

## 4.1 PROJECT PROPOSAL GUIDELINES

### 4.1.1 INTENT:

To formulate LICA funded projects aligned with its Vision, Mission and Values, current government policy and regional needs.

### 4.1.2 DIRECTIVES:

Proposed projects are considered utilizing the following criteria:

- Does the proposed project align with Vision, Mission, and Values?
- Does it address a regional need, government policy or regulatory requirement?
- Does the project address a gap in current information?
- Does the project benefit the LICA region?
- What resources are required?
- Is it feasible in terms of those resources (budget, time and skills)?

### 4.1.3 SCOPE: Board of Directors, Committee Members, Employees, Contractors

### 4.1.4 IMPLEMENTATION:

- Proposed LICA funded projects will address a regional need independent of/ or supplemental to government mandated projects
- Proposed LICA funded projects ideas will be assessed throughout the current operating year based on outlined criteria.
- Proposed LICA funded projects will be presented to the Board of Directors for approval.
- Proposed LICA funded projects will be presented to the funding partners for approval, when required.
- Once reviewed and signed off by any of the two of the three Officers, LICA will file grant applications.
- Proposed LICA funded projects will not proceed until funding is secured, unless a risk assessment by the Board of Directors permits.

Review Dates: December 16, 2025

Approval Dates: January 28, 2026

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