



Old Pueblo Chapter Trout Unlimited

Promotion, Selection and Approval Process

Policies, Procedures and Standards

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1.0	PURPOSE
	This policy provides a procedure used by the Old Pueblo Chapter of Trout Unlimited to promote, evaluate, select, and approve conservation project Funds.
2.0	POLICY
	The Old Pueblo (OPTU) Chapter Evitts Fund Program, for the purpose of this document hereinafter referred to as the “Program, will be created and managed by the OPTU Chapter Evitts Fund Oversight Committee, hereinafter referred to as the “Committee”. All conservation projects requesting Fund funding from the Program shall be evaluated and selected by the Committee and presented to the OPTU Chapter General Membership, hereinafter referred to the “Membership” at the annual December Business General Membership Meeting using a best practice procedure described herein.
3.0	PROCEDURE
	<p>3.1. Program Promotion and Public Education - the Committee will create all Program promotion materials and designate Committee member(s) to contact and provide Program Information to Government agencies, organizations, and the general public. Program promotions may include, but are not limited to: presentations, brochures, and OPTU Chapter website information; and Web and phone conferences.</p> <p>3.2. OPTU Chapter Fund Application Submission</p> <p>3.2.1. All proposals that request funding from the Program will use standardized application forms specific for the current funding cycle, hereinafter referred to as the “Application(s).”</p> <p>3.2.2. Annually the Committee will determine the timeframe for submission of Applications.</p> <p>3.2.3. Applications will be accepted electronically or in printed form during the period between the submission start date and due date. The date the Application is received will be determined by the postmarked date or electronic stamp date. Applications submitted after midnight of the submission due date will not be accepted; however, the Applicant may elect to resubmit the proposal in the next Program funding cycle.</p> <p>3.2.4. The Committee chairperson or Committee designee(s) shall notify the Applicant that the Application has been received by electronic mail, postcard, and/or telephone.</p>

3.3. Initial Screening

- 3.3.1. The Committee will designate Committee member(s) as Program ambassador(s), hereinafter referred to as “Ambassador(s),” to initially screen proposals for completeness. If omissions are found and time permits, the Ambassador(s) will contact the Applicant by email or telephone and request omitted items. The Applicant may elect to amend the Application or re-submit the Application prior to the submission due date.
- 3.3.2. Only properly completed Applications received prior to the submission due date will progress to the selection and approval process.

3.4. Proposal Selection and Approval Process

- 3.4.1. Without exception, all projects within the same Program Fund funding cycle will use the same selection process and scoring materials.
- 3.4.2. Committee members that are Applicants are not eligible to participate in the current Program funding cycle selection and approval process described herein.
- 3.4.3. The Committee chairperson or Committee designee(s) will introduce and educate Committee members on the evaluation process, scoring criteria, and the proper use of scoring documents. Committee members will independently review proposals and record findings using scoring documents.
- 3.4.4. Only Ambassador(s), on behalf of the Committee, may contact the Applicant to obtain clarification of content contained within the proposal; findings are recorded and shared with the Committee.
- 3.4.5. The Committee chairperson may invite the Membership and/or individuals with appropriate expertise to determine the technical benefits of a proposal, but not score proposals; findings are recorded and shared with the Committee.
- 3.4.6. Once the Application has been evaluated and scored by Committee members, they will return all scoring documents to the Committee chairperson or Committee designee(s). No materials other than the scoring documents will be accepted or used to prioritize proposals.
- 3.4.7. The Committee will combine scoring document criteria scores to determine a proposal cumulative score.
- 3.4.8. At the Committee’s discretion, the Committee may identify additional Applicant requirements that include, but are not limited to: project milestones, payment timetables, bonds, and verification of matching project support.
- 3.4.9. The Application, scoring document, and all materials appended to the Application during the selection and approval process are confidential and remain the sole property of the OPTU Chapter. There will be no provision or obligation on the part of the OPTU Chapter to return or provide the Applicant with these materials.

3.5. Determination of Funding Levels

- 3.5.1. The OPTU Chapter Finance Committee will annually report to the Committee the total amount of monies available for funding Program Funds prior to the submission start date.
- 3.5.2. In instances where several proposals are prioritized similarly, but funding levels are inadequate, the Committee will collaboratively discuss funding levels with the OPTU Chapter Finance Committee to determine if additional funds are

available from but are not limited to: general Membership funds, previous unspent Program funds, or funds advanced from future Program funding cycles.

3.6. Determination of Funding Scenarios

3.6.1. The Committee will take into consideration, but not exclusively, proposal cumulative scores, and funding levels in order to prioritize proposals which will be considered for funding.

