



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

Grants provide a great opportunity to grow the revenues of conferences, districts and the council. But grants are not “free money.” Unlike private donations, grants require funders and recipients to enter into grant agreements, which are legally binding contracts. When a conference, district council, or archdiocesan council enters into a grant agreement, they do so as a single legal entity, the St. Louis Archdiocesan Council, and take on the liability of protecting the name and legal status of the entire Council.

Failure to comply with grant laws and 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

Further, many funders 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. A conference may apply to a funder and ask for a small amount of funding to meet their needs when a district or the council office could apply to the same funder for a larger grant. Coordinating the grant application process will allow SVDP to maintain a professional image with foundations, and may result in more funds and greater impact on the people we serve.

Grant Application Process:

- Conferences need to provide the completed grant application (with all attachments) to the Council Office for review and approval. All grants submitted by a St. Louis conference must be approved by the Council Board President and Council Executive Director.
- Once a grant is approved by a funder, signed copies of the entire grant need be sent to the Council Office.

Grant Expense Process:

- Documentation should be submitted to the Council Office on a weekly basis. However, all documentation for the month must be submitted no later than the 1st business day of the following month (this can be mailed, emailed or faxed as long as received by the 1st).
- The following documentation is needed:
 - Funding spreadsheet (needs to include grant coding information)
 - Supporting documentation:
 - Client-specific funding request: For each pledge packet needs:
 - Conference Pledge form (completed in full – includes pledge information)
 - Copy of bill (ex: utility bill /current lease, etc.)
 - Copy of driver's license/photo id or written validated by a Vincentian on the Conference Pledge form
 - Income verified at conference level on form and/or income documents
 - Release (signed by conference and client)
 - W9 for vendor, if applicable
 - Depending on funding, additional documentation may be required.
 - General funding request:
 - Copy of bill (i.e. utility bill /current lease, etc.)
 - W9 for vendor, if applicable
 - Depending on funding, additional documentation may be required.
- All check requests received by the end of day on Friday each week will be processed the following week.
- Checks will be cut based on actual due date. All checks are cut and mailed out on Thursdays.

Grant Documentation and Audit Process:

- All copies of grant documentation 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 Director



Date