



## Glen Park Association Grant Funding Guidelines

January 4, 2016

### **Mission:**

To make grants to support goals of the Glen Park Association (GPA), as stated in the GPA By-Laws Sec. 201, specifically:

“(A) To promote the collective interests of all persons living in the San Francisco neighborhood known as Glen Park;

“(F) To initiate and/or support beneficial neighborhood projects;

“(G) To carry out other such educational and charitable purposes as are supported by the membership.”

### **Solicitation:**

At least twice a year, GPA shall announce the availability of grant funding and solicit proposals. This could be in January and June. The announcement will be through e-mail to membership, public notice through the Glen Park News, Glen Park online groups, Glen Park Association website, GPA Twitter feed, and other media.

GPA will provide an application form for submission of proposals. The grant proposal deadline will be scheduled so that the Board of Directors can consider the application within two weeks to a month at a GPA board meeting.

In general, the GPA will offer individual grants up to a maximum of \$2,000. Under special circumstances, GPA will consider grants greater than \$2,000. It is anticipated that GPA grants will not exceed a maximum of \$4,000 per calendar year.

### **Grant Guidelines:**

The grant proposals shall address how the requested funding will support the GPA mission as stated in the By-Laws.

Proposals will be accepted for the purposes described above, from organizations, institutions, and public agencies. With the exception of public agencies, all proponents



must be recognized by the Internal Revenue Service as covered by the terms of section 501(c)3 of the code, or must have the fiscal sponsorship of such an organization.

The proposals shall include a) the program budget, b) the reason funding is requested from GPA rather than from other sources, c) potential matching sources, d) timeframe of the request, e) organization's contact person, f) résumés of key people who will administer and implement the grant, g) description of the proponent's track record as a grantee, h) financial statements for the past two years.

### **Limitations on the use of funds**

Grant funds may not be spent on Fundraising.

### **Selection:**

The President will designate a board sub-committee to review proposals, clarify proposals with submitter as needed, and make recommendations to the full board for action. The Treasurer will be an ex-officio member of the sub-committee.

The Board of Directors will consider and may approve the grant recommendation at a regular board meeting.

### **Funding and Follow-Up:**

Upon board approval, the Treasurer will issue a check to the grantee. This will be transmitted to the grantee with an appropriate cover letter.

The grantees shall provide a follow-up letter to the President, noting completion of the program or acquisition covered by the grant. This letter will include proof of payment for items covered by the grant and, if applicable, payroll records and payroll tax returns.

At least annually, GPA shall issue a brief report and list of grants, through the Glen Park News, Glen Park online groups and Glen Park Association website.



### **Conflict of Interest Policy**

The GPA wishes to deal appropriately and openly with all potential conflicts of interest, including board members' relationships with organizations that are applying for a GPA grant. This is extended to board members' families' interests in the applicant organizations.

Should such a conflict appear to exist, the GPA member is required to make disclosure of the relationship and the remainder of the board shall determine if a conflict exists. If it does, the applicant board member shall abstain from discussion of the application other than to answer questions from the remainder of the board members on that matter. If the grant is awarded, it shall be noted whether or not the abstention of any board member has occurred due to a conflict or the appearance of a conflict of interest, and this shall be recorded in the record of the vote and in the annual record of grant making.