

## LC OPERATIONS MANUAL

### 13.16. PROJECTS

- 13.16.1. Each year, project proposals are to be submitted to LC's Program Coordinator no later than September 1<sup>st</sup> to be considered for the following fiscal year's budget.
- 13.16.2. Project proposals may be submitted by Sector Chairs, Member Associations or Chairs of any recognized LC committees.
- 13.16.3. All project proposals must be submitted on LC Project Submission Form, which is available on LC website in both official languages.
- 13.16.4. All projects must contain a timeline with an end-date no later than June 30<sup>th</sup> of the fiscal year for which the funds are being requested.
- 13.16.5. All project proposals must contain a breakdown of all foreseeable expenses, including, but not limited to:
  - 13.16.5.1. Travel;
  - 13.16.5.2. Accommodations;
  - 13.16.5.3. Meeting expenses;
  - 13.16.5.4. Per diems;
  - 13.16.5.5. Equipment;
  - 13.16.5.6. Honoraria (to include proposed hourly rate and maximum number of hours).
- 13.16.6. The procedure for considering all project proposals will be as follows:
  - 13.16.6.1. Prior to the AM, the Director Domestic Development will rank all projects according to merit and relevance within LC's current strategic plan and make a recommendation on each project to the Board of Directors.
  - 13.16.6.2. At a Board of Directors meeting prior to the AM, the Board of Directors will discuss these recommendations and make any necessary changes as agreed upon by the group.
- 13.16.7. On the last day of April, the Program Coordinator will provide the Director Domestic Development with a list of projects that have, or are projected to, come in under budget. The Director Domestic Development will then be responsible for proposing a plan to re-allocate the unspent funds. The re-allocation of funds will proceed according to the ranked list of projects that did not receive funding. All re-allocated funds must still be spent by the June 30<sup>th</sup> deadline.
- 13.16.8. All leaders of projects selected for funding will be notified by LC Program Coordinator by January 1 of each calendar year. The leader (as outlined in the project proposal form) is required to submit a written report to LC Program Coordinator within 30 days of completion including, but not limited to:
  - 13.16.8.1. The results generated by the project;
  - 13.16.8.2. Financial details and explanation of any variances related to the financials.