

Short North Civic Association
Grants Program
Proposal

The Short North Civic Association Board (SNCA) will establish an Ad Hoc committee consisting of three members, at least two of whom shall be Board Members.

The President shall appoint the members, one of whom will be designated as Chair and Administrator for SNCA Grants.

The SNCA Board shall establish an annual budget for grants. Half of this budget shall be available at each evaluation period. The Board may want to establish a contingency fund in the event SNCA receives a meritorious emergency grant application.

The SNCA Board shall approve criteria of acceptability for grants and guidelines for minimum-maximum funds that any grantee might receive.

The SNCA Board shall establish two evaluation periods for grant submission. Grant application must be received by February 5* for the first period and August 5* for the second. Grant determination shall be targeted for the March and September Board meetings. The Board, at its discretion, consider emergency grant approval in situation where the grant applicant clearly establishes that the need could not have been foreseen within the normal grant application periods. *Applications received subsequent to these dates will be queued for consideration in the subsequent evaluation period.

The SNCA Board shall assure that all grants are considered and awarded in a non-discriminatory manner.

The SNCA Board shall approve all grants before grantees are notified.

All decisions of the SNCA Board will be considered final.

Grants Committee

The Grants Committee has the responsibility to publicly communicate the Grants Program.

The Committee shall receive all grant applications, evaluate them, request additional information, where necessary, and determine whether a grant application should be accepted, modified or declined and make that recommendation to the SNCA Board. Grants applications considered meritorious shall further the Mission of the SNCA.

The Committee Chair or a designee shall communicate with the applicants during the evaluation process.

The Committee shall report the receipt of grant applications at the February and August Board meetings. The Committee shall make its recommendations for Board approval at the March and September Board meetings.

The Committee may meet in person or virtually as long as all members have access to all of the applicants information.

If a member of the Committee has a conflict of interest, he/she must recuse themselves from the evaluation and recommendation of the Committee. If the remaining members of the Committee cannot agree on a recommendation, each shall present their view to the Board when it considers the grant application.

The Committee shall communicate the acceptance or declination of the grant application to the applicants within one week of the final determination by the SNCA Board.

The Committee shall maintain a log of all grant applications received along with final determination and award amounts, if any.

Grants

Grants shall be considered for organizations, projects and programs that fall within the operating footprint of the SNCA as defined in its Bylaws.

Grants shall cover expenses for materials, communications and certain contracted expenses. The SNCA reserves the right to require documentation of these expenses.

The SNCA will not accept grant applications for the compensation, including emoluments for full and regular part time professional staff.

SNCA will receive grants via its website.

All grant applications must be fully completed before they are able to be considered. If a grant applicant cannot provide some elements of required information, they may contact the Grant Administrator to determine if alternative information might suffice.