



POLICY ON CONSIDERING REQUESTS FOR FUNDING

Purpose and scope

To make explicit the College of Applied Biology's process for considering requests for funding from individuals or organizations, whether associated with activities with a for-profit or non-profit intent.

The College of Applied Biology (the College) is occasionally asked to make financial contributions to projects, events or other initiatives undertaken by individuals or organizations. The College has a statutory obligation to define and uphold the standards for entry into and practice of the profession of applied biology. The College has a fixed annual budget, which it has a duty not to exceed, so as to maintain the agency's ability to regulate the profession of applied biology in the public interest, at reasonable costs to its membership. The College cannot support every request for funding received and in the interest of consistency and transparency, has developed a policy to guide this decision-making process.

Policy Statements

Decisions made in consideration of requests for funding received by the College will take into account the following criteria:

- The request for funding is well articulated and is presented with a clear purpose and stated outcomes;
- The requested amount is reasonable relative to the proposed activities and the discretionary financial resources of the College;
- The proposed project or event advances the mandate of the College;
- The proposed project or event advances the practice of applied biology in British Columbia or improves the visibility of the profession;
- The proposed project or event presents an opportunity for positive media coverage for the College;
- The proposed project or event advances a new or strategic partnership or relationship for the College;
- The proposed project or event is of interest to members and would be perceived of as an appropriate use of their dues.

Procedure

The College staff is responsible for ensuring requests for funding received are accompanied by sufficient detail for consideration of the above criteria, including the name of the project/event proponent, the nature and timing of the proposed activities, anticipated outcomes or deliverables, and how the College would be recognized for support.

Decisions concerning the College's ability to support proposed projects or events and appropriate levels of support to grant, rest with the Executive Director or designated staff.

The College staff members in receipt of requests are responsible for informing applicants of the outcomes of such discussions, providing a rationale in the event of the decline of funding requests, or the terms of approved funding requests.

The College staff should identify and pursue opportunities to publicize funding awards, including but not limited to the use of press releases, email and newsletter announcements, and social media outlets.