

## **PPUABA Grant Policy**

### **Purpose**

If the PPUABA has funds over and beyond what is needed for its annual budget, it may decide to allocate “grants” to various local organizations and causes.

To streamline the process, we will select recipients and distribute funds at the same time every year. Members can then know when to propose their ideas and plan to attend the meetings where discussions and decisions are made. This procedure doesn't impact any disbursement of money duly authorized by PPUABA during the year.

### **Guidelines**

In January 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 our anticipated budget, and still allowing the organization the spontaneity to be able to meet unexpected expenses, the treasurer, in agreement with the executive board, will suggest an amount available to give away. The membership will then vote on the total grant amount to be awarded, and begin to solicit, from its membership, applications for organizations or projects to be considered. It is recommended that grants be suggested for organizations or projects in the local community serving the population of Prospect Heights.

Applications will be due by the February meeting. Members of PPUABA may suggest grant recipients and, as sponsors, must fill out a form with the sponsor's and grant recipient's information. At the February meeting a committee will be formed to review the applications received. Any member of PPUABA may serve on this committee, with the exception that no member who submits an application for a grant in the current year may serve. Committee members will screen the requests and select finalists to be presented at the March PPUABA meeting.

A vote on the committee's recommendations will take place at the March meeting. This vote will be on a line item basis with no substitutions. Distribution of funds will be made in March. Individuals and non-tax-exempt entities will be asked to submit receipts to document how the money was spent.

### **Applications**

The application form for projects to be funded will include the following information if available:

- 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

### **Timeline**

Jan: Treasurer recommends grant budget; members vote on budget; begin accepting applications

Feb: Applications due by February meeting; grant committee formed at February meeting

Mar: Grant committee presents proposed grants; membership votes; approved grant amounts distributed