

## **PURPOSE & SCOPE**

The purpose of the Springbrook Foundation Grant Policy is to set forth the parameters whereby Foundation assets from annual, capital, and endowment funds may be awarded to Springbrook Partners and affiliates. To ensure the protection of Foundation assets and the furtherance of Springbrook's mission, awarded funds will be used only for the purpose of implementing and/or advancing strategic initiatives that directly impact the lives of those supported by the Springbrook organization and that are not provided for in any Springbrook Partners' or affiliate's operating budget.

## **POLICY**

This policy applies to all grant requests made to the Springbrook Foundation from Springbrook Partners and/or its affiliates. The Foundation will establish, on an annual basis, the total amount of funds available for awards.

### **Eligibility**

Eligible entities include Springbrook Partners and its affiliates' departments and programs.

### **Application Process**

Eligible applicants must submit a formal request to Foundation staff using the *Grant Request* form. The form will be accompanied by all necessary and supporting documentation to allow the Foundation Board and/or its staff to thoroughly assess the request, in accordance with the organization's mission and strategic plan and the Foundation's funding parameters.

In the event that collaborating affiliates submit a single grant request, the Foundation and/or its staff will determine a single grantee who will be responsible for reporting on the activities and expenditures of the collaborating affiliates.

Complete applications shall be submitted on the following schedule:

- By the 10<sup>th</sup> of the month for applications totaling less than \$5,000;
- By the 10<sup>th</sup> of the month prior to a scheduled Foundation Board meeting for applications totaling \$5,000 or more.

### **Review of Requests and Notification of Results**

Complete applications totaling less than \$5,000 will be reviewed monthly. The Foundation authorizes Springbrook's Chief Executive Officer and Foundation staff to approve requests totaling less than \$5,000. Requests totaling \$5,000 or more will be reviewed and voted on by the Foundation Board during scheduled, quarterly meetings. Applicants requesting in excess of \$15,000 may be asked to formally present to the Foundation Board.

Notification will be sent within one (1) week to successful and unsuccessful applicants following application review. Successful applicants will be additionally advised on how to proceed. The Foundation Board and its staff reserve the right to delay notification if it is in the best interest of the Board and the Springbrook organization.

### **Post Award Activity**

Awarded grant funds may not be expended on project costs incurred prior to the grant award date or

after the grant end date without the Foundation Board's prior written approval. Additionally, awardees of Springbrook Foundation funds will:

- Spend the grant on approved expenditures within the following timeframe:
  - 90 days for grant requests totaling less than \$5,000;
  - 180 days for grant requests totaling between \$5,000 and less than \$15,000;
  - By the end of the next fiscal year for grant requests totaling \$15,000 or more.
- Track all expenditures of grant funds.
- Notify the Springbrook Marketing Department of any public relations and/or photo opportunities related to the grant-funded activities, equipment, or facilities.
- Within 45 days following expiration of grant award, submit a final report to Foundation staff detailing the grant-funded activity(ies), outcomes achieved, and grant-funded expenditures, including any contributed or matching expenditures.

It will be the responsibility of the Foundation staff to keep the Board informed of the progress of all grant awards. Such information may be shared either in whole, as submitted by awardees, or in summary.

Requests for grant award extensions may be made following the same schedule as for the original grant request. Unless otherwise authorized by the Foundation Board and/or its staff, unspent grant awards/funds after the specified timeframe will be recaptured by the Board and redistributed following the guidelines of this policy. Grantees may reapply following the grant request schedule.