



## Grant Committee Procedure and Timeline for ANNUAL GRANT CYCLE

- I. The annual SCF Grant application process opens March 15 and closes at 5 p.m. May 1.
- II. The Grant Committee Leader will be a member of the SCF Board.
- III. The Grant Committee should consist of at least three (3) other members. These may be members of the SCF Board or citizens approved by the board.
- IV. Grant Committee members are expected to review each grant application and attend every Grant Committee meeting.
- V. Grant applications are available at all times on the Community Foundation of the Ozarks website and through the SCF Facebook Page link to same.
- VI. Grant applications also will be made available at the SCF Office and the Cedar County Republican office for the Grant application cycle.
- VII. At least two weeks prior to the beginning of the grant cycle, the Grant Committee Leader or SCF President (or designee) will place notice in the Cedar County Republican and appear on the Chamber of Commerce weekly radio program on The Lake radio. The Web/Facebook Leader(s) will ensure the Grant Cycle deadline and links on the Stocktonon Affiliate Webpage and the SCF Facebook page are accurate and current.
- VIII. Grand applications are to be done online only, if you wish to mail one as well, it can be mailed to POB 220, Stockton, MO 65785, and must be postmarked no later than 5 p.m. May 1. The online application will be the one reviewed for funding.
- IX. The Grant Committee Leader is responsible for collecting all online and mailed grant applications for each grant cycle and ensuring each grant committee member and/or SCF Board member has a copy of each grant for review at least 4 days prior to the Grant Committee meeting. Online grants will be emailed by Grant Leader for distribution.
- X. Grant applications will be reviewed by the Grant Committee no later than May 25.
- XI. Grant Committee recommendations for grants will be presented in writing to the SCF Board at the regularly scheduled June SCF Board meeting or earlier as needed to be ready to present checks to grant recipients by June 15.
- XII. Once the SCF Board has reviewed and approved Grant recipients, the Grant Committee Chair will ensure each grant applicant is notified by phone or email within 24 hours they have or have not received a grant.
- XIII. All grant applications, both approved and declined, will be sent an official standardized SCF letter of congratulations or decline within 24 hours of board decision by the SCF President or designee.

- XIV. Arrangements will be made by the Grant Leader or designee for official photo presentation of the “large photo op” checks, and actual grant checks with correct information from CFO.
- XV. All grant recipient information and photos should be in a press release for the local paper and given to CFO for SCF website and SCF Facebook page.