

## **SVdP DIOCESAN COUNCIL of SACRAMENTO**

### **GRANT FUND DISTRIBUTION GUIDELINES**

#### ***Objective:***

The Diocesan Council of the Society [the “Council”] distributes money and property to District Councils [the “Districts”] and Conferences, to help relieve the suffering of those in need and the funds used must be handled with the utmost care, prudence and generosity. Through these Grants, Districts and Conferences can pay unexpected expenses and initiate new initiatives, while lesser advantaged Conferences, who are limited in their funding mechanisms, can be more responsive to the spiritual growth of members and to the needs of the poor and needy.

#### ***Grant Fund Distribution Committee:***

The committee is selected and approved by the Council President and Board Members. Members will serve on the committee until they resign, retire or are replaced by another Member with the approval of the Council President and the Board Members. The Committee will consist, as a minimum, of the following members elected from the Diocesan Board or Council:

- Grant Chairperson
- Treasurer
- Member-at-large

#### ***Criteria for Grant Fund Eligibility and Procedure to be followed:***

- The requesting District or Conference [the “Applicant”] has insufficient funds to meet their financial needs. The basis for the request must be substantiated and supported by an explanation provided under “Reason for Request for Assistance” on the request form submitted to the Council Grant Committee [the “CGC”].
- The Applicant must have filed its Annual National Report as well as its Tax Information Report to the District Council by latest December 1<sup>st</sup> each year. If there is no record of receiving these Reports from the requesting Applicant, no funds will be allowed.
- The dollar threshold of the funds requested will be determined by the Council President and the CGC members.
- There is a limit of no more than two requests from a Conference for assistance during the normal fiscal year (October 1<sup>st</sup> through September 30<sup>th</sup>). If an emergency situation develops, this criteria may be waived with the approval of the CGC and the Council President.
- As a guideline, grants would be limited to a maximum of 3% of the revenue of the Applicant or \$3,000.00 for a full fiscal year, whichever is the higher. Exceptions are allowed if the CGC and the Council President agree that the application warrants an exception.
- Large capital project grant applications which would normally affect multiple Conferences or Districts, are not catered for under this policy but can be brought to the Diocesan Council by any District Council or Conference.

- Unanimous decisions of all aforementioned actions is preferred, alternatively decisions will be made by a majority vote of all CGC members (including the Council President).

***Guidelines:***

- ***Receiving a donation:***

- Donations should be made to the Diocesan Council Grant Fund from any source.
- The donation must be deposited by the Diocesan Council Treasurer, recorded and noted by a receipt forwarded to the donor.

- ***Processing a request:***

- ***Time Frame:*** The CGC will ensure that applications are finalized within 45 days of receipt by the Committee. Urgent grant applications should be kept to a minimum, by means of good forward planning. If grant funds are urgently required, the Applicant must clearly indicate this on the “Request for Grant Assistance” Form, and the CGC will aim to expedite the evaluation.
- ***Submission of Request:*** The Applicants need to work through their District Council President, to file a request. The District Council President may contact a member of the CGC in person, via telephone, mail, or by e-mail to lodge the application. The request must be documented on the Request for Assistance Form (refer to attached) completed by the requesting Applicant or a member of the CGC. If the request is an emergency, contact should be made via telephone to the CGC Chairman or Council President to initiate the process. If the President is contacted, he may contact a CGC member to complete the Request for Assistance Form.
- ***Confidentiality:*** Information concerning a request for funds should not be shared with any individual or group other than those directly involved in the funding process without expressed consent of the Council President and/or the involved Council or Conference.
- ***Decision Made:*** The request is reviewed by the CGC person receiving the request and then discussed with other committee members in person, via telephone, mail or via e-mail. If necessary, a meeting may be scheduled to discuss the situation. If a decision can be made without convening a meeting, the request is then discussed with the Diocesan Council President.
- ***Approval or Disapproval:*** The Diocesan Council President is advised of the committee’s recommendation and he confirms the decision for funding requests up to \$2,000; requests over \$2,000 requires a confirmation by the Council Board. If the request is approved, the Council Treasurer will be notified to complete a check for the requested amount and forward the check to the requesting Conference. If the request is denied, the President will contact the CGC Committee Chairperson for any additional details and will then advise the involved District Council or Conference of the decision. If the Diocesan Council President is unavailable, the Council Vice-President will act as the President in these matters.

- **Notification to District Council / Conference:** A letter will be forwarded to the involved District Council / Conference from the Diocesan Council President explaining the approval or disapproval of the requested funds. If approved, a check for the requested amount will be included with the letter.
- **Records:** Documentation will be completed indicating the transaction and the final outcome placed in CGC records (template attached). The CGC Chairperson is responsible for maintaining the records. Records should be kept in a safe private place to insure confidentiality.
- **Forms:**
  - The form entitled “Request for Grant Assistance” must be completed if this request is to be reviewed by the CGC and the Council President (refer to attached),
  - The form entitled “Grant Assistance Decision” must be completed by the CGC Chairperson for every request processed.
  - Copies of the form may be obtained by contacting the CGC Chairperson.





**SOCIETY OF ST. VINCENT DE PAUL  
SACRAMENTO DIOCESAN COUNCIL**

**GRANT ASSISTANCE DECISION FORM**

**Grant # (allocated by CGC):** \_\_\_\_\_

**Date of contact with requesting Applicant:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date discussed by CGC:** \_\_\_\_\_

**Date discussed with (Council) President:** \_\_\_\_\_

**Date President discussed with Board Members:** \_\_\_\_\_

**CGC Comments regarding request:** \_\_\_\_\_

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**CGC Recommendation:** \_\_\_\_\_

**Decision comments:** \_\_\_\_\_

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**Date of finalization of request:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date requesting Applicant advised of results:** \_\_\_\_\_ **By:** \_\_\_\_\_