# *Corvallis Sustainability Coalition*

## GRANT APPLICATION APPROVAL PROCESS

**Purpose:**   To fund Coalition projects, action teams and committees have the opportunity to apply for grants. This policy guides the action teams and standing committees (including the Steering Committee) in requesting permission to apply for grants through the Coalition.  This policy also outlines the process for evaluation and approval of grant requests.

## I.    REVIEW OF GRANT OPPORTUNITY

A.    Coalition action team leaders, on behalf of their teams, and committee chairs, on behalf of their committees, are eligible to approach the Steering Committee regarding grant applications.

B.    The Executive Committee (EC) will review all grant application requests. One member of the Coalition Finance Committee and a non-voting representative of the requesting group will join the EC, along with non-voting resource people, if needed.

C.    Review Process

1.    Coalition action teams or committees will initially assess the grant opportunity, using the Evaluation Criteria in the Attachment.  If it appears to meet the criteria, a copy of the grant announcement will be submitted electronically to the Facilitator.

2.    The Facilitator will advise the Steering Committee of the grant opportunity by email, for informational purposes and comment.

3.    The Facilitator will convene the EC and forward the grant announcement to them.

4.    The EC will convene as soon as possible to review the grant opportunity. The EC may invite the action team or committee requesting the grant to meet with them to answer questions and discuss the grant opportunity.

5.    The EC will make its recommendation by consensus as defined in the Coalition's bylaws. In the event consensus cannot be reached, a vote will be taken by the EC.

6.    The EC will document the rationale for its recommendation and notify the Steering Committee, which will ratify or deny the recommendation. This may be done electronically, outside of a regular meeting, or at a special meeting.

7.    The Facilitator will be the only person to promptly announce the Steering Committee's decision, including the rationale for its decision, to the appropriate action team leader or committee chair.

## II. GRANT SUBMISSION

A. Action teams and committees will be responsible for writing grants.

B. The Executive Committee and Steering Committee will be responsible for reviewing and approving grant applications.

C. All parties in the grant review process will take urgency of deadline into consideration in their actions and activities. In submitting grant application proposals, Coalition action teams and committees will provide as much advance notice and review time for the Executive Committee and Steering Committee as possible.

## III. GRANT ADMINISTRATION

A. The Coalition Treasurer, with assistance from the Finance Committee, will be responsible for depositing grant funds and will make arrangements with the appropriate action team leader or committee representative on the specific process for drawing down grant funds and paying grant-related costs or reimbursements.

B. The Finance Committee will work with the action team or committee to support the grant project and ensure that the funds are appropriately used.

C. The action team leader or committee chair receiving the grant shall be responsible for completing all reports and documentation required by the granting agency, and shall submit copies of all reports to the Treasurer.

D. The Treasurer will provide information on required financial and other reporting timelines to the Finance Committee. The Finance Committee will assist in the preparation of financial reporting required by the grant.

# ATTACHMENT: EVALUATION CRITERIA

To make an initial determination if the grant complies with Coalition objectives, the following criteria will be used by the action teams and committees in their review of grant opportunities. Questions about the process should be directed to the Facilitator. The EC will use the same criteria for the evaluation of (1) the grantor and (2) the proposed projects.

Coalition Goals

- Is the project consistent with the Sustainability Coalition Guiding Objectives?

- Is the project consistent with written Sustainability Action Plan goals and objectives?

Potential Competition

- To what extent will the proposed project compete for resources with other existing action team and Coalition commitments?

- Are any Coalition action teams applying for the same or similar grants, or for a different grant from the same grantor?

- Have we checked to identify the Coalition partners that might be applying for the same grant?  If so, we should attempt to collaborate rather than compete.

Grant Requirements

- Are there any grant matching fund requirements?  If so, are they affordable and are funds available?

- Are there significant volunteer/organizational commitments or expectations of the grantor agency for the Coalition, and if so, are these acceptable?

- Does the Coalition have the resources for ongoing staffing or administrative/reporting requirements of the grant?

- Are there any media/marketing commitments required to participate in the grant?

- Are there any other commitments required of the Coalition by the Grantor?

- Are Coalition resources adequate for the required tasks?

Timing

- Does the grant timeline allow sufficient time for the Coalition to fully explore the implications of applying for the grant?

- Does the proposal include a realistic timeframe with achievable goals?

Proposed Project

- Are specific volunteers and persons identified who will be responsible for carrying out and administering the grant project?

- Does the proposal have the potential to contribute to identifiable and sustainable improvements for our local communities?

- Will the proposed project/grant increase the capacity of the Coalition by recruiting new members, energizing current members, developing leadership skills, and/or empowering people to become more active and effective in their communities?

- Does the project have a strong likelihood of success?

- How will success be measured?

Potential Risks

- What are the strategic risks or potential controversy for the Coalition or its partners in applying for this grant? Such as:

  - Will this grant ally the Coalition with an organization whose activities are inconsistent with or in conflict with the Coalition's guiding principles?

  - Will this grant alienate partner organizations?

  - Will this grant be divisive among Coalition leadership?

  - Will this grant create a poor image for the Coalition in our community?

  - Will this grant create a distraction, making a false impression that the grantor is doing more for sustainability than they really are?