

Tillamook County Master Gardener's Association Policies

1.5

Subject: Grants Management

Responsibility: President

Purpose: To provide an infrastructure for grants management.

Policy Statement: It is the policy of TCMGA to provide opportunities for members to apply for grant funding that strengthens and supports approved TCMGA activities.

1. TCMGA Officers, Committee Chairs or Program Chairs are eligible to apply for grants. The aforementioned representative will present a written proposal form (TCMGA – INTENT TO APPLY FOR GRANT FUNDING) that notifies the membership of intent to apply for a grant.
2. TCMGA members will vote on the grant proposal to give permission for the TCMGA member to proceed in the grant application process.
3. TCMGA member will submit grant application to the Board and keep Board apprised of approval process.
4. TCMGA member will submit progress and final reports to the Board.
5. TCMGA member will work with Board Treasurer to provide receipts for grant spend down.
6. TCMGA Treasurer will set up a separate checking account for an approved grant if required by the grantor. Grant checks will be deposited into this account and payments for the project will be made from it. If a separate bank account is not required, Treasurer will set up a separate account in the QuickBooks Chart of Accounts and track all revenues and expenditures separately.
7. TCMGA Treasurer will keep all TCMGA INTENT TO APPLY FOR GRANT FUNDING applications, records of grant activity and final reports with the financial records. Retention: 5 years after annual or final financial report is submitted unless otherwise specified as longer by the terms of the contract, destroy.