



# **SIG TAU**

## **FOUNDATION**

### **Policy Manual**

**Sigma Tau Gamma Foundation, Inc.**  
Board of Trustees

Version: 2018.2  
Date: February 10, 2018

**Sigma Tau Gamma Foundation, Inc.**  
Board of Trustees Policy

Title: GRANT APPLICATION REVIEW POLICY  
Enacted: February 10, 2018  
Number: 08.02

In order to ensure that all grants conform to Internal Revenue Service requirements, the Foundation establishes the following Grant Application Review process, which makes use of a standard grant application form.

1. Grant Applications: All grant requests must be submitted to the Chief Executive Officer using the Grant Application Form. The Grant Application Form shall include the following information:
  - a. Name of the proposed recipient(s) of the grant and name of the requesting organization or individual;
  - b. The amount requested;
  - c. Whether funds are being requested from a Chapter Fund;
  - d. The name of the program or purpose of the scholarship to which the grant shall be applied;
  - e. A statement indicating the purpose of the proposed grant;
  - f. Proper documentation indicating that the award and the recipient(s) conform to IRS guidelines;
  - g. A statement of the expected benefits to be derived from the grant;
  - h. The signature of the applicant; and
  - i. For grants to be made to an undergraduate member or chapter, the signature and a brief statement in support of the grant from (i) a recognized Alumni Association officer from the Chapter whose funds are being requested, (ii) a

recognized Chapter Advisor, (iii) a recognized housing corporation officer, (iv) a university fraternity/sorority life official, or (v) a Headquarters staff member.

2. Grant Review Process: The following procedure shall be used to approve grant applications:
  - a. Incomplete applications may be rejected by the CEO or his designee if the omissions are material to the consideration of the application.
  - b. For grant applications from Chapter Funds not exceeding \$3,000.00, if the application is in order and is in compliance with all other Foundation policies, such a grant shall be deemed approved by the Grant Review Committee without further action or review if recommended by the CEO or his designee. If a grant application for proceeds from a Chapter Fund exceeds \$3000.00 or is not recommended by the CEO or his designee, then the grant application shall be forwarded to the Committee for review as set forth below.
  - c. Except for those grant applications approved pursuant to paragraph (3)(a) above, all completed grant applications shall be forwarded to the Committee for review. The CEO or his designee may submit a recommendation with the application stating whether the application should be approved.
  - d. For grant applications where the amount requested does not exceed \$10,000.00, the Committee may (i) approve the grant, (ii) approve the grant with conditions or modifications, (iii) deny the grant, (iv) return the application to be resubmitted with additional information, or (v) refer the application to the full Board of Trustees for consideration.
  - e. For grant applications where the amount requested exceeds \$10,000.00, the Committee shall review the application and forward the application to the full Board of Trustees for consideration with a recommendation as to what action should be taken on the application. Any decision made by the Board of Trustees on any grant application shall be final.

- f. Once a decision is made on any grant application, the CEO or his designee shall timely inform the applicant of the decision and shall be charged with administering any grant awarded.