

Approved by BoD, 2-22-95; amended 4/28/98

### Procedure for Unpaid WORT Staff to Acquire Board Approval for Grant Writing

Forward: The WORT Board of Directors hopes that many members of the WORT community will actively seek funding from appropriate agencies and organizations for specific projects or programming of benefit to the station. The following procedures are intended to streamline the application approval process, not place additional roadblocks in the way of potential applicants. While some applicants may wish to work closely with members of the staff, others may not. Note that in either case, seeking staff assessment of a project is a required part of the process but the final decision rests with the Board of Directors.

1. The Board encourages members of the WORT community to apply for funding from appropriate agencies and organizations for specific projects or programming that would, in the judgment of the Board of Directors, be beneficial to the station.
2. No member of the unpaid WORT community may contact a funding agency in the name of the station or on behalf of the station without the explicit written consent of the Board of Directors or its designated agent. This measure applies to all applications that mention WORT or that would require the use of WORT facilities.
3. All applicants, without exception, are expected to seek Board approval twice—at the initial inquiry stage and again at the final stage of application.
4. In order for the Board to give approval for a "statement of intent," or any initial letter of inquiry, the person or persons seeking funding must submit nine copies of a proposal for that statement or inquiry to the Board of Directors at least a week before the Board meeting at which the submission could be addressed. It is the responsibility of the applicant, not the Board, to inform the Board of any relevant timetable and deadlines.
5. The proposal must include a cost-benefit analysis for the station including issues such as impact on the station's image, and at least the following:
  - a. a statement explaining how the project in question is concomitant with WORT's mission statement.
  - b. a provisional budget and discussion of how the grant would affect WORT finances.
  - c. a provisional description of the mechanics of the project, particularly regarding use of WORT equipment and supplies.
  - d. an estimation of required use of facilities/resources, including studio time, use of portable recorders and/or remote equipment and/or other relevant resources. This assessment would include both how many weekly hours the project would require and whether the equipment/studio would have to be used at a particular time of day or week.
  - e. an estimation of the use of WORT paid and unpaid staff time. If the applicant(s) is/are currently filling a volunteer or paid slot either on-air or off-air, the proposal must include a

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statement of whether and how the applicant(s) intend(s) to continue that commitment while undertaking the task for which the grant is sought.

6. The proposal must include a signed statement from the appropriate paid staff person(s) asserting that there is no conflict between this application and others the station may be pursuing.

7. The proposal must include a signed statement from the appropriate paid staff person(s) asserting that the paid staff person(s) has read the cost-benefit analysis (#5) and concurs that it is as accurate as possible given available information. This statement must include the staff person(s) judgment about the desirability of the project. This may take the form of submitting nine copies of the final application for the grant including all attachments. The applicant(s) must include a cover letter to the Board explaining any and all changes since the proposal was submitted to the Board at the time of the initial inquiry.

8. Should any provision of this policy prove to be an undue financial burden to the applicant(s), the WORT Board of Directors will consider financial support and/or waiving part of the requirement.