget pages for each individual fiscal year. Enter the treatment you will carry out for each year. Make sure when you enter the information for each year they will balance with “**TOTAL PROJECT BUDGET – ALL YEARS**”. Please enter the fiscal year for each individual year if it is a multi-year project.

PLEASE KEEP THE FORMAT OF THE BUDGET PAGES: i.e., ONE PAGE for “Total Project Budget” and ONE PAGE for each individual fiscal year.

Double check all the figures. If there is an error on the budget pages or on the reimbursement schedule, it will be e-mailed back to the applicant for correction. You are encouraged to use the excel budget tables posted on our website (www.forestryfutures.ca) as a working document to help complete the budget tables in the application. This should help minimize errors.

Page 10

Budget Rationale and Reimbursement:

When entering this data make sure there are no more than four payments for each fiscal year as the data base is hard coded for four payments only. Specify the date and amount you like to have reimbursed. **Not a percentage of a total.** Total payment per fiscal year should be the same as total requested for each fiscal year from the Forestry Futures Trust.

Signatures:

Enter name and **title** of Contact Person and name and **title** of Senior Official in company. This application must have two signatures as requested. When faxing an application to the Forestry Futures Secretariat a signed page must be attached. **Electronic signatures are acceptable but if unable to provide these you may fax signature pages to Chair, Forestry Futures Trust Committee at (807)343-8113.**

Attention: Application must be stamped with an RPF seal.

INVOICE AUTHORIZATION FORM:

Enter Project Name, Forest Management Unit, Name of Project Applicant and Name and Signature of Authorized person(s). Please enter R.P.F. designation if applicable and affix R.P.F. seal. The signature(s) must be the person(s) who will sign the invoices.

Please make sure the original INVOICE AUTHORIZATION FORM is enclosed with application.

LAST BUT NOT LEAST:

Provide a short cover letter for this application stating the project name and duration and additional information the committee might need. Address it to the following address:

H. Maureen Kershaw, R.P.F.
Chair, Forestry Futures Trust Committee
1294 Balmoral St., Suite 202A
Thunder Bay, ON P7B 5Z5

If you have any questions regarding these instructions, please contact Mona Wiltshire (FFTC General Manager) at (807) 343-8851 or by e-mail at mona.wiltshire@forestryfutures.com.