



GRANT SUBMITTAL POLICY

Grant writing is one form of fundraising available to friends groups, as well as parks and forests, in cooperation with PPF. The positive side of grant funding is: 1) you can generally raise a large sum of money quickly; 2) it builds relationships with grant making institutions; and 3) it supports your mission. The downside of grant funding is that: 1) the funds are restricted to what you propose in the budget and narrative; 2) grants can be time consuming to write and manage depending on management guidelines; and 3) grants generally come with time lines that must be tracked and followed.

Due to the volume of grants that friends/parks/forests are seeking to write, it is absolutely necessary that PPF be notified when you plan to submit a grant utilizing our Employer Identification Number (EIN). Information that needs to be provided to PPF at least two weeks in advance of submitting the grant are:

1. Source of the funds sought and contact information
2. Project being funded
3. Any accounting restrictions
4. Grant deadline
5. Contact of person managing or submitting the grant
6. Budget for grant and a copy of the application

Submitting this information helps us to track where our EIN is being submitted, helps to avoid duplicate asks, and can assist us in better serving you. There has been more than one time a foundation has called here and we could not answer their questions regarding a grant application.

All grant signatures **MUST** come from the PPF staff and/or board of directors. Friends groups cannot sign a legal, binding document such as a grant contract. Why? As the holder of the EIN, PPF is legally responsible for all funds raised and to ensure that funds are spent according to grant agreements.

PPF will assess a 4% administrative fee on all grants. For the most part, this can be built into the grant request. The reason for this fee is that the accounting requirements to track funds have increased and we need to cover our time for-managing the grants, following the accounting protocol required by the grant/IRS/our accountant, submitting or reviewing reports, etc. (For example: A \$10,000 grant would result in a fee of \$400.) An administrative fee is not uncommon—colleges and universities charge their own departments upwards of 30%! The fee does not apply to the PPF matching grants.

If you are considering applying for a federal grant, you must contact PPF prior to submittal. Some federal grants have such complicated accounting protocol that we need to review these on a case-by-case basis.

If a grant requires an audit by a CPA as part of the final report, the chapter/park/forest will be required to pay for that report out of their account.

Approved by the PPF Board of Directors: August 18, 2011 (with an annual review required).

REQUEST FOR GRANT CONSIDERATION

Before applying for any grant, the following steps must be taken:

1. This Request for Grant Consideration form must be submitted to the Pennsylvania Parks and Forests Foundation.
2. For request to be considered, chapter must be up-to-date on required paperwork (annual reports, financial reports, etc)
3. If given permission to proceed with application, send copy of application and narrative to PPF for review and signing (if signature required).
4. If grant awarded, send contract to PPF for review and signing.
5. Complete any grant report required by the grant.

Name of Potential Funding Source: _____

Point of Contact for Source: _____

Telephone: _____ Email: _____

Project or activity for which request is being made: _____

How much money will be requested: _____

Is the funding:

____ Reimbursement Grant ____ Partially paid up-front/a portion withheld ____ Fully funded up-front

Does this grant require a cash match? ____ Yes ____ No If so, at what percentage? _____

If this is a reimbursement grant and/or a grant that requires a cash match, do you have adequate funds in your account to cover the costs? ____ Yes ____ No

Is the funder: ____ Private Foundation ____ Community Foundation ____ State/Local Government
____ Federal Government

Are there any accounting restrictions on this grant? ____ Yes ____ No

If so, what? _____

What is the grant deadline? _____

Who at the friends group/state park/state forest will be the contact person for this grant?

PPFF Office Use Only

Date Request Received in Office: _____ Action Taken: _____

Communication back to chapter/park/forest on: _____

If given permission to proceed, completed application for review received: _____

Returned to chapter/park/forest on: _____ Grant Awarded or Denied: _____

If awarded, amount: _____

Date of final report due: _____

Must be submitted to Marci Mowery at mmowery-ppff@pa.net at least two (2) weeks in advance of due date.

Report submitted: _____