

Conference Grant Policy Supplemental Guidelines

In November 2021 the Rockford Council Board approved Resolution 22-01 – District and Conference Grant Program. The Grant Resolution describes the purpose of the resolution and the process for applying and administering grants. The Resolution can be found on the Rockford Council’s website: <https://www.svdprockfordcouncil.org/council-resolutions.html>

The following guidelines are designed to help conferences applying for and administering grants*.

Reason for Resolution

- Grants can be legal agreements and have liabilities to the Council
- Conflicts may arise when more than one Conference applies for the same grant: i.e. Conferences compete against each other
- Grants require proper reporting and documentation to satisfy the grant conditions and potential audit review

Basic Grant Procedures

- Notify District and Council if the Conference is thinking of applying for a grant
- Get approval from the District and Council before beginning the grants process
 - a. Upload supporting documents to the ‘Grants Applied For’ folder in OneDrive
- Submit the signed grant application and supporting documentation to the District and Council
 - a. Upload supporting documents to the ‘Grants Applied For’ folder in OneDrive
- Notify the District and Council of the grant decision
 - a. Upload approved grant documentation to ‘Grants Received’ folder in OneDrive
- Maintain good records
- Satisfy all grant conditions and requirements
- Submit a grant summary with the Conference Annual Report

Accounting

- Create a restricted general ledger account for the funds received
- Track grant expenses
- Contact the Council Treasurer, CynthiaJerger@gmail.com, with questions regarding accounting procedures

OneDrive Grant Repository (<https://1drv.ms/u/s!At5qM9R10-RlgtUzyfGWbCYLeq67pQ?e=evLef5>)

- Folders by fiscal year: 2021, 2022 ...
- Grants Applied For folder
- Grants Received folder

* Not all grants have a formal application process. Any funds that are received from other than an individual (corporation, government, foundation, etc.) should be treated like a grant. Contact your District President if there are questions or concerns.