

PROCEDURE (also see flow chart)

The Proponent, either an individual or standing committee, will develop the program concept, content, format and preliminary financial projections. If the Proponent is an individual, the proposal will be submitted to an appropriate standing committee for review of suitability and possible conflicts. If the standing committee assents, it will submit the proposal to the Council for approval and to the Finance Committee for assessment of financial viability. The Finance Committee reports its views directly to the Council.

The submission to the Council should contain:

- a description of the Program
- the name of the Grantor
- a preliminary budget
- logistical requirements

The Council, after evaluating the proposal from the appropriate standing committee and input from the Finance Committee, in authorizing the program defines the Proponent as a committee of not less than 3 (2/3rd of which must be members of 5CLIR), assigns the role of Liaison to one member of the Committee, and instructs the Proponent Committee in its responsibilities under this policy.

Thus empowered, the Liaison may then approach FCI for approval to proceed with the application for the grant. With such approval, the Proponent Committee then undertakes the actual writing of the grant application, seeking such help as may be available, and submits the completed application through FCI. In this, the Liaison acts as go-between in relations with both FCI and the Grantor.

Once a grant is offered, the Proponent Committee informs the Council and FCI which accepts the grant and executes the documentation. The Liaison meets with FCI and 5CLIR staffs to coordinate implementation. The money is held by FCI; the 5CLIR Treasurer meets with the FCI Treasurer to set up the appropriate accounts with FCI and sets up appropriate accounts in the 5CLIR books; Transactions are handled as specified in the *Accounting Procedures Manual* sec. 5 para.1 *Grants* and sec.1 para. 3 *Recording of Transactions*. It falls to the Proponent primarily to identify those transactions that pertain to the grant; where there is doubt, the 5CLIR Treasurer allocates (*Accounting Procedures Manual* sec. 1 para. 3 item 5); if further dispute, Council rules (*see above, RESPONSIBILITIES, Council, item 7*).

As the Proponent Committee implements the program, it provides reports periodically as requested by Council, FCI, and the Grantor, submitting reports as required by the Grantor to FCI at least a week ahead of deadlines. FCI will submit reports to the Grantor as required. Fulfilling the requirements and expectations of the Grantor lies with the Proponent Committee. These obligations remain in force throughout the planning and execution of the program and the closure of the grant.

- require that the Proponent Committee make periodic reports to the Council on progress of the program, the grant and disbursements thereunder. The reports shall be of such frequency and detail as to allow effective monitoring.
- ensure that the Proponent Committee and the Liaison are familiar with this policy especially their several responsibilities (see below).
- be the arbiter in disputed matters regarding this policy in consultation with FCI if advisable e.g. disbursement of funds of a grant.

The Proponent shall –

- first seek the approval of an appropriate standing committee with respect to the objectives, content, modalities (seminar, lectures, workshops) and timeline of the Program and, if approved by the standing committee, then seek financial review by the Finance Committee for submission to the Council.
- thereafter present the proposed Program, a budget, and identification of the funding source to the Council;
- act through the Liaison regarding relations with FCI and the Grantor.

Once authorized by the Council to apply for a Grant, the Proponent Committee shall:

- Submit a draft of the grant application including the budget to FCI at least one (1) week prior to the deadline for the application.
- respond to the grantor's inquiries.
- inform the Council promptly of any substantive change in the plan for the program.

Once a Grant has been received, the Proponent Committee shall:

- ensure that the elements of the program funded by the Grant are achieved and delivered
- verify that each invoice of disbursements from the grant is clearly differentiated from other invoices, is in accordance with the conditions of the grant, and so indicate to the 5CLIR office manager;
- furnish reports on the execution of the program, expenses, and grant disbursements, as required by, the Grantor, the Council and FCI.
- verify that documentation is being maintained for in-kind contributions

Upon completion of the Program, the Proponent shall:

- ensure that all obligations created under the grant are honored;
- complete any reports required by the Grantor and FCI;
- maintain financial accountability until such time as the Council shall determine.

(5/30/09)

Grant Policy

Preamble: It is desirable and encouraged that members of Five College Learning in Retirement seek funds from external sources to finance certain programs. This policy is designed to ensure that such activities find support within 5CLIR, are consistent with its mission, are in accordance with the relationship of 5CLIR to Five Colleges Inc., and that grants are properly accounted for.

Definitions and abbreviations for the purposes of this statement;

5CLIR: Five College Learning in Retirement

FCI: Five Colleges, Incorporated.

Council: the Council of 5CLIR

Proponent: the member or committee making a proposal or advocating a program; only a full member or standing committee may initiate a proposal under this policy.

Liaison: the individual appointed by Council to communicate with FCI and the Grantor.

Program: the proposed program or activity for which funding is sought.

Grantor: the third party foundation, agency, corporation or individual from which funds are sought.

RESPONSIBILITIES:

FCI: by organizational structure, FCI has overall fiscal responsibility for grant administration. The legal books-of-account of 5CLIR are held by FCI, including all grant funds. Grants must meet FCI requirements. Prior to any submission of a grant, FCI shall check with its member institutions to determine if it is appropriate for 5CLIR to apply to a particular grantor. Applications for a grant shall be in the name of "Five Colleges, Incorporated on behalf of Five College Learning in Retirement", and FCI is the organizational signature authority for all grants and agreements.

The Council shall –

- be the body to authorize an application for a grant for submission through FCI. The Council may revoke these authorizations at any time prior to the grant being funded.
- determine that the reputation, mission and values of the Grantor are consistent with those of 5CLIR and, with advice of the Finance Committee, that the grant and its conditions pose no undue hazard to the finances of 5CLIR .
- require that the Proponent take the form of a committee of not less than three individuals (be it a standing committee, sub-committee or *ad hoc*.) At least two thirds of the members of the Proponent Committee must be full members of 5CLIR.
- appoint a member of the Proponent Committee as Liaison to communicate with the Grantor in the name of 5CLIR and with FCI in matters pertaining to the grant and program.