

## Project Clearinghouse Canada Guidelines

### About Project Clearinghouse Canada

Project Clearinghouse Canada is a new, **'opt-in' member-only EFC listserv** that provides a mechanism for EFC members to share projects they are funding that require additional financial support. It is a light-touch way for EFC members to collaborate on specific funding opportunities and to explore funding new initiatives and new organizations.

We encourage all EFC members to use this new tool to share and explore funding opportunities.

Haven't opted-in to the listserv yet? Contact [Devika](#) to be added!

### What can I post to the Project Clearinghouse Canada listserv?

- Use the Project Clearinghouse Canada listserv to share information about organizations or projects that you are funding and that you would like other EFC members to consider funding as well.
- You must be a financial supporter of the organization or project to share the opportunity on the Project Clearinghouse, so please make that clear in your e-mail. We encourage you to indicate the specific amount of your funding as this encourages other members to be clear on their proposed contribution as well.
- There are no set requirements for the content you include about the organization or project you are sharing, but ideally you should outline the following:
  - Goals/objectives of the organization/project
  - Anticipated outcomes
  - A timeline of activities
  - Budget and funding still required
  - Contact(s) at the organization being supported should funders wish to provide support the organization/project or learn more.

You may also choose to attach a proposal from the fund-seeking organization if one is available.

### Managing potential conflict of interest

- You may not promote an organization or project in which you have pecuniary interest.
- If you are a voluntary director of an organization or have any voluntary involvement with the organization or project, you can still promote the organization or project, but must declare your involvement in your e-mail.

## What else should I avoid?

- No forwarding e-mail received through Project Clearinghouse Canada to people outside of EFC membership or passing information gleaned through this e-mail list to people outside of the membership. The confidentiality and privacy of all members must be respected and protected by all who use this listserv.
- Avoid making statements that might cause discomfort or offence to other members. Please respect the diversity of views, experiences, interests and approaches that exist within our membership. The listserv is not a place to voice any dissenting opinions about organizations or projects being supported by other members.
- No sharing of information, organizations or projects that relate to partisan politics.
- No soliciting for business of any kind.

## How the mail list works

### Posting

- Send your e-mail to: [efc\\_projectclearinghouse@lists.environmentfunders.ca](mailto:efc_projectclearinghouse@lists.environmentfunders.ca) (please note the underscore in the address: efc\_projectclearinghouse). Make sure any attachments do not exceed 25MB. If they do, we recommend you use a file sharing method such as Dropbox or Google Docs.
- You will receive an automatic reply from Groups List Manager indicating that your message has been forwarded to the moderator for approval.
- Your e-mail will be reviewed by EFC staff who moderate the listserv.
- If you send your e-mail on a working day, it should be released within 24 hours and often much sooner. When it's distributed, you will receive a copy of your e-mail in your inbox as well.

### Receiving and Replying

- When someone sends an e-mail to the Project Clearinghouse listserv, you will receive an e-mail from **name via efc\_projectclearinghouse** with the subject line starting **[efc\_projectclearinghouse]**.
- If you wish to respond, you can either hit "reply" to reply to the sender only or "reply all" if you would like to respond to all group members.
  - Use "reply" if you would like to respond to the sender to learn more, ask questions or otherwise connect about the project.
  - **Use "reply all" if you would like to share your pledge/funding commitment with all group members.** Doing so may encourage other funders to consider support as well and also enables EFC staff to track leveraged commitments. For "reply all", your message will go back to the moderator for distribution. To manage e-mail volumes, the moderators will restrict 'reply all' e-mails to those that involve funding commitments only.

## Additional Questions? Need Support?

Please don't hesitate to reach out to any EFC staff member – [Tessicca](#), [Thea](#) or [Devika](#).