

**THE FOUNDATION FOR CHILDREN WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES, INC.**

**POLICY 6: GRANT AWARDS POLICY AND PROCEDURE**

**ITEM I - PURPOSE:** The purpose of this Policy and Procedure is to formalize the methods for applying for, or requesting club funds being held by the Foundation and awarding funds to charities to assist in providing services and opportunities to individuals with developmental and/or intellectual disabilities in accordance with the goals and objectives of the FOUNDATION FOR CHILDREN WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES, INC., hereinafter referred to as "The Foundation."

**ITEM II - DEFINITIONS:**

**Application** shall refer to a request for funds presented by a Civitan Club for the benefit of a Charity to provide funds to support a project designed to benefit individuals with development and/or intellectual disabilities.

**Charity** is a term which shall be limited to organizations that have been designated as a non-profit entity under section 501(c)(3) of the Federal Internal Revenue Code or similarly exempt purpose.

**Civitan Club** means a Club in good standing recognized by the Foundation as being a club in existence for a minimum of one year with all officers trained and all dues paid current to both CIVITAN INTERNATIONAL and to the CHESAPEAKE DISTRICT.

**Committee** shall refer to the Grants Committee of the Foundation. Membership on the Committee shall consist of not less than three individuals who are members of the Chesapeake District of Civitan International, appointed by the President of the Foundation to a one (1) year term, and are subject to re-appointment for additional terms. The President and Treasurer of the Foundation shall be *ex officio* members of the Grants Committee.

**Developmental Disabilities** shall refer to genetic or traumatic mental or physical disabilities that are discovered before an individual attains the age of twenty-one (21) years.

**Intellectual Disability** is a mental condition that substantially limits the ability of an individual to be aware of their environment, to care for themselves or to manage their affairs. Intellectual Disability shall not include the loss of mental capacity that arises from the voluntary behavior or addictions of the individual.

**Grants shall be one of two forms, membership grants or project grants.**

- **Membership Grants** are approved in form and substance by the Foundation to promote new members in Civitan Clubs. This grant program is approved by the Board of Directors of the Foundation on an annual basis.
- **Project Grants** are made based upon applications submitted by a Civitan Club to provide funds to a Charity. An application for a Project Grant shall be presented for consideration to the Grants Committee.

**ITEM III - LIMITATIONS: All grants shall be subject to the following limitations:**

- Grants will not be awarded for any charitable purpose other than benefiting those having developmental and/or intellectual disabilities.
- Grants may be awarded for scholarships or training personnel in the care and education of individuals with developmental and/or intellectual disabilities.

- No funds shall be distributed to a member of Civitan International or a Civitan Club due to their membership in the Foundation. There shall be no inurement to members of Civitan.
- Grants shall only be distributed to a Charity whose primary purpose or whose project is to support individuals with intellectual or developmental disabilities. A Charity which has a project to benefit individuals with developmental or intellectual disabilities based on financial need shall be awarded the grant money based upon its own objective criteria and without any special preference to members of Civitan or members of their family.
- Checks should be made payable to the Charity being benefited by the grant. Such checks are prima facie evidence of the purpose being served. Checks should not be made payable to a Civitan Club because this procedure does not clearly show how the money was used. It might be interpreted as a refund of money previously contributed to the Foundation and could jeopardize its tax exemption privileges.
- Grants shall be awarded in amounts derived from the income from Foundation investments. No grant shall be made from the corpus of the Foundations funds except under unusual circumstances and with the approval of the Foundation's Board of Directors at a scheduled meeting of the Board.
- Grants may not be approved for the purpose of funding the salaries of the Charity's regular staff or for general operating expenses.
- Any Officer or Director may request additional information from a Civitan Club if the request for funds does not clearly indicate the proposed project meets the requirements of the Foundation authority.

**ITEM IV - PROCESS. The following process shall be conducted in the order specified:**

**a. Membership Grants:**

All eligibility requirements shall be approved by the Executive Committee of the Board and stated on a current New Member Incentive Grant Process as attached to this policy. The eligibility period for a new member grant is 18 months from the date of entry of a new member. No application for a New Member Incentive Grant will be accepted after expiration of eligibility.

An application for a membership grant shall be filed with the Foundation President along with proper certification of all requirements. The President will ensure the proper signatures and required documentation have been received. The application is then forwarded to the Foundation Treasurer for review and further processing.

