

# **22-01 Resolution**

**Society St. Vincent de Paul, Rockford Council  
Council Meeting  
October 23, 2021**

## **DISTRICT AND CONFERENCE GRANT PROGRAM POLICY AND PROCEDURES**

WHEREAS Grants provide a great opportunity to grow the revenues of Conferences, Districts and the Council.

WHEREAS Grants are funds normally awarded as part of an application process, and these awards may come from government, corporations, foundations, educational institutions, businesses, or an individual, and may or may not set specific rules for allocating money.

WHEREAS unlike private donations, grants may require funders and recipients to enter into grant agreements, which are legally binding contracts.

WHEREAS when a Conference, District, or Council enters into a grant agreement, they do so under the legal entity of the Rockford Council and take on the liability of protecting the name and legal status of the entire Council.

WHEREAS funders may limit their grant awards to one request per agency. Without careful coordination, there may be occasions when Conferences, Districts or the Council are competing against each other for the same grant.

WHEREAS failure to comply with grant regulations can have serious consequences, including but not limited to:

- Civil and criminal liability
- Default or termination of grant/contract
- Disallowance of reimbursement
- Recoupment of funds
- Published audit findings
- Greater audit oversight
- Adverse effects on SVDP as a whole
- Loss of future funding
- Loss of credibility

RESOLVED to approve the grant procedures for Conferences and Districts in accord with the following policy:

**Note! For Friends of the Poor Grants see the Exclusions Section on page 3.**

**Grant Application Process:**

- Conferences/Districts must alert the Council President of the grant opportunity and review the application with the Council and their district president prior to applying.
- Conferences/Districts need to provide the completed grant application (with all attachments) to the Council Office and their district president for review and approval.
- All grants submitted by a conference or district must be approved by their district president and the Council Board President. In some cases the grant application may require the signature of the Council Board President.
- Once a grant is approved by a funder, signed copies of the entire grant need to be sent to the Council Office.

**Grant Spending Process:**

- Grant funds will be held in a restricted general ledger account at the applicable level:
  - a. Conference if only one conference receives a grant
  - b. District if more than one conference shares a grant
  - c. Council Office if more than one District shares a grant
- Grant funds will be disbursed in increments up to \$5,000.
- Conference/Districts/Council will deposit the funds into their bank account, track funds using a restricted general ledger account, and spend the funds in accordance with the grant agreement
- Funds will be spent and recorded in accordance with the Conference Treasurer's Manual and the grant agreement
- Conference/Districts/Council will keep supporting documentation and have available for an audit. Record-keeping requirements that are typical of Conferences:
  - a. Case notes
  - b. Signed confidentiality agreement
  - c. Verification of ID
  - d. W9 if paying rent
  - e. If leasing a copy of lease
  - f. Copy of invoice
- Depending on the grant agreement, additional documentation may be required, such as:
  - a. Proof of income
  - b. Two bids if paying for contracts over a specified dollar amount
  - c. Payment history if paying rent
- If grant funds are held at an upper level District or Council, after the initial allocation is spent, the Conference/District will submit a report to the District/Council itemizing how the funds were used. The District or Council will review the report and approve the next distribution.

**Grant Documentation and Audit Process:**

- All copies of grant agreements will be maintained at the Council Office.
- An annual grant summary will be submitted with the Annual Conference Report
- A year-end financial audit will be performed by the Council auditors.

**Grantor Considerations:**

- Organizations should aspire to have an ethics program and have their behavior exceed compliance requirements.
- An organization’s ethical commitment is a reflection of the culture of the organization.
- All levels of the organization should be involved and available to assist through any ethical dilemmas with which someone may be confronted.
- All personal information and contact information for Those We Serve will remain confidential to the Society of St Vincent de Paul. Grantors or third parties are prohibited from requesting or gathering personal information. Grantor requests for summary reporting by demographic, ethnicity, number served, or assistance provided is acceptable.

**Exclusions:**

- Friends of the Poor grants will continue to be administered by the Conference(s) that applied for the grant. Conferences will report the grant award and required compliance documentation to the National Office, the District President and the Rockford Council.

**The Undersigned** hereby certifies that she is the duly elected, qualified and acting secretary of the Society of St. Vincent de Paul, Rockford Council (“The Corporation”) and that the foregoing resolution was submitted to the Corporation Board at a meeting held on October 23<sup>rd</sup>, 2021, and that said resolution is now being reviewed by the Board. Within 30 days a vote to approve and adopt said resolution will be held. Once approved the 22-01 Resolution will be in full force and effect without modification or recession as permitted under the bylaws of the Corporation and in accordance with the provisions of state law under which the Corporation was incorporated.

**In Witness Whereof**, the undersigned has hereunto set his hand effective this 01 day of December, 2021.

Cassandra G Campbell  
Secretary