

ADDENDUM C

Grant Review Schedule FY 2022-23

Below is an overview of the schedule used regarding receipt and review of incoming Grant/Sponsorship application requests.

Step 1:

- Last Wednesday of the month – Applications due for consideration in the next month; *must be received by noon.*

NOTE: *Applicants should not assume an application received by this date will guarantee Board consideration in the next month (see below).*

Step 2:

- Second week of the month – Grants Committee Meeting – Applications reviewed for potential recommendation to the Board.
- Third Friday of the month – Monthly Board Meeting – Grant applications considered if they have been recommended by the Grants Committee.

Step 3:

- Second week of the month – Grants Committee Meeting – Applications deferred from prior month reviewed for recommendation to the Board, after pertinent questions have been answered. In some cases, the applicant may be invited to attend this meeting to provide additional information.
- Third Friday of the month – Monthly Board Meeting – Grant applications considered if they have been finalized by the Grants Committee.

NOTE: Schedules may change as needed.