



Grant Administration Policy

In order for the Community Foundation Serving Greeley and Weld County (CFSGWC) to efficiently assist individuals and organizations in fulfilling their philanthropic objectives, the Foundation Board has adopted the following policy and procedures.

Administrative Policies:

1. CFSGWC staff will ensure an accessible, fair, honest process for all grant seekers.
2. CFSGWC staff will perform a due diligence process for all grant applications, including Donor-Advised funding recommendations, to ensure that the grantee organization and/or purpose of the grant meets I.R.S. regulations for charitable purpose contributions. The due diligence may include (as applicable), but will not be limited to:
 - 501(c)(3) Tax Exempt Status Determination Letter on file
 - Copy of front page of Organization's most recent I.R.S. form 990
 - Most recent audit report and financial budget
 - List of current Board of Directors
 - Mission statement
 - Most recent newsletter or other organizational information
3. CFSGWC staff will maintain records of all grant applications received, all recommendations from Donor-Advised funds, disposition of same and all correspondence regarding same from and to applicant and grantee organizations, according to I.R.S. regulations.
4. CFSGWC staff will provide required reports to the CFSGWC Board of Directors.
5. CFSGWC staff will meet the requirements of the Conflict of Interest policy. Additionally, staff will make every effort to eliminate even the appearance of a conflict of interest in any of its dealings with applicant or grantee organizations.
6. Generally, grant funds will not be disbursed until all requirements are met. These requirements include but may not be limited to:
 - Signed Grant Agreement
 - Due diligence documentation on file (see Paragraph 2 above)

- Search of the Guidestar Internet site for current listing of I.R.S. form 990 for not-for-profit organizations
- Final Grant Reports/Financial Reports for previous grants on file

Upon the satisfaction of all conditions, grant funds will be disbursed expeditiously by CFSGWC staff.

Eligibility for Funding:

1. Grantee Organizations

- A non-profit agency with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation.
- A non-profit organization that does not meet the above criteria may receive funding for a project that meets “charitable purposes” guidelines (per I.R.S. regulations).

In such cases, the Foundation encourages the use of a qualified tax-exempt organization to act as the fiscal agent for the grant: accepting payment of funds, disbursing the funds according to the grant agreement and assuring that required reports of project activities and fund expenditures is filed. If a fiscal agent is designated, that organization’s chief executive officer must co-sign the grant application and grant agreement.

- A U.S. registered governmental entity - incorporated city, county, state or federal governmental agency (includes schools/school districts).
- An organization conducting qualified scientific or medical research.

2. Individuals

Grants may be made to individuals for travel, study or similar purposes if they comply with any of the following categories that fulfill the requirements of the Internal Revenue Code.

- Grants that are qualified scholarships and fellowships. These are scholarships that pay for tuition, books, room and board and so forth.
- Grants that are prizes or awards. The recipient must be chosen from the general public, without any action to enter a contest or proceeding, and must not be required to provide services as a consequence of receiving the award.
- Grants to achieve a specific objective, produce a report or other similar product, or improve or enhance a literary, artistic, musical, scientific, testing or other similar capacity, skill, or talent of the grantee. This is the broadest

category and covers, for example, awards to artists to create works of art and scholarships that do not fit under paragraph (1).

Grants may be made to individuals to provide disaster relief and emergency hardship assistance provided that such granting is made in a nondiscriminatory and objective manner consistent with the Internal Revenue Service Code.

Grant Approvals:

1. All grants, with the exceptions noted below, must be approved by the Board of Directors of the Community Foundation Serving Greeley and Weld County (CFSGWC) prior to disbursement. The CFSGWC staff will work with Donor-Advisors to receive their grant recommendations; the staff will then conduct its own independent investigation and analysis of said recommendations, as well as due diligence concerning the grantee organization. The CFSGWC staff may deny donor recommendations if qualifying information is not available on, or is not provided by, the potential grantee organization, or if the purpose of the grant would be inconsistent with Foundation policy or any related regulation.

- In order to improve service to decrease interim approvals for the Executive Committee, the following procedures are implemented:
 - At the beginning of each fiscal year, the CFSGWC Board of Directors reviews a list of organizations that are well known to staff, have received prior funding, are up to date in reporting obligations to the Foundation, and are in good standing (no questions regarding fiscal, legal or program practices; no overdue reports). Those organizations meeting the above requirements will be designated as eligible for “pre-approved” grant status from funds until the next annual review by the CFSGWC Board.
 - Board members then pass a resolution authorizing the President to approve and pay grants to the organizations included on this “pre-approved” list, up to an approved limit, upon written recommendation by donor-advisors. The Board of Directors will be notified of grants so approved at its next regularly scheduled meeting.
 - Staff or Board members have the ability to remove an organization from the pre-approved list if it falls out of compliance with the above-named conditions.
- The President of the Foundation may approve grants to organizations on the “pre-approved” list in amounts up to and including \$5,000. In addition, a second signature from a member of the Executive Committee is required on any disbursement in excess of \$5,000. Such grants are included in the Executive Committee report, which is presented to the Board of Directors for informational purposes at its next regularly scheduled meeting.

- Grant requests to organizations new to the Foundation, or to any organization not on the “pre-approved” list, shall be presented for review by the Executive Committee. The Executive Committee possesses the authority of the Board of Directors to approve grants during the interval between meetings of the Board of Directors. In time-sensitive situations, this Committee can conduct its review and approval/denial of requests by way of teleconference, e-mail and/or other typical electronic communications. Such grants would be included in the Executive Committee report, which is presented to the Board of Directors at its next regularly scheduled meeting.

- The Board of the Community Foundation Serving Greeley and Weld County has authorized the President of the Foundation to approve grants for \$1,000 or less outside of the normal distribution dates for the Littler Youth Fund, the Tribune Community Crisis Fund and Greeley Rotary Silent Partners.

- All other grant requests will be presented for review by the Executive Committee. The Board of Directors will take action on the recommendation provided by the Executive Committee at its next regularly scheduled meeting prior to disbursement.

2. Under current laws the Foundation may not pay any personal “pledge” or promise made by a Donor-Advised fund advisor nor make a grant for which a donor-advisor receives anything of personal, tangible benefit.