



**Upstate Home for Children Foundation  
[DBA] Springbrook Foundation**

---

**Grant Policy FINAL  
Effective February 8, 2019**

**PURPOSE & SCOPE**

The Springbrook Foundation Grant Policy pertains to funds raised by The Springbrook Foundation and gifted to Springbrook NY and its affiliates for the purpose of funding strategic initiatives that directly impact the lives of those supported by the agency and that are not applicable for funding through Springbrook's or its affiliates' operating budget. This policy applies to annual, capital, and endowment funds.

Requests for funds in excess of \$10,000 will be reviewed and voted on by The Springbrook Foundation Board of Directors as needed, but at a minimum of semi-annually. The Foundation Board grants Springbrook's Chief Executive Officer and Foundation staff permission to approve funding requests that are consistent with this policy of \$10,000 and under.

**POLICY**

.....

This policy applies to all annual, capital and endowment requests made from Springbrook to The Foundation.

**Eligibility**

Eligible applicants include all of Springbrook's and its affiliates' departments and programs.

**Application process**

Eligible applicants must submit a formal request via the *grant request form* to Foundation staff along with supporting documentation including but not limited to price quotes, budget, etc. as indicated on the form. It is expected that at the time of application, the program has received documented approval from the appropriate Director(s) for the funding request.

**Review of Requests**

Completed applications will be reviewed bi-annually.

- The Foundation Board grants Springbrook's Chief Executive Officer and Foundation staff permission to approve funding requests for \$10,000 and under as per this policy.
- All other requests will be reviewed and voted on by the independent directors of The Foundation Board.
- Applicants requesting in excess of \$25,000 may be asked to formally present to The Foundation Board.

Applicants will be notified in writing within one week of the Foundation's decision. Successful applicants will then be advised on how to proceed.

### **Post Award Activity**

It is expected that awardees will:

- Spend their grant on approved expenditures in the allocated timeframe.
- Track all expenditures of grant funds, as well as any required matching expenditures.
- Report on grant-funded activity to The Foundation (what was purchased, how it was used, what was the impact, etc.).
- Notify the Marketing Department of any PR/photo opportunities related to the grant-funded activities, equipment, or facilities.