

Guidelines for Distribution of Grant Funds – Public Lands Council

Background

The Public Lands Endowment Trust (Trust) was established for the purpose of maintaining an endowment to protect, enhance and preserve public lands and the public lands livestock grazing industry. As the primary beneficiary of the Trust, the Public Lands Council (PLC) may offer a portion of funds received from the Trust for external grants.

Limitations on Use of Distributions

These approved guidelines will govern PLC's use of the funds derived from the distribution. Distributions to the PLC may be used by or for the benefit of the PLC only in accordance with the following provisions as directed by Trust documents:

- (a) Under no circumstances may the Distribution Amount be used to directly or indirectly support affirmative litigation involving the PLC, except in the case of an action brought by PLC to enforce the term of a contract with a Grantee.
- (b) PLC may use a portion of the distribution amount to fund costs associated with activities undertaken consistent with and in furtherance of, these guidelines. However, under no circumstances may PLC use Trust distributions to fund any overhead allocated to direct or indirect litigation activity prohibited by subsection (a) above.

Request for Proposals

Annually, not later than May 1 each year, the PLC Executive Committee shall release a request for proposals (RFP). The RFP shall outline those subjects or activities which the PLC Board of Directors (Board) has determined will be eligible for funding for the upcoming funding year and which will provide documentable results towards achieving the purpose of the Trust. The RFP will include a summary of previous projects to achieve the goal of building upon and adding to the collective body of projects previously funded.

Submission of Proposals

Proposals may be submitted directly to PLC by the applicant, or through their respective state affiliate. Proposals submitted directly to PLC are strongly encouraged to obtain letter(s) of support from dues-paying PLC state affiliates prior to submission.

Administrative costs must not exceed 7.5% of the total proposal request.

Selection of Proposals

The PLC Board of Directors shall serve as the selection panel and shall consider proposals based on whether the proposals are consistent with the objectives laid out in the RFP. At the discretion of the Board, the Board may elect to utilize a screening process to provide a suggested list of finalists for the full board to evaluate.

Annual Timeline for Proposal Submissions

All inquiries regarding the proposal submission process shall be made to the Executive Director of PLC. Proposals shall be submitted to the PLC office at 1275 Pennsylvania Ave. NW, Suite 801 Washington, D.C. 20004.

- Proposals must be mailed or emailed to the PLC office by COB July 15th.
- Staff shall provide the PLC Board of Directors a full list of proposals received no less than 30 days prior to the annual PLC meeting.
- At any time throughout the year, the Executive Committee may recommend a proposal to the Board PLC Board of Directors.
 - The Board will act to accept or deny the recommendation.
 - A 2/3rds vote of the Board is required to approve such projects.

PLC Board of Directors Meeting

- Proposals for the upcoming fiscal year shall be considered by the PLC Board of Directors at the meeting that coincides with the PLC annual meeting. Time shall be reserved for consideration and approval of grant applications.
- At this meeting, the Board, may, at their discretion, allow a limited opportunity for presentations by grant applicants.
- A Board vote will be taken for consideration of each proposal.
- The results of the selection process shall be announced following the meeting.
- At this session, the Board will be presented with a status of previous projects approved.

Signed Contract with Grant Fund Recipients

In accordance with accepting funding from the PLC, recipients agree to the following:

- Signed contracts must be returned within 30 days of receipt by the Grantee.
- 20% of each grant that is awarded will be withheld until the project has been satisfactorily completed and a final report has been submitted to the PLC office, unless a written request for an extension of time has been approved by the PLC Board of Directors.
- At the end of the grant period or any extension thereof, any unexpended funds must be returned to the PLC. Funds returned under this provision as well as the 20% withheld become available for future projects.
- All funds granted must be expended in strict compliance with the terms of the grant contract. Any funds expended outside of such terms without prior approval by the PLC Board shall be immediately due and payable to PLC.

Review/Modification Process for Guidelines

These Distribution Guidelines may be modified as necessary subject to approval by the PLC Board of Directors Board.