The Foundation Treasurer will approve the eligibility of the requirements as stated on the New Member Incentive Grant Certification form. Upon satisfying the requirements on applications received, the Foundation Treasurer will present all new member grants received for approval to the Executive Committee of the Board. This approval will be sought at each month end by

- Voice vote on a scheduled Executive Board Meeting by conference call; or
- Email vote

Within 10 days of approval, these grants shall be paid by the Foundation Treasurer to the designated Charity.

**b. Project Grants:**

An application for a project grant with all required documentation shall be filed with the Foundation President at least forty-five (45) days prior to the next Foundation meeting. The President will ensure the proper signatures and required documentation have been received. The application is then forwarded to the members of the Grant Committee for review and process.

The Grant Committee shall review the substance and merit of each Project Grant Application and reach a consensus of denying or recommending the grant. **The Committee shall reject any application that is not complete and correct.**

If the Grant Committee does not recommend the grant, that negative recommendation shall be delivered to the Executive Committee of the Board. All Grant Committee recommendations shall be submitted to the Executive Committee for consideration.

The Executive Committee may reject the positive recommendation of the Grant Committee, in which case the application is denied. The Executive Committee may reverse a negative recommendation from the Grant Committee. If the Executive Committee approves the recommendation or reinstates a grant denied by the Grant Committee, with or without reducing the amount of the grant or changing the schedule for payment of the grant, the application, as amended, shall be presented to the Board of Directors at the next meeting of the Foundation.

A member of the Civitan Club requesting the grant must be present at the Foundation's Board of Director's meeting at which the grant will be presented to clarify or respond to questions that may arise. If there is no club member present, the grant request will not be presented for approval.

If the Board of Directors rejects the application, the grant is denied. The Board of Directors may approve the grant as presented from the Executive Committee or may reduce the amount of the grant or alter the schedule for payment of the grant.

The Foundation Treasurer shall pay out the grant based on whatever schedule has been approved after receiving the Civitan Club contribution, if any.

Grants that have matching participation will have priority.

After disbursements are made, the Club is expected to make a written report to the **Foundation within six (6) months of this disbursement and each six (6) thereafter pending completion of the project for which the grant was made.**

Grant disbursements must be used by the recipient exactly as the statement of purpose(s) in its written request with no variations.

After a grant has been approved, there will be an inquiry every six (6) months. If the grant moneys have not been utilized within that fiscal year in which the grant was approved, the grant will be revoked.

## **ITEM V - PROCESS. GUIDELINES FOR DISTRIBUTION OF FUNDS HELD BY THE FOUNDATION**

### **a. Disbursement of Club Funds Held by the Foundation**

When a Civitan Club gives money to the Foundation, it relinquishes all legal title to that money, however when it asks the Foundation to reserve some of these funds for a purpose to be designated later; the Board of Directors is willing to accept the funds under those conditions and to follow the suggestions of the Civitan Club as to how they will be expended. All projects must meet the requirements as outlined in ITEM III. Limitations of this Grant Policy.

A Grant Application Form for a Disbursement of Club Funds Held by Foundation shall be filed with the Foundation President along with proper documentation. The President will ensure the proper signatures and required documentation has been received. The application is then forwarded to the Foundation Treasurer for payment.

### **b. Specific Endowment Fund Disbursement**

In some cases, a Civitan Club may have access to funds in a specific account designated to that club. These funds were established through agreement and have fund documentation on file as to percentages allowed for disbursement. These Civitan Clubs may request funds for specific projects at any time. All projects must meet the requirements as outlined in ITEM III. Limitations of this Grant Policy.

A Grant Application Form for a Specific Endowment Fund Disbursement shall be filed with the Foundation President along with proper documentation. The President will ensure the proper signatures and required documentation has been received. The application is then forwarded to the Foundation Treasurer.

The Treasurer will review the fund account and ensure funds are available. Once availability is determined, payment will be made.

## **ITEM VI. Documentation Retention**

All grant documentation will be electronically stored with the Foundation for 7 years after submission.

*11/14/2014 Approved by Executive Board of Directors*

*04/15/2016 Revision Approved by Executive Board of Directors*

*05.28.2019 Revision Approved by Executive Committee*