

POLICIES AND PROCEDURES CONCERNING FOUNDATION GRANTS

1. The Director of the Foundation will distribute grant applications by the first week of February of each year.
2. The Foundation Board of Directors will require grant applications submitted to the Foundation Office or be postmarked by March 15 of each year.
3. The Foundation Board of Directors will establish a team of no less than three Foundation Board members to read and review grants and distribute an already determined amount of funds to the successful applicants.
4. The Foundation Board of Directors will determine each year the amount to be awarded in grants, dependent upon revenue and IRS regulations.
5. The Foundation Board of Directors will award grants to the recipients at their respective buildings.
6. The Grant Recipients will receive a written list of instructions on the proper procedure for submitting all Foundation grant requisitions for their grant items.
7. The Grant Recipients will submit all Foundation grant requisitions regarding their grant to the Foundation Office.
8. All Foundation grant requisitions must be submitted to the Foundation Office by May 15, of the school year following the issuance of the grant.