



## **APPLICATION FOR DESIGNATION AS FOREST CAPITAL OF CANADA**

Established in 1979, the Forest Capital of Canada program focuses on the valuable role forests play in the socio-economic and environmental health of our communities – past, present and future. Originally delivered by the Canadian Forestry Association, the CIF-IFC now administers the legacy program. Each year the CIF-IFC designates a community or region to host a celebration of its forest resources.

For a list of previous Forest Capital of Canada recipients, please [click here](#).

### **ELIGIBILITY CRITERIA**

Communities or regions interested in being designated the next Forest Capital of Canada must build a business case in the form of a proposal that illustrates their capacity to host a 12- to 24-month celebration of forest resources.

### **APPLICATION PROCEDURE**

- Communities or regions interested in being designated the next Forest Capital of Canada must provide a complete submission which includes an application form, proposal and letters of support (all outlined below).
- **Only complete submissions received by the deadline will be considered by the Awards Committee.**
- Submissions from previous years can be resubmitted if it is still considered relevant.

#### **ALL OF THE FOLLOWING ITEMS MUST BE INCLUDED IN THE SUBMISSION:**

<input type="checkbox"/>	Part 1: Completed application form
<input type="checkbox"/>	Part 2: Proposal (attached and compiled as one separate PDF file) that outlines: <ol style="list-style-type: none"> <li>1. Forest/Community Relationships</li> <li>2. Special Features</li> <li>3. Calendar of Events</li> <li>4. Leadership and Organizational Capacity</li> </ol>

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**Canadian Institute of Forestry/Institut forestier du Canada**

c/o The Canadian Ecology Centre, P.O. Box 99 – 6905 Hwy. 17 West, Mattawa, ON P0H 1V0  
Tel: 705-744-1715 • Fax: 705-744-1716 • E-mail: [admin@cif-ifc.org](mailto:admin@cif-ifc.org) • Website: [www.cif-ifc.org](http://www.cif-ifc.org)



<input type="checkbox"/>	Part 3: Community Support (Letters of Support)
<input type="checkbox"/>	Part 4: Support from Provincial Agencies and Organizations (Letters of Support)

### THE DESIGNATION

The community or region that is designated as the next Forest Capital of Canada receives a large wooden carving that depicts the many elements of forestry in Canada. The carving will be sent to the community for display in a prominent location for the duration of the designation period. It is to be returned to the CIF-IFC National Office at the end of the designation period.

Learn more about artist and wood carver Delbert “Dub” Juby who crafted the carving [here](#).

### RESPONSIBILITIES ASSOCIATED WITH THE FOREST CAPITAL OF CANADA DESIGNATION

The responsibilities of a community and/or region designated as the Forest Capital of Canada include:

- **Communications Plan:** Develop a communications plan that promotes community and/or regional involvement and media coverage. The plan could include:
  - **Website:** Develop or incorporate an interactive website (or webpage into an existing website) featuring a calendar of events and corporate partnerships.
  - **Social Media:** Develop content to promote Forest Capital of Canada designation on social media channels using #ForestCapitalofCanada.
- **Launch:** Host a designation ceremony and program launch for dignitaries, special guests and media.
- **National Forest Week:** Host [National Forest Week](#) events reflecting the Forest Capital of Canada status.
- **Final Report:** Submit a final report to the CIF-IFC summarizing Forest Capital of Canada activities and results.

### ANNOUNCEMENT

The Forest Capital of Canada designation is presented by the President of the CIF-IFC during the Awards Ceremony at the National Conference and Annual General Meeting.

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The recipient community or region agrees to a standard publicity notification arranged by the CIF-IFC. Details of the award will be published in relevant media and on the Institute's website ([www.cif-ifc.org](http://www.cif-ifc.org)).

### **DEADLINE**

The completed application package can be sent by mail, email or fax to the CIF-IFC National Office and must be received by **June 15, 2021**.

### **FOR MORE INFORMATION CONTACT:**

**Canadian Institute of Forestry/Institut forestier du Canada**  
P.O. Box 99, 6905 Hwy 17 West, Mattawa, Ontario, P0H 1V0

**E-mail:** [media@cif-ifc.org](mailto:media@cif-ifc.org)  
**Phone:** (705)744-1715 x 585  
**Fax:** (705)744-1716

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**APPLICATION FORM – FOREST CAPITAL OF CANADA  
- NATIONAL AWARDS PROGRAM -**

**PART 1: APPLICANT INFORMATION**

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Name of community or region applying for consideration of the Forest Capital of Canada designation

**Contact Information**

**Nominator 1**

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Last Name First Name Middle Initial

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Address (business and/or home)

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City, Province Postal Code

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Telephone # Email

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Signature Date

**Nominator 2 (if applicable)**

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Last Name First Name Middle Initial

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Address (business and/or home)

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\_\_\_\_\_  
**City, Province** **Postal Code**

\_\_\_\_\_  
**Telephone #** **Email**

\_\_\_\_\_  
**Signature** **Date**

**Nominator 3** *(if applicable)*

\_\_\_\_\_  
**Last Name** **First Name** **Middle Initial**

\_\_\_\_\_  
**Address (business and/or home)**

\_\_\_\_\_  
**City, Province** **Postal Code**

\_\_\_\_\_  
**Telephone #** **Email**

\_\_\_\_\_  
**Signature** **Date**

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## **PART 2: PROPOSAL (BUSINESS CASE)**

**To be provided in a separate PDF document.**

**Proposals should demonstrate all of the following information below.**

- 1. Forest/Community Relationships**
  - Explain the role of Canada's forest in your community or region – past, present and future.
  - Explain how your community or region promotes stewardship and conservation of its forest resources.
  
- 2. Special Features**
  - Indicate any unique natural or cultural heritage features of your community or region that would enhance the Forest Capital of Canada designation.
  
- 3. Calendar of Events**
  - Develop a 12- to 24-month program of community events and activities incorporating National Forest Week and showcasing Forest Capital of Canada designation.
  - Indicate how you will incorporate existing community and/or regional events and facilities into your Forest Capital of Canada program.
  - Propose a legacy project that would lend permanence to the Forest Capital of Canada designation for your community or region.
  
- 4. Leadership and Organizational Capacity**
  - Provide the names and relevant experience of individuals and groups comprising the organizing committee.
  - List the names of potential sponsor agencies and corporations.

## **PART 3: COMMUNITY SUPPORT (LETTERS OF SUPPORT)**

Please provide letters of support from any of the following groups/organizations listed below.

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Attach letters to the submission including email and/or phone number contact information for the references. References and nominators may be contacted to clarify any information regarding the nomination.

- Local media
- Elected representatives
- Educational institutions
- Local business (chamber of commerce)
- Forest industry
- Forest stewardship council
- Interest groups (forest users)
- Service clubs or other community organizations

#### **PART 4: SUPPORT FROM PROVINCIAL AGENCIES AND ORGANIZATIONS (LETTERS OF SUPPORT)**

Please provide letters of support from:

- Provincial forestry associations or related organizations involved in forest resource education, awareness and conservation

Attach letters to the submission including email and/or phone number contact information for the references. References and nominators may be contacted to clarify any information regarding the nomination.

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#### **SUBMISSION INFORMATION**

Completed submissions can be sent by mail, email or fax to the CIF-IFC National Office and must be received by **June 15, 2021**:

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