

Grants Funding Policy

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Statement of Need and Definition:

The New Hampshire Woodworkers Guild (known as the Guild) is dedicated to furthering woodworking through the sharing of knowledge, skills and experiences among its members and the general public. (Bylaws Article 2) To that end, the Guild provides Grants to individuals, groups, organizations and institutions with not-for-profit motives and ad-hoc groups of individuals with a common goal. (Bylaws Article 8)

Purpose:

This policy has been developed to guide and define the process and rules regarding the annual funding, vetting and distribution of Grants.

Policy Statement:

- This policy has been developed to be in compliance with the Guild's bylaws.(reference Article 7 and 8).
- Each year through various means, the Guild raises money to be earmarked for education. Based on the success of the Guild's fundraising efforts, the Steering committee will allocate money to the following Grant categories:

Subgroup Grants...allocated to special interest groups that have been formed under Article 7 of the Bylaws. Also, reference subgroup policy.

Application Grants...allocated to individuals, groups, organizations and institutions with not-for-profit motives and ad-hoc groups of individuals with a common goal (Bylaws... Article 8)

Guild Directed Program(s)...allocated to Guild initiated programs.

General Meeting Presenters...Allocated to General Meeting Programs.

- The Steering Committee will allocate funds to the Grant categories during the budget process each January. To ensure Grant Fund solvency, the monies allocated for the year shall not exceed the amount available in the Grants Fund on January 1st of that year. Exceptions can be made throughout the year in the event of individual donations specifically designated for the Grants Program.
- It is at the discretion of the Steering Committee to reallocate monies in the Grant categories as needed.

- The Steering Committee will review all requests and will be the final approver of Grant requests.
- The Steering committee will designate a Grants Coordinator who will...
 - be responsible for administering the three(3) grant categories.
 - gather all applications and present to Steering Committee.
 - be a liaison between grant requester and Steering Committee.
 - follow up on evaluations and report to Guild on how grants were used.
- The Steering Committee will only consider grants that are consistent with the Guild's Mission Statement.

Policies specific to Grant categories:

Subgroup Grants:

The formula to allocate subgroups funds is based on group activities of the preceding year. To be counted in the subgroup funding formula, subgroup meetings must be on the guild calendar. Administrative meetings involving a small leadership group will not be counted as a meeting

The Grants Coordinator will calculate money allocated to subgroups using the following formula. The Steering Committee will be responsible for final approval.

Formula to allocate Subgroup Funds....

- Subgroup Points =
(Number of meetings) + (2 if sponsored a symposium) + (1 or 2 if sponsors a demonstration area at Sunapee*)
- Percentage of Allocated Money =
 $((\text{Subgroup Points}) / (\text{Total of Subgroup Points})) \times 100$
- If one or more subgroup's Percentage of Allocated Money exceeds 25%, that subgroup shall be limited (i.e. Capped) at 25% of the subgroup monies budgeted. The remaining subgroup budget shall be distributed determined by a second run of the above formula but with the Capped subgroup(s) removed from the calculation.
- **Criteria** for determining a **1** or **2** for Sunapee (New Hampshire League of Craftsman Fair)

The subgroup leader will work with the Sunapee coordinator to coordinate activities. The Sunapee coordinator will determine the score based on the following...

A subgroup will receive a 2:

The subgroup organizes demonstrators for the week.
Provides a display about the subgroups purpose and activities.

A subgroup will receive a 1:

Provides a display about the subgroups purpose and activities.

- Criteria for Subgroup expenditures: (reference Subgroup Policy)
Subgroups may use funds in the account for the purpose of paying meeting expenses including venue expenses, speaker or demonstrator expenses, travel fees, and other incidental expenses, or for other purposes consistent with the Subgroups purpose so long as such purpose is not in conflict with the Guild's policies or Bylaws
- Disbursement of funds to the subgroup shall be by the Guild Treasurer and shall require the submission of appropriate documentation (receipts, invoices, etc.).
- Allocated distributions carries over to following years.
- If a subgroup is terminated, abandoned or does not meet during the calendar year, any remaining monies allocated to that subgroup from the Grant Program shall be returned to the Grant Program.
- The Guild Treasurer will update steering committee and Grants Coordinator on a monthly basis.

Application Grants:

- The steering committee will determine the number of grants or call for open requests.
- The steering committee will have available the **Grant Application** and a **Cover Letter** with general information and criteria for grants. This will be available on the website.
- The steering committee will vet the Grants and award.

Guild Directed Program(s):

- Other than Subgroup Grants and Application Grants there are other opportunities for the guild to fund its mission. This is accomplished through Guild directed programs, Guild in Schools program, competitions, symposiums and other educational partnerships. The Steering Committee and Grant Coordinator shall identify and fund programs for this category and do not require that grant applications be filed for those expenditures.

General Meeting Presenters:

- _Based upon the Program Coordinator's request the SC will consider allocating money for a stipend for the Presenter of a General Guild meeting.