

KNIGHTS OF COLUMBUS – BISHOP PETERSON COUNCIL 4442

37 MAIN STREET, SALEM NH 03079

POLICY GUIDELINES FOR COUNCIL-TO-COUNCIL GRANTS

PURPOSE

This program is designed to share some of the ample wealth of our Council with other New Hampshire Councils as a means to strengthening their individual councils by providing supplemental funds to assist them in getting programs and projects started that would lead to more Knights of Columbus visibility and awareness among potential members.

FUNDING

The money to fund this program will come from an account in the annually approved Council 4442 Budget. The initial funds will come from the existing "Donations Account" in the amount of \$25,000. The initial round of approved grant applications will be limited to this amount. Subsequent re-furbishing of this account during any given fiscal year will be handled on a Notice of Motion basis and submitted to the entire Council for approval.

CRITERIA FOR GRANT APPROVALS BY THE COUNCIL-TO-COUNCIL COMMITTEE

Committee Appointments

The Grand Knight shall have the authority to appoint up to 7 members to serve as the Council-to-Council Committee. Their term shall run for one year, beginning on September 1st of each year.

Sub-Committee review

Subject to the proper filing of a Council's Application for Council-to-Council Grant, a 3-member sub-committee will screen the applications for completeness and worthiness of consideration by the Committee of the whole.

The Screening Committee will review the application and, if needed, contact the applicant to get the fullest picture of the request. A checklist of critical criteria will be prepared and used to screen applicants. Upon their review, the Screening Committee will make its recommendation and, if there are other applicants, submit the applications and recommendations to the whole Grant Committee on a quarterly basis. Deadlines for submittal of applications will be determined by the Grant Committee.

Committee Review

The Committee will vote annually to ask the Council for sufficient funds to meet the Committee's expectation for the coming year. The funds will be maintained in the Council's "Donation's Account". As approvals are granted, replenishment funds may be requested by vote of the Committee and

approval of the Council, which will be asked to transfer such funds from other available accounts as recommended by the Treasurer.

With consideration given to the available funds, the Committee will listen to the review(s) as presented by the Screening Committee and, after discussion, make their decision on recommendation, denial or tabling for further consideration. The Grant Committee will prepare an evaluation form for rating grant requests.

Whenever funding is requested of Council 4442 by a source other than another New Hampshire Council, the Committee could be notified and then an attempt made to contact a local council to see if there's an opportunity for the local council to participate. This procedure, however, should not impede the due processing of the initial request by Council 4442.

Each applying council will receive a formal letter indicating the disposition of their application and, if appropriate, an explanation of how that council might alter any subsequent applications.

The Grant Committee will be required to maintain all records, applications and findings of the Committee in a manner sufficient to support any audit or tax filing that may be required.

The Committee will be required to work harmoniously with the Council Treasurer and Financial Secretary, providing all relevant information that may be requested.

The Committee will periodically report on the status of the grant program at monthly Council meetings.

Council 4442 Approval

All requests for funding for the budgeted Grant Program must be submitted to the full Council for approval. The Council will either approve, deny or adjust the funding amount, which will be drawn from the Donation Account funds.

As funds in the Grant account are reduced, the Committee may appeal to the Council for additional funds, using the Notice of Motion process for any requests in excess of \$500. The availability and source for supplemental funds will be decided by the Council.

Adopted by vote of the Bishop Peterson Council 4442 on _____, 2021 and duly acknowledged.

_____ Date _____

Grand Knight