

Park Place – Underhill Avenue Block Association Grants Procedure

Purpose

The Park Place – Underhill Avenue Block Association (“PPUABA”) has traditionally made grants to various local organizations and projects which serve the population of Prospect Heights and its adjacent neighborhoods. This Grants Procedure outlines the process by which 1) the available budget for grants is determined; 2) applications for grants are made; 3) grant applications are evaluated; 4) grant approval decisions are made; and 5) funds are distributed. This Grants Procedure addresses the granting of excess funds only and does not govern the disbursement of funds duly authorized by PPUABA during the year in the normal course of running the Association.

Procedure

1. Establishing The Grants Budget

At the January meeting the PPUABA treasurer will report to the membership on any anticipated surplus of funds for the coming year. If there is an excess of funds not needed for PPUABA’s anticipated budget, and still allowing the organization the spontaneity to be able to meet unexpected expenses, the treasurer, in agreement with the Executive Committee, will propose a budget to be made available for grants. The membership will then vote on the grant budget, and PPUABA will begin to solicit from its membership grant applications for organizations or projects to be considered.

2. Grant Applications

Applications will be due by the February meeting. Any member of PPUABA may propose a grant recipient and, as sponsor for that grant, must fill out a form with the sponsor’s and grant recipient’s information. It is recommended that grants be suggested for organizations or projects in the local community serving the population of Prospect Heights and adjacent neighborhoods.

The Request For Grant form will include the following information:

- name and contact information of the member who is acting as sponsor
- organization’s or individual’s legal name and address
- if an organization, its web site and contact person’s name, title and email address
- the project’s name, purpose, description and population served
- the amount requested

Applications will be due by no later than the commencement of the February PPUABA meeting.

3. Evaluating Grant Applications

At the February meeting a Grants Committee will be formed to review the Requests For Grant received. Any member of PPUABA may serve on this committee, with the exception that no member who submits an application for a grant may serve on the committee that year. The Grants Committee will screen the requests and recommend grant recipients and grant amounts, which will be presented at the March PPUABA meeting.

In evaluating grant applications, the Grants Committee may:

- Request each of the grant sponsors to briefly present the proposal to the committee and answer the committee's questions.
- Consider the value to the local community of the organization or project proposed to receive a grant.
- Consider the sponsor's engagement and involvement with the block association.
- Perform any additional due diligence it deems necessary as to the recipient organization's legitimacy and capability to deliver the proposed benefits to the community.

4. Grant Approval Decisions

A member of the Grants Committee shall present at the March meeting the Grant Applications recommended by the Committee to be approved, together with the recommended amount to be granted. The membership will then vote to either approve or reject each of the grant recommendations; however, to avoid undermining the work of the Grants Committee, no modifications to the committee's recommendations will be considered.

5. Disbursement of Funds for Approved Grants

For approved Grant Applications to established tax-exempt charitable organizations, disbursement of the grant amount will be made in a lump sum by check. Disbursements to individuals or non-tax-exempt organizations will be made upon receipt of documentation of valid expenses within the scope and approved grant amount of the project.

Summary of Timeline

Jan: Treasurer recommends a budget for grants, voted on by membership. The window for submission of Grant Applications opens.

Feb: The window for submission of Grant Applications closes. Grants Committee appointed. Grants Committee begins evaluation of Grant Applications.

Mar: Grants Committee presents recommendations and meeting attendees vote to approve or reject each recommendation. Disbursements are made for approved applications.