

Grants Funding Policy

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Statement of Need and Definition:

The Guild of New Hampshire Woodworkers (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 groups, organizations and institutions with not-for-profit motives and ad-hoc groups of individuals with a common goal.. We don't give grants to individuals to take courses (tuition) but we do give grants to individuals to teach courses (classes) or establish programs that reach many participants. (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 and donations, the Board of Directors will allocate money to the following Grant categories:

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

Application Grants...allocated to groups, organizations and institutions with not-for-profit motives and ad-hoc groups of individuals with a common goal. We don't give grants to individuals to take courses (tuition) but we do give grants to individuals to teach courses (classes) or establish programs that reach many participants.

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

- The Board of Directors will allocate monies to the Grant categories as they become available.
- It is at the discretion of the Board Of Directors to reallocate monies on the Grant categories as needed.
- The Board of Directors will review all requests and will be the final approver of Grant requests.
- The Board of Directors will designate a Grants Coordinator who will...
 - be responsible for administering the three(3) grant categories.
 - gather all applications and present to Board of Directors.
 - be a liaison between grant requester and Board of Directors.
 - follow up on evaluations and report to Guild on how grants were used.

- The Board of Directors will only consider grants that are consistent with the Guild's Mission Statement.

Policies specific to Grant categories:

Subgroup Grants:

By January and again by June Subgroups will present their monetary requests* to the Board of Directors. The Board of directors will allocate monies to the Subgroups based upon the criteria for subgroup expenditures (as stated below) and available monies. Available money will depend upon Board of Directors allocation to the Subgroup Grants Fund.

The Grants Coordinator will gather all requests and present them to the Board of Directors.

*Existing monies in Subgroup accounts that were previously allocated will be used before a request (as stated above) is required. Donated or monies raised through fund raising will be held in account for that particular subgroup to spend as they wish without Board approval.

- 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 to the Subgroup Pool 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 prior to January 2022 shall be returned to the Grant Program. This will include donated and collected monies before and after January 2022.
- The Guild Treasurer will update the Board of Directors and Grants Coordinator on a monthly basis.

Application Grants:

- The Board of Directors will determine the number of grants or call for open requests.
- The Board of Directors 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 Board of Directors 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 Board of Directors and Grant Coordinator shall identify and fund programs for this category and do not require that grant applications be filed for those expenditures.