

THE PRAIRIE ENTHUSIASTS, INC.

GRANT POLICY AND PROCEDURES

Recommended by Finance Committee to TPE Board: 4/28/2011

TPE Board Approval: 5/10/2011

POLICY

The Prairie Enthusiasts, Inc. and its Board of Directors are ultimately responsible for all financial oversight including but not limited to making certain that grants will aid in fulfilling TPE's mission; for any commitments made to provide match, whether as in-kind or cash; and for fulfilling the requirements of grants. It shall be the policy of The Prairie Enthusiasts, Inc.:

- **All** paperwork in connection with all grants, contracts, agreements, including grant applications; budget; grant progress reports, including all supporting documentation; match reports; and grant final reports, will be submitted to TPE business office for the corporate, accounting and audit files.
- Grants of \$5,000 or more require review and approval by the Board of Directors. At, or prior to the time the grant application is submitted to the funding source, the grant application will also be submitted to TPE business office.
- Grant applications shall include administrative and/or overhead costs whenever applying for a grant that allows for such costs to be included. Our policy shall be that, whenever possible, all grants must include a minimum of 5% for administrative and accounting fees. It is also the policy that all or a portion of the overhead will go to TPE to offset administrative and accounting fees.
- For USDA and NRCS contracts, agreements and grants, the Chapter President has signing authority. For all other grant application, TPE President, TPE Treasurer or TPE business manager have signing authority unless that authority is delegated by the TPE President to another person.
- All grant funds shall be deposited to the Chapter account that was awarded the grant, contract, etc.
- Any hiring of employees in connection with grants must be approved by TPE Board with the understanding that the position is funded through the grant.
- TPE, as a 501(c)(3) nonprofit does not pay overhead costs on grants we give out.

PROCEDURES

The purpose of these procedures is to provide guidance to chapters/committees as they apply for grants (e.g., LIP, WHIP, DNR, Federal, State, USDA, NRCS, Stewardship, USFW, etc.).

- As soon as possible, send a draft of the budget to TPE's business manager. Ask for assistance if you are unsure how to create a budget. Based on previous TPE grants, the accountant can provide guidance on costs.
- Grants for \$5,000 or more require review and approval by the Board of Directors. At, or prior, to the time you submit the grant application to the funding source, also submit the grant application to TPE's business manager. Typically, this is accomplished by sending the grant application to the appropriate chapter president, who then passes it on to the business manager who then submits it to the Board. Project managers are responsible for grant compliance, but TPE and the Board of Directors are ultimately responsible for financial oversight, for any commitments made to provide match, whether as in-kind or cash, and for making certain that the grant will aid in fulfilling TPE's mission.
- Project managers are responsible for grant compliance.
- Any forms provided for direct deposit, send to TPE business manager who will set up direct deposit to your Chapter account.
- Once you know who the contractors are, provide a list of all contractors who will be used on the grant and approximately how much and when they will be paid to TPE business office.
- Complete and submit a copy of a PAF, together with a copy of the invoice and any supporting documentation, to TPE business office when preparing any grant invoices for payment by TPE.
- The project manager will submit match documentation to TPE business office for grants requiring a match. Match documentation can consist of volunteer hours, mileage, use of TPE equipment and supplies, etc. Typically, the granting agency provides forms to use to document these items and usually the volunteer signs the match reports at the work parties. TPE business office needs to have the match documentation on file.
- Send a copy of all progress reports, including all supporting documentation, i.e., invoices, timesheets, etc., and the checks used to pay them, and including final report to TPE's business office, for archiving. If possible, include pictures. These may be submitted in hard copy or electronically. The business manager will attempt to get press coverage of the project to show the public how we are accomplishing our mission and encouraging others to participate. The funding sources need and want the positive attention as well, as it helps justify and build popular support for their programs.