3.7. Approval

3.7.1. Each project application will be presented to the Board by the Committee chairperson or Committee designee(s) and for each proposal being considered, provide the following, but is not limited to: proposal priority, funding requirement, conservation impact, technical merit; and describe opportunities for Membership participation, public education, and outreach.

3.7.2. The Board will vote on each application in the positive, in the negative, or elect to abstain. A majority of Board member votes of those present shall determine the proposal(s) approved for funding.

3.7.3. The successful applications will be presented to the General Membership during the December Business General Meeting.

3.8. OPTU Chapter Program Contract

In a timely manner, the OPTU Chapter Finance Committee will prepare a Program Contract for each approved proposal. The Program Contract is the approved and funded Application.

3.9. Applicant Notification

The Committee chairperson or Committee designee(s) will prepare a general funding notification for each proposal that the Ambassador(s) will deliver to the Applicant electronically or by standard mail.

3.10. Project Execution and Reviews

3.10.1. General proposal funding announcements may be printed in the OPTU Chapter newsletter, news publications, or posted on the OPTU Chapter Website.

3.10.2. The Applicant will be solely responsible for, but is not limited to: acquiring resources, permits, permission to access lands, scheduling labor, acquiring letters of intent, and meeting all contract obligations and funding milestones.

3.10.3. The Committee requires project status reports, to be submitted by the Applicant either electronically or in paper form, to the Ambassador(s). All status reports will be reviewed by the Committee. Any questions or comments about the status of the project will be communicated to the Applicant by the Ambassador(s).

3.10.4. If warranted and practical, the Committee chairperson may elect to invite the Applicant or an Applicant designee to present the proposal or periodic status reports at a Committee, Board or Membership meeting.

	<p>3.11. Project Completion</p> <p>3.11.1 Upon completion of the project, the Applicant will be responsible for providing the Ambassador with project completion materials that include, but are not limited to: a description of project purpose, outcomes and announcements, photographs, final fiscal accounting, and any appropriate anecdotes.</p> <p>3.11.2. In most cases all project completion materials will be the sole property of the OPTU Chapter. For University research, the Board may revise the ownership decisions. The Applicant and project participants hold no ownership or royalties in their use. The OPTU Chapter may elect to use these materials without notice to the Applicant or project participants in, but are not limited to, Program announcements and marketing materials</p> <p>3.11.3. At the completion of the project, the Ambassador shall provide the Applicant a Program satisfaction survey to be completed and returned to the Ambassador.</p> <p>3.12 Integrating Lessons Learned</p> <p>3.12.2. The Committee will annually evaluate Program effectiveness by reviewing, the schedule, Program documents, processes, and/or satisfaction survey results.</p> <p>3.12.3. The Committee can create and/or amend OPTU Chapter Policies, Procedures, and Standards documents for approval to support desired or needed changes to the Program with the approval of the Board.</p>
4.0	STANDARDS
5.0	DEFINITIONS
6.0	ROLES AND RESPONSIBILITIES
	<p>6.1. Administrator – maintaining a contact log - that records, but is not limited to, date and time, outcomes, name of the Applicant contacted, Application title, and a description of the correspondence.</p> <p>6.2. Applicant(s) – responding to all inquiries, executing the proposal, and demonstrating fiscal responsibility.</p> <p>6.3. OPTU Chapter Board of Directors – approving Program materials including without limitation: Program schedule, Application, scoring documents, notifications, Program satisfaction surveys, Fund contracts, and Policy Statements.</p> <p>6.4. OPTU Chapter General Membership – participating, when possible, in funded projects.</p>

	<p>6.5. OPTU Chapter President / Vice President</p> <p>6.6. Creating, maintaining, and submitting for approval by the Board of Directors Program materials including, without limitation: Program schedule, OPTU Chapter Funding Oversight Committee</p> <p>6.6.1. Creating, maintaining and submitting for approval by the Board of Directors Program materials including, without limitation: Program schedule, Applications, scoring documents, satisfaction surveys and notifications.</p> <p>6.6.2. When warranted, performing Applicant background checks.</p> <p>6.6.3. Archiving, for a minimum of 5 years, all documents and materials used in administering the Program including without limitation: submitted Applications, scoring documents, notifications, invited technical expert reports, proposal contract, Applicant satisfaction surveys, and contact logs.</p>
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7.0 REFERENCES
Control Title Number
AD-0004 Finance Committee

Document History			
Version	Effective Date	Description	Initiator's Name
1		New Policy, Procedure, and Standard Statement	OPTU Finance Committee
1.3	12/03/2016	Remove Conservation from the Evitts Fund title	Board

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