

## Lessard-Sams Outdoor Heritage Council Allocation Process Guidelines

*Adopted by the council on 9/29/16*

- 1) Members fill out allocation spreadsheets and submit to staff by the annual deadline. Allocations should not be made under the cutoff for direct funding (\$400,000 – under this and it is eligible for CPL funding). Allocations should be zero or above \$400,000, but should not exceed the request amount.
- 2) Staff collects and prepares the information showing both individual and collective funding recommendations. The collective information shows both the individual member allocations, the average member allocation amounts and the number of members recommending funding.
- 3) This information is distributed to members no later than 3 days before the meeting at which the council will determine the initial allocations. The information will simultaneously be made available to the public via the Lessard-Sams Outdoor Heritage Council (LSOHC) website.
- 4) The Chair's Proposal is distributed to members indicating the average allocation to programs with 9 or more members recommending funding as an initial start to discussion. The average member recommendation for all proposals should be presented along with the mode of allocations for each proposal.
- 5) The council will then discuss the projects "above the line" without any motions to change an allocation up or down based on the discussion. The discussion could include the need to fully fund, limit funding to a lower level than the average, restrict funding to a specific part of any request, etc.
- 6) Once that discussion is concluded, the council will open discussion on other projects. These discussions would be to better understand different perspectives of council members.
- 7) Allocations will then proceed as determined by the council at that time.