

SHASTA HISTORICAL SOCIETY
Grant Development Policy

POLICY NUMBER: D.04

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CERTIFICATION

We hereby certify that we are the duly elected and acting President and Development Committee Chair of the Shasta Historical Society, a 501(c)3 Corporation, and that the proceeding Grant Development Policy is duly adopted by the Board of Directors by a two-thirds majority as of February 11, 2016.

IN WITNESS WHEREOF, we have signed our name on February 11, 2016.

Gary A. Lewis
President of the Board

Mike Dahl
Development Committee Chair

RETENTION

This policy will be in effect indefinitely, unless changed by a two-thirds majority vote of the Board of Directors. In accordance with AASLH STePs Standards and good practices, all policies will be reviewed by the responsible Committee yearly and by the Board of Directors at least once every three years.

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ACTIVITY	RESPONSIBLE PARTY
1. IDENTIFY FUNDING SOURCES	Development Committee
2. IDENTIFY APPROPRIATE PROJECT.	Historic Resources, Historic Structures, or Education Committee
3. BRING FORWARD THE <i>INTENT TO APPLY FOR A GRANT TO THE BoD.</i>	Committee Staff
4. PRELIMINARY APPROVAL TO PROCEED.	Board of Directors
DEVELOP GRANT APPLICATION. 5. Contingent upon final approval from the Board of Directors, a grant writing team is assembled by the Executive Director.	Executive Director
GRANT WRITING TEAM	Appropriate Committee Members, Volunteers, and Assigned Staff Member
6. Grant Writing Team meets to complete a grant development checklist (e.g., budget, administration/personnel).	Project Specific Grant Writing Team

SHASTA HISTORICAL SOCIETY
Grant Development Policy

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7. Establish timeline for grant development, approvals, and submissions.	Project Specific Grant Writing Team
8. Budget review & revisions are made by the Executive Director, and then the grant is submitted.	Executive Director
INSTITUTIONAL APPROVAL. 9. The grant is submitted for final approval to the Executive Committee.	Executive Committee
10. SUBMIT GRANT APPLICATION.	Assigned Staff
11. All copies are retained in the grant permanent files. For grants that are not awarded, evaluators' comments are kept.	Assigned Staff
POST AWARD 12. For grants that are awarded, a post-award team is assembled by the Executive Director.	Executive Director
POST AWARD TEAM The post-award team may be a reconstitution of the original grant writing team with appropriate variation.	Appropriate Committee Members, Volunteers, and Assigned Staff Member
13. Post-award team meets to complete post-award checklist (e.g. budget, administration/personnel, evaluation & assessment, subsequent reporting & assignments).	Post Award Team

SHASTA HISTORICAL SOCIETY
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14. Establish timeline & duties for post-award management such as subsequent reporting, evaluation of results, responsibilities and assignments.	Post Award Team
15. Post-award team meets to review assignments, facilitate post-award responsibilities, and report to the BoD.	Post Award Team
16. Post-award team evaluates the outcome of the grant and reports the evaluation results to the BoD after: one month, six months, and one year	Post Award Team