

## ADDENDUM B

### Grant Review Schedule FY 2024-25

Grant and sponsorship requests are considered by the Grants Committee on a monthly basis while funds are still available. Below is an overview of the schedule used regarding receipt and review of incoming Grant/Sponsorship application requests.

#### Step 1:

- The 15th of the month – Applications received by 5:00p.m. on the 15<sup>th</sup> of each month are eligible for consideration during the Grants Committee’s meeting in the following month.

*NOTE: Applicants should not assume that their materials have been received, but rather should inquire with District staff if unsure. Additionally, Applicants should not assume an application received by this date will guarantee Board consideration in the next month (see below).*

#### Step 2:

- Third or fourth Wednesday of the month – Internal Grants Review Meeting – Requests reviewed internally by District staff in preparation for Committee review. If it is found that more information or documentation is needed, the Applicant will be contacted by District staff.

#### Step 3:

- First week of the month – Community Grants & Sponsorships Committee Meeting – Applications reviewed for potential recommendation to the Board. The Committee is able to review up to 8 grant requests and 3 sponsorships monthly. During months when a higher volume is received, applications will be reviewed in the order received, with the review of additional applications moved to a subsequent meeting. Grants that are urgent in nature due to unforeseen circumstances will also be prioritized accordingly. Any deferred requests will not be recommended and will be contacted by District staff for additional information or documentation. In some cases, the Applicant may be invited to attend the following month’s Committee meeting to provide the information.
- Third Thursday of the month – Monthly Board Meeting – Grant and sponsorship requests that have been recommended by the Grants Committee are considered and voted upon by the District Board of Directors, as well as any deferred requests from the prior month. Grant and sponsorship approvals require a 3/5 majority vote.  
**NOTE:** Schedules may change as needed.