



**BOARD RESOLUTION
DISTRICT AND CONFERENCE GRANT PROGRAM
POLICY AND PROCEDURES**

At the Thursday, January 23, 2020, meeting of Board of Directors of the Society of St. Vincent De Paul Archdiocesan Council of St. Louis the following recommendation was proposed and approved.

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

WHEREAS unlike private donations, grants 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 St. Louis Archdiocesan 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:

Grant Application Process:

- Conferences/Districts must alert the Council 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 and Council Executive Director. In some cases the grant application may require the signature of the Council Board President and the Council Executive Director
- Once a grant is approved by a funder, signed copies of the entire grant need be sent to the Council Office.

Grand Spending Process:

- Grant funds will be held in a restricted account at the Council Office
- Grant funds will be disbursed to Conferences/Districts in increments up to \$5,000.
- Conference/Districts will deposit the funds into their account and spend the funds in accordance with the grant agreement
- Funds will be spent and recorded in accordance with the Conferences Treasurer's handbook and the grant agreement
- Conference/Districts will keep supporting documentation and have available for an audit
- The following supporting documentation should be collected by the conference/district and saved in their records:
 - Conference/District intake form
 - Signed confidentiality statement
 - Verification of ID
 - Proof of income
 - W9 if paying rent or for services
 - Two bids if paying for contract work
 - A copy of the lease and payment history if paying rent

Depending on the grant agreement, additional documentation may be required

- After the initial allocation is spent, Conferences/Districts will submit a ledger, provided by the Council, itemizing how the funds were used to the Council's Finance Department
- The Finance Department will review the ledger and approve the next distribution.

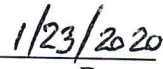
Grant Documentation and Audit Process:

- All copies of grant agreements will be maintained at the Council Office.
- 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.


Board Secretary


Date