

1.0 Purpose

- 1.1 *The purpose of this document is to define the procedure used for the Columbia Community Foundation in the grant review, selection, awarding, and reporting process.***

2.0 Grant Review and Selection

- 2.1 *No grant applications will be accepted if funding is required in less than 60 days from the date of the Columbia Community Foundation receiving the application, excluding discretionary grants submitted by Columbia Community Foundation board members.***
- 2.2 *A minimum of three Columbia Community Foundation board members will be used to review the grant applications.***
- 2.3 *The Columbia Community Foundation's Secretary will be assigned to accept all printed materials from grant applicants, review the materials received for each applicant, track and log the supporting materials received for each application. The Secretary will also scan in all materials into a single Adobe PDF format file per grant application for foundation record archival purposes and for easier distribution to the committee members and board members.***
- 2.4 *The Grant Committee Chairperson will verify application information with submitted supporting materials provided including verifying the organization's information with the Ohio Secretary of State's website, GuideStar.org, or any other reliable sources.***
- 2.5 *Each grant application reviewer will be given access to each grant application and supporting materials.***
- 2.6 *A Grant Committee meeting shall be held within 30 days of receiving the grant application where committee members will discuss and decide if the grant application is verifiable, passes the approved Columbia Community Foundation Grant Eligibility Guidelines for funding consideration, and is recommended to be passed along to the Columbia Community Foundation's Board of Directors for review and vote.***
- 2.7 *The Grant Committee Chairperson will present the Columbia Community Foundation board members the recommended grant applications either at the next regularly scheduled meeting or via an e-mail discussion and vote on the funding of the grant application.***

3.0 Grant Awarding or Turndown

- 3.1 Grant application winners will then be contacted by the Columbia Community Foundation to inform them of receiving the grant award, and if applicable, payment should be included with this letter.**
- 3.2 Grant applications that are turned down and not funded will be contacted by the Columbia Community Foundation to inform them of not receiving the grant and any reasons why.**
- 3.3 No reviewer shall discuss any grant applications, personally identifiable information, or grant review discussions outside of the Columbia Community Foundation Grant Committee membership or the Columbia Community Foundation's board of directors.**
- 3.4 The Columbia Community Foundation will take possession of all materials submitted, in either electronic or other formats, concerning grants and will not return the materials. If the grant application receives funding, all materials gathered will be retained for 10 years, at which time they will be destroyed by the Columbia Community Foundation in accordance to the approved Records Retention and Destruction Policy. All other materials received for non-funded grant applications will be retained for 3 years, at which time they will be destroyed by the Columbia Community Foundation in accordance to the approved Records Retention and Destruction Policy. No personal or financial information will be shared outside of the Columbia Community Foundation without prior specific permission from the applicant.**

4.0 Grant Reporting

- 4.1 The Grant Committee Chairperson shall ensure that the grant awarded is utilized for the purpose stated when it was awarded by utilizing either a receipt from the grantee, a personal visit by the Grant Committee Chairperson who will write up his/her findings, or a signed letter from the grantee stating that the grant was used for the approved purpose.**
- 4.2 This proof of proper use of the grant award shall be scanned into Adobe PDF format and added to the grant application file by the Columbia Community Foundation's Secretary.**

5.0 Grant Refund

- 5.1 If the Grant Committee Chairperson cannot verify or receive verification that the grantee has utilized the grant award for the purpose stated within 90 days after disbursement of the monies, then a request for an immediate refund of the grant award shall be made in writing in a timely manner by the Columbia Community Foundation's Secretary to the grantee. The Columbia**

Columbia Community Foundation Grant Selection, Awarding, and Reporting Procedure
Version 1.0

Community Foundation's board of directors shall be informed of the situation by the Grant Committee Chairperson.

5.2 *If a grant refund is received, then the Columbia Community Foundation's board of directors shall be informed by the Grant Committee Chairperson, and the situation shall be closed.*

5.3 *If the grant refund is not received, then the Columbia Community Foundation's board of directors shall be informed by the Grant Committee Chairperson, and a vote shall be taken as to if the board of directors wishes to take legal action against the grantee or to consider the situation closed.*

6.0 Policy Activation

6.1 *This policy becomes active and binding immediately.*

Ronald B. Krisko
Columbia Community Foundation
President

Deborah Hitchcock
Columbia Community Foundation
Secretary

08/10/11
Date:

08/10/11
Date: