CPS Foundation Funding Interaction Procedures

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FUNDING INTERACTION PROCEDURES:

This document establishes the following two procedures for CPS-ECP:

PHASE 1: FUNDING REQUEST PROCEDURE
PHASE 2: PROJECT REPORTING PROCEDURE

The CPS Foundation's Role (from the CPS-ECP Handbook)**:**

To provide funding for training and study courses and facilities in the field of boating, seamanship, piloting, navigation and safe handling of boats of all kinds; and to extend support to the activities of Canadian Power & Sail Squadrons.

The Foundation carries out this objective through the receipt of donations of money from any source, in particular Districts, Squadrons and CPS Members. The donations are deposited in a capital fund. Interest earned by the capital fund is eligible to support CPS-ECP projects that further the Foundation's objectives.

Funding Interaction Procedures Objectives:

1. Assist Squadrons, Districts and National to formulate funding requests that have the best opportunity for approval by the CPS Foundation.

2. Improve project monitoring mechanisms:

3. Define CPS-ECP internal processes to monitor a funded project during implementation.

4. Define CPS-ECP processes to issue interim reports (when required) to the CPS Foundation on long term projects.

5. Define the CPS-ECP process for post-project analysis, allowing the project team (individual), CPS-ECP and the CPS Foundation to rate the success of the project.

PHASE 1: FUNDING REQUEST PROCEDURE

A funding request may come from any CPS-ECP Member, Squadron, District or National body. The request must be supplied in writing to be considered.

The chances of a funding request being successful is significantly impacted by the quality of the information provided as part of the request to the CPS Foundation. This document assists the CPS-ECP Member to prepare an effective request for funding.

Project Name:

A funding request should identify a project name to simplify further discussion by all groups involved.

Funds Requested:

Identify upfront the amount of money being requested of the CPS Foundation and the timing that the funds are required.

Purpose:

The project should have a singular overriding purpose that needs to be identified.

Note: Test your project's purpose against the CPS-ECP Mission Your project should clearly support the objectives of our mission statement.

Objectives:

Although a project has a singular purpose, it may have multiple objectives.

Examples:
- ……to supply in French and English
- ……to equip all Squadrons in Canada
- ……to improve relations with …..
- ……to encourage involvement of youth

Be sure to outline all objectives of the project. Note: Objectives should be clear and measurable so that we may evaluate the project's success.

Parties Involved:

Identify which body within CPS-ECP your request is coming from. Indicate if the request has been approved by that body's administration.

Identify if any other groups/staff within CPS-ECP are required to assist with the project implementation and their level of involvement.

Identify any third parties involved (beyond CPS-ECP and the CPS Foundation) such as government, marine industry or other member organizations. Indicate if the project/funding/involvement has been approved by that body's administration.

Identify a Project Coordinator who is the primary contact for the CPS Foundation and CPS-ECP to interact with during review of the funding request and execution of the project.

Timeline:

Define a timeline for the project from funding receipt to project wrap-up and final report. The timeline should include all major milestones.

Budget:

Provide a budget for the entire project (to completion) for all expected costs and revenue. Clearly indicate what portion of the project is to be funded by the CPS Foundation.

If other funding is required (beyond the CPS Foundation) be sure to indicate whether this funding has been approved by the funding body.

If funding is to come from other than CPS-ECP or the CPS Foundation, be sure to identify the source of the funding and details of the arrangement.

The more detail in your budget, the better the chances for your request.

CPS-ECP Resources Required:

As critical as funding, the proposal needs to include a list of all non-budgeted commitments CPS-ECP must make to the project including manpower (staff and volunteer), future costs, inventory, travel, etc.

Conclusion:

Restate the amount of money being requested of the CPS Foundation and emphasize the relative benefits that the project delivers, whether to CPS-ECP, Members, our students or the general boating public.

Also consider that potential benefits to CPS-ECP are many and may include amongst others: training materials and services, member/volunteer recruitment and retention, financial improvement, student enrolment, and organizational effectiveness.

Although all submissions are reviewed, projects that aid CPS-ECP Members and Squadrons equally throughout the country are preferred.

Submission:

Your funding request must be submitted in writing and transmitted by mail or e-mail to the CPS Foundation Chair with a copy issued to the CPS-ECP National Treasurer.

> *Notes:*
>
> 1. *The* CPS-ECP National Treasurer *will provide copies of the submission to fellow Executive Committee Members for their files.*
>
> 2. *The Executive Committee may chose to comment upon the funding request with the submitter or the CPS Foundation to assist with the request review.*

Funding Approval:

You application will be reviewed by the CPS Foundation who will determine acceptance or rejection of the request at their earliest opportunity.

PHASE 2: PROJECT REPORTING PROCEDURE

The success of any project depends upon how well it is implemented, monitored and managed. As well, to aid the CPS Foundation in the review of their performance, reports must be provided by the project team (individual) that keeps the Foundation appraised of funded projects.

Funds Handling:

Funds awarded by the CPS Foundation will be directed to the CPS-ECP National accounts. Headquarters will then administer the release/collection of all project funds.

Headquarters will identify all project transactions in their accounting system and be able to provide a report of all transactions specific to that project (whether expense or revenue) on demand. The monies reported would include CPS Foundation grants as well as other revenue/expenses linked to the project.

Interim Reports:

Depending upon the size and timeline of the project, interim reports may be required of the Project Coordinator. The report will give a current status update that is measured against the objectives, budget and timeline outlined in the original funding proposal.

For small projects, interim reports may not be required. Report requirements will be defined by the CPS Foundation in cooperation with CPS-ECP and the Project Coordinator **at time of funding**.

Copies of any interim report must have a copy issued to: the CPS Foundation Chair and to the CPS-ECP National Treasurer

Final Report:

All CPS Foundation funded projects undertaken by CPS-ECP must have a final report issued by the Project Coordinator in a timely fashion upon the termination of the project.

The report must include:
- the original funding request
- a financial report from National outlining all financial transactions undertaken on behalf of the project
- a commentary of the actual financial results to the proposal
- a commentary of the objectives attained versus those proposed in the funding request

Copies of the final report must be issued to: the CPS Foundation Chair and the CPS-ECP National Treasurer.

This report assists both the CPS Foundation and CPS-ECP learn from our joint experiences and strengthen our successes in future years.