

The awarding of Grants is central to the mission of the SEF. It is through the Grant Program that the SEF supports and encourages innovative and effective programs. While many of our grants are modest in nature, we are at the point where we can begin to support more expansive initiatives. **Prior to each Grant Period, the Executive Board will set a budget and guidelines for the upcoming round of Grants.** As the SEF evolves, we need to ensure that the awarding of grants follows a clear and consistent rubric. This policy is intended to clarify the procedures and establish a time line that will ensure that all Board members understand and support these awards.

1. The Grant Committee is among the most important of all SEF committees. These volunteers are the backbone of our grant process. Without their time and energy the Grant Program will not be successful.
2. The Grant Committee recommendations need to be communicated to the Board in a way that allows the Board to understand and support those recommendations. Therefore, grant proposals must be submitted in a timely manner that allows the Grant Committee to examine the grants, discuss them and make recommendations to the Board for approval.
 - a. Grant proposals must be submitted to the Grant Committee six weeks prior to the meeting of the Executive Board at which the Grants will be awarded.
 - b. The Grant Committee will meet and recommend grants for approval at least two weeks prior to the meeting of the Executive Board meeting at which the grants will be awarded. Recommended grants will then be forwarded to the Executive Board at least ten days prior to its meeting. Any substantive questions that any Board member has about **any individual grant** must be forwarded to the Grant Committee Chair by the Friday before the meeting at which grants will be awarded.
 - c. Questions concerning these grants will be dealt with at the Executive Board meeting at which the grants are awarded. The Board will then vote on the grants presented. Grants can only be rejected by a vote of two thirds of the entire Executive Board, six votes. If the entire board is not present, Grants can only be rejected by a vote of sixty percent of the members present. **Grants will be approved on a case by case basis.**
 - d. After the final approval of the grants, Grant Committee members and BAL members will be informed of the decision by way of electronic communication prior to the notification to the awarded grantees and **those who submitted proposals that were not funded.**

This policy should ensure the following:

1. Grants will be submitted, examined and recommended in a timely manner that allows for a full and in-depth examination by the Grant Committee.
2. The Executive Board will have sufficient time to read and examine the grants and to ask questions concerning them.
3. The questions will be forwarded to the Grant Committee chair within a time frame that will allow the chair to be prepared to answer these questions at the Board meeting.
4. The Board recognizes the diligence and expertise of the Grant Committee. Therefore, it will take a super majority of the Board to reject the recommendations of the Grant Committee.

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