

LWVMC Grant Policy

LWVMC may apply for support from LWVMI or grants from nonprofit organizations. A Project and Event Proposal Form proposing the application should be submitted to the LWVMC Board of Directors for approval.

Board members may lead or help in preparing an application. Beyond obtaining financial support, we aim to build a network of positive relationships with leaders of community organizations in Marquette County who think well of the LWV and value its role in community life.

When a grant is received, as a courtesy or to comply with a granting agency's requirements, the League will respond as follows. The Grant Coordinator will keep tabs on the process and assist as needed.

1. The Secretary will acknowledge receipt of a grant & thank the agency with copies to the grant writer and the LWVMC Board. This is an opportunity to let the CEO or board chair learn how to become more active or engaged with the League. Ideas:
 - a. Indicate the scope of our work beyond the specific grant application.
 - b. Invite them to join or sign up for the quarterly newsletter.
 - c. Share the newsletter in which the grant award is announced.
 - d. Mention or enclose a flyer for an upcoming event.
 - e. Handwrite a friendly note at the bottom.
 - f. Enclose the LWVMC trifold.
2. The Board will ensure that grant funds are used only for the designated purpose.
3. The Communication Coordinator will see that the grant is announced in The Voter newsletter and that the granting organization is recognized in all publicity related to a funded project. Allow the donor to preview publicity about the grant if they wish. The Convener will announce receipt of a grant at meetings.
4. The Treasurer, working with the Grant Coordinator and with the consent of the Board will notify the donor of any change in our ability to spend the grant for the intended purpose at the time specified and be prepared to return any unexpended funds if the grant was for a designated purpose.
5. The Treasurer and Grant Coordinator will obtain and keep receipts and maintain records of expenditures sufficient to identify the purpose and manner in which grant funds were spent.
6. Upon request, the Board may allow the grantor to include information about the grant in their publications, news releases and social media. The Board may allow the grantor to use the LWVMC photos and logo if they comply with LWV policies.
7. The Grant Coordinator and the Treasurer will prepare for approval by the LWVMC Board a final report and evaluation of the project promptly with detailed accounting. Depending on the nature of the granting organization, this could be informal. Examples:

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- a. If the grant funded an event, share photos, press coverage or video links shortly after the event with numbers in attendance or social media following, anecdotal public comments or other measures of impact.
 - b. If funding supported printing a Voter Guide, give the donor a copy of the Guide.
 - c. If the grant was not for a specific project, report the impact of work they supported.
8. Near the end of the fiscal year, the Communication Coordinator will ensure that all grants are listed in the Annual Report. Especially if multiple grants have been received, consider opportunities in local media to recognize all the organizations that provided financial support during the year.

Approved July 17, 2024