

Mini Grant Policy & Procedures

2020

Grayson Landcare offers mini-grants (up to \$500) for **sanctioned projects** that need funding to make an impact. The number of mini-grants approved are limited by the annual budget.

Sanctioned projects are those that align with the mission of Grayson LandCare, have a committed project leader, and have at least two other people willing to be involved. All applications for a mini-grant should be submitted to the Grant Committee Chair (the Treasurer) by e-mail prior to March 1st of each year. The Committee will review all requests and make a recommendation to the Executive Committee for final consideration at their March meeting.

If ideas come up after the March deadline, submit the form to the Committee and it will be considered. Funds must be spent by the end of the GLC fiscal year (December 31). Applicants **must** be a member of Grayson LandCare in order to be considered.

Criteria:

- Project meets requirements as stated above.
- Project leader has specific plans that require funding
- All expenditures are in line with non-profit requirements and procedures
- Funds can be spent by the end of the GLC fiscal year (Dec. 31).

Once a mini-grant is approved, the Treasurer will designate that amount for the project. The project leader must submit an Expense Reimbursement Form and relevant receipts in a timely manner, at least quarterly and definitely by the end of the year. Any remaining funds at the end of the year will revert to the LandCare general fund.

The Project Leader will report to the Committee Chair regarding progress, in writing, three months after the mini-grant is approved and in writing at the end of the year.

The grantees will be asked to give a short presentation on the project at a LandCare meeting.