

ADDENDUM B

Grant Review Schedule FY 2023-24

Letters of Intent, grant requests, and sponsorship requests typically are only considered by the Grants Committee on a monthly basis between July and December annually. Grant and sponsorship applications will be accepted past December provided funding is 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 due for consideration in the next month; *must be received by 5:00p.m.* Applications received after 5:00 p.m. on the 15th of each month will be reviewed for consideration 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:

- Last Wednesday of the month – Internal Grants Committee 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. 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 Friday 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 GHD Board of Directors, as well as any deferred requests from the prior month.

NOTE: Schedules may change as needed.