



Foundation for Geauga Parks Grantmaking Policies and Procedures

TITLE: FUNDING REQUESTS

POLICY

From time to time, the Foundation for Geauga Parks will make grants to townships, organizations, and specific individuals for projects and programs that match the Foundation's mission and purpose.

CRITERIA

1. Grants and allocations are limited to projects, programs, and services of external constituents that align with the mission/vision of the Foundation.
2. FGP money can be used for existing programs or to initiate new related projects/programs.
3. Foundation grants and allocations will be considered for the following mission related activities: Park and trail improvements, nature education programs, field trip transportation to Park programs for schools, scholarships, and/or any reasonable request which meets the mission statement the Foundation.
4. Proposal requests for funds will be assessed on the program's creativity, scope, clarity of goals and objectives, thoroughness of planning, cost, number of people served, environmental impact, and other features of the request.
5. Grant funds must be used by the grantee for the specific purpose of the grantee's request within the year/timeframe for which the grant is approved, unless extenuating circumstances arise, in which case the Foundation will review a request of an extension for possible approval.
6. Grant requests must contain metrics that are designed to evaluate the success or effectiveness of the projects or programs for which the Grantee is requesting funds. These metrics must be way to evaluate the work that are as objective and quantitatively measurable as possible.

PROCEDURE FOR SUBMISSION

1. Application forms to request funding will be obtained from Foundation office or on its website.
2. Application forms must be completed according to the Foundation's grant request application instructions.
3. Application cover letter must be signed by the appropriate executive officer of the organization and that of the organization's Board of Trustees Chairperson or Board President.
4. Application is then to be forwarded to the Foundation office for review/evaluation by the Finance Committee at least 30 days prior to the Grant Committee (the Committee) meeting. A special meeting of the Committee may be assembled if an emergency request exists.
5. Application deadlines will be posted on the Foundation's website and on the application form.
6. Prior to Board vote, applicant(s) may be asked to appear before the Committee to further explain the grant requester's need.
7. The Committee will meet to discuss all grant proposals and then is charged to nominate evaluated grants for full Board discussion/approval.
8. Prior to vote, each Board member will receive from the Committee a packet containing all grant requests and the Committee's recommendation as to which grants will be sent to all members of the Board for vote.
9. The full Board of Trustees will convene to discuss, approve/disapprove grant request submissions. A majority vote is needed to approve the grant.
10. The FGP Executive Director/designee will notify all applicants in writing as to the decision of the Board of Trustees.

GRANT APPLICATION

1. The following outline must be followed in the preparation of a grant request application.
2. The completed Application Cover Sheet and attached must be submitted to the FGP office with appropriate signature(s).
3. Information to be included with the application cover sheet:
 - a. Summary statement
 - b. Background information stating problem or need
 - c. Clear statement of goals and objectives

- d. Description of program to be funded, equipment to be purchased or special needs to be financed
- e. Financial information including amount requested and how amount was determined and how the funds will be used.
- f. Evaluation methods, or metrics to be used to evaluate the success or impact of the grant
- g. Appendices: Letter of endorsement, equipment description, statistical information, competitive quotes, etc., which support the request for funds.

DISBURSEMENT OF APPROVED GRANT FUNDING

1. Approved grant funding will be disbursed within two weeks of Board approval unless otherwise determined by the Board of Trustees.
2. All grantee unexpended funds must be returned to FGP no more than two months after the grant completion deadline, with an account of what was spent.
3. Should the unused funds still be needed to complete the approved project then the grantee may submit a written request for a time extension. The request will be sent to the Committee for review and approval/disapproval. The Committee will forward its recommendation to the Board of Trustees for approval/disapproval. The Executive Director/designee will advise the grantee in writing of the Board's decision.
4. At the end of each grant cycle, all grant recipients will provide FGP with a written description detailing how the funds were spent during the grant cycle. The Foundation also holds the right to ask for additional grant reporting within the grant cycle. Included in the documentation should be additional documentation of the grant's impact (photographs, case histories, etc) that will be used for grant project assessment and in support of any future grants.
5. Should an organization not comply with the Foundation's grant criteria/requirements, the organization will be considered noncompliant and could be prohibited from requesting future grant funding from the Foundation.