



## **Community Outreach Grant Committee Standard Operating Procedures for 2019-2020**

**Purpose:** The heart of the Bavaria Community and Spouses' Club is its distribution of grants and scholarships. We solicit organizations in need of support and award grants to well-deserved causes and projects. Our intent is to ensure the funds raised by the BCSC are used to maximum impact in our local community and that all organizations have an equal opportunity for consideration.

In compliance with our bylaws, the Community Outreach Grant Committee is composed of the BCSC President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Parliamentarian, BCSC Advisor, Thrift Shop Liaison, Bazaar Chair and five Members-at-Large Representatives.

### **Application Requirements:**

1. Groups must submit a completed application by the published deadlines to be eligible for review. Primary consideration is given to applications submitted on-time. Applications received after the deadline can be considered if funds remain after the first ones have been considered.
2. The organization's supervisor, senior leader, or other supervisor must approve and sign the grant application in order to be considered for a grant. There must be two different individual's names on the application.
3. Grant recipients must sign for their check within two weeks of their award letter. They are required to submit receipts and an AAR no later than 45 days afterwards. Organizations are required to use the standard AAR form, which is provided on BCSC's web site, under "Community" > "Community Outreach Grants." Organizations with outstanding grants may not apply for another one until the organization provides proof that the monies were used in good faith.

### **Approval Guidelines:**

1. For the intent of grant distribution, "local community" is defined as Rose Barracks and Tower Barracks organizations. Grants may be issued to local, national and international organizations; however, priority is given to organizations that will directly benefit the local community.
2. Grants can be distributed only to organizations, not individuals. Organizations must have an official and active organizational bank account for their organization.
3. To ensure equal opportunity for consideration, organizations that have not already received a grant during the current board year (1 June – 31 May) may be given priority.
4. There is no requirement for volunteer hours with the BCSC for grant applications, but priority may be given to organizations that show community involvement and/or provide support to the BCSC.

5. The BCSC will not provide grants for the following:
  - a. for scholarships granted by other organizations, as we provide our own scholarship program.
  - b. to organizations with the intent of redistributing the money as cash, awards, gifts or the like to a third party or individual(s).
  - c. to purchase supplies or equipment for fundraising activities.
  - d. to pay for transportation expenses (planes, trains, automobiles, buses, or otherwise).
  - e. to pay for school curriculum requested by individual teachers, (however, purchases initiated by grade-levels are eligible for consideration).

Grant applications for reimbursement of items/services already received may not be funded. This is at the discretion of the committee.

Stipends for speakers, salaries, and other organizational personnel type expenses are generally not funded.

Organizations may request an exception to policy if they believe their request has significant value to the community but does not abide by the BCSC's standard operating procedure. Exceptions to policy must be made in advance and the committee will vote on the exception.

#### **Committee Procedures:**

1. The committee operates according to a modified parliamentary procedure for small boards and committees, per Robert's Rules of Order. In general, it is a less formal procedure but still requires motions, a debate on the motion and votes. The Committee Chair will call the meeting to order and act as secretary for all votes. Our motions generally consist of a motion to approve, deny or modify a grant. The motion does not require a second and will be followed by a debate. Anyone wishing to claim the floor to discuss the motion (and grant application) raises his/her hand and is recognized by the chair. When the debate has been exhausted, the chair will restate the motion and call for a vote.
2. The Grant committee has 30 days to review applications after the deadline. Grants applications will be reviewed and voted on occur at the regularly scheduled grant meeting. The Grant chair will present the slate of grants and a summary of the needs and then will open the floor to discussion and motions. The Grant chair, the BCSC President and the BCSC Advisor are non-voting members of the committee. All other members have one vote. The President will vote in the case of a tie.
3. If a committee member has a direct connection with an organization that has submitted a grant application, that committee member should disclose their connection at the beginning of the discussion. If the committee member serves in a leadership position for that organization, we request that the member excuse themselves during the discussion and abstain from voting on that particular grant application.
4. If it is not possible to obtain a vote on a particular grant due to extenuating circumstances, the application may be held for a week to obtain additional information and an electronic vote may be initiated by the Committee Chair. This should be a rare exception and not a matter of routine.
5. All grant awards will be presented as a whole to the BOG and general membership for approval at either a monthly meeting or by electronic vote.