GRANT SUBMITTAL POLICY

Grant writing is one form of fundraising available to friends groups, as well as parks and forests, in cooperation with PPFF. 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 PPFF be notified when you plan to submit a grant utilizing our Employer Identification Number (EIN). Information that needs to be provided to PPFF 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 PPFF 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, PPFF is legally responsible for all funds raised and to ensure that funds are spent according to grant agreements.

PPFF 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 PPFF matching grants.

If you are considering applying for a federal grant, you must contact PPFF 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 PPFF 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 PPFF for review and signing (if signature required).

4. If grant awarded, send contract to PPFF 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?  ____________________________________________
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: ________________________________