



## **GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES**

### **Standing Committee: Grants**

**Purpose:** Oversee the process of accepting, reviewing, analyzing, and awarding GCMGA grants of as a means to offer financial assistance for horticultural projects headed by GCMGA members.

#### **Responsibilities:**

1. Oversee process of accepting, reviewing, and awarding GCMGA Grant applications.
2. Approve all grant reimbursements requests ensuring expenses meet the approved criteria and that the requests do not exceed the awarded grant amount. Forward approved requests to the GCMGA Treasurer for payment.
3. If necessary, send an email October 1st to recipients who have not turned in grant expenses reminding them of the November 1<sup>st</sup> deadline.
4. Provide information to the President and Webmaster for announcements and posting website calendar.
5. Attend General Board Meetings, as requested, and provide Committee Report.
6. At conclusion of current year, transfer information to incoming Grant Committee Chair and provide guidance as needed.

#### **Procedures:**

1. Create and maintain designated email account specifically for GCMGA Grant applications and correspondence.
2. Check designated email account frequently during period of grant application submissions for any grant applications or related correspondence.
3. Download each grant application in its own designated folder, along with all related attachments.
4. Print each grant application and all related attachments, and staple together.
  - a. Note date and time received on each application in upper right-hand corner.
  - b. Maintain printed copies in file.
5. Review application to ensure all requests for funding are complete and accurate.
6. Create and maintain a summary chart of all grant applications received.
7. Meet with GCMGA President and Grant Committee (appointed by President with input from the Grant Chair) to review all applications after submission deadline.
8. After Grant Committee's and GCMGA Board's approval, send out the following correspondence:
  - a. .pdf file of "Award" letters to each applicant whose grants were approved. If award amount is different than requested amount, explain why in "Award" letter.
  - b. .pdf file of "Decline" letters to each applicant whose grants were not funded.
  - c. .pdf file of letter addressed to all GCMGA members announcing names of winning grants (include name of project, MG Project Leader, and amount awarded). Email to GCMGA President who will send to all GCMGA members.
9. Update GCMGA Grants spreadsheet adding names of current year's grant recipients, amount of grant requested, amount awarded, and list of any grant applications not funded.
10. Provide information for press release to GCMGA Communications Chair.
11. Submit an article on grant awards for posting on GCMGA website to the Webmaster.
12. During the time when projects are actively being completed, review submitted expenses and receipts from all grant recipients to ensure expense reimbursement requests match those on grant application, and then forward approval (or denial) to GCMGA Treasurer.

**Follow-Up:**

1. Review Grant Application and Instruction forms for any suggested changes for following year and submit forms to Executive Board for approval.
2. Backup related current year Grant files on flash drive and give to incoming Grant Chair for reference.
3. Maintain hard files of non-digital grant information and give to incoming Grant Chair for reference.
4. Be available as a resource to incoming Grant Chair.

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Amended: