

Passed in 1996; last updated 4/28/97

GRANTS ADMINISTRATION POLICY

I. This policy shall supersede all previous policies governing the administration of grants.

II. The Off-Air Fundraiser (or other person designated by the Board of Directors) shall prepare and administer every grant application submitted by WORT. The president of the Board of Directors (or a designated replacement) shall sign each grant application on behalf of the corporation.

III. The grant administrator must receive Board approval of all grant-funded projects before grant applications are submitted to granting agencies.

A. The grant administrator shall submit to the finance committee all relevant details, including the proposed budget, for the proposed project.

i. The grant administrator shall work with the WORT finance committee in the preparation of project budgets that meet grant requirements.

ii. The finance committee shall make its recommendation concerning the proposed project budget to the Board of Directors.

B. The Board of Directors shall approve or reject the project budget, with suggestion for revision offered in the case of rejection.

IV. The proposed project budget shall be revised by the grant administrator in consultation with the finance committee in the event that the granting agency offers less than the requested amount or if the grant is denied. The revised budget must be approved by the Board of Directors prior to commitment of funds.

V. Funds shall be disbursed from the grant monies, respecting all WORT fiscal policies including, but not limited to:

A. RESTRICTIONS on check signatories.

B. Any single expenditure over \$500 requires board approval.

C. The administrator for any grant shall be empowered to disburse grant funds to a limit of \$500 without board approval provided the expenditure is clearly delineated within the project proposal.

D. The administrator for any grant shall be empowered to disburse grant funds up to a limit of \$100 without board approval provided the expenditure is clearly aligned with the intended purpose of the grant.

E. Final budget statements shall be submitted to the board within a month of completion of the project.

F. The initiation and maintenance of financial accounts outside established WORT financial procedures is expressly forbidden.

VI. The administrator is responsible for submitting all final reports required by the granting agency.