

GRANT APPLICATION PROCEDURES

- 1) Review application and materials for completeness (including draft Fundraising letter(s)) -- by Society Coordinator or the Program Implementation Committee (PIC) Chairman -- applications due by the 5th of each month
- 2) Review of the application/materials by the PIC -- using the "Standards Check-List" -- at meetings the 15th of each month
- 3) Fundraising Committee (FC) to receive the PIC recommendation(s) and review draft solicitation letter(s) -- at meetings the 20th of each month
- 4) Society Board of Directors to receive the PIC recommendation(s) and make the grant decision -- at meetings the 25th of each month
- 5) Grant decision to be mailed to the applicant -- by Society Coordinator or Board Secretary -- by the 30th of each month
- 6) Payment requested consisting of current invoices shall be submitted by the house corporation -- to Society Treasurer -- payment within 30 days of receipt of each invoice

*** GRANT APPLICATIONS AND FUNDRAISING LETTERS MUST BE APPROVED PRIOR TO THE SOLICITATION BY THE APPLICANT OF GIFTS TO THE SOCIETY OR THE ACCEPTANCE OF DONATIONS BY THE SOCIETY ***