

SOP # 10.10 Revision: 4-26-17
Effective Date: 3-16-11

Prepared by: Bylaws/Policies and Procedures Comm.
Approved by: Board of Directors

Title: **SANTA ROSA PLATEAU FOUNDATION (SRPF) –
GRANT APPLICATIONS**

Policy: The SRPF endorses and supports the pursuit of grant monies through appropriate foundations, corporate and agency funding sources in all areas that enhance the mission of the SRPF.

Purpose: To obtain funds necessary to support specific project, program, capacity building and all budgets.

Scope: Grants may be sought from those foundations, corporate and agency grant-making organizations whose criteria and purpose are in alignment with the mission of the SRPF.

PROCEDURE:

- A. All grant submittals to benefit the SRPF will be managed and/or completed by the Executive Director.
- B. The Executive Director is responsible for ensuring that true and accurate information is contained in the grant applications.
- C. Sources and amounts of grants received will be identified annually and included in the annual budget planning process. The Executive Director can submit additional grants that are identified throughout the year on an as-needed basis.
- D. The Executive Director will submit a Monthly Grant Report to the SRPF Board of Directors as to source, status and reporting timelines.
- E. When required grants will be reviewed and signed by the President of the SRPF.
- F. The Executive Director is responsible for submitting post-grant reports to funders as required and providing copies of funder reports to the SRPF Board of Directors as requested.
- G. A copy of all grant submittals and awards will be kept with the Executive Director and at the office of the SRPF.