

DIOCESE OF RENO

DIOCESAN GRANT COORDINATION POLICY (Rev. 2015)

1. PURPOSE

To publish the Diocesan policies and procedures for the preparation, submission, and administration of grant requests originating from the offices of the Diocese of Reno Pastoral Center, diocesan agencies, parishes, schools and missions of the Diocese of Reno (collectively, “Diocesan and Parish corporations” or “grant applicants”). This policy is designed to ensure that grant requests submitted from all Diocesan and Parish corporations are properly coordinated and that reporting requirements from granting agencies are met, in accordance with the applicable services agreement between the Diocese and Diocesan corporations.

2. BACKGROUND

Grant monies can be a valuable source of the financial resources needed to assist the Diocese in fulfilling its pastoral mandate throughout Northern Nevada. Grants are particularly useful for accomplishing this mandate because the Diocese is relatively young and is still striving to establish credibility, identity, and accountability with foundations and private donors alike. It is the policy of the Diocese to complete grant applications in the most professional manner possible; it is therefore critical that all grants originating from within the Diocese be coordinated by the Office of Stewardship and Development (OSD), as part of the services provided by the Diocese to Diocesan and Parish corporations. Most foundations limit the number of grants awarded to a single corporation each year. While the parishes have been separately incorporated, granting agencies may not view them as distinct applicants from the Diocese or from each other. Having a single coordinator and repository of data on all grant requests originating in the Diocese avoids conflicting grant requests and allows for more credibility on the part of the Diocese of Reno Diocesan and Parish corporations.

3. POLICY

- a. **Grant Coordination.** The OSD will coordinate all grants originating from Diocesan and Parish corporations in accordance with the procedures outlined in paragraph #4 below.
- b. **Grant Signatures.** Upon final review by the OSD, the president of the corporation seeking the grant will sign the grant request. If required by the granting agency, the Bishop will also sign the grant application.
- c. **Originator.** The grant applicant is responsible for drafting the grant request. The OSD will then approve the draft for final copy, and provide any technical assistance or resources as necessary.
- d. **Informal Coordination.** In many cases the grant applicant can facilitate grant requests by directly and informally coordinating with certain grant agencies before submitting a formal grant request, (e.g., someone may have a personal relationship with a board member or executive director of a particular foundation). *However, before any informal contact is made with a grantor, the grant applicant must inform the OSD of the grantor or foundation to be contacted, the purpose of the grant, and the amount to be requested.*
- e. **Grant Request/Follow Up.** Copies of all correspondence pertaining to grants must be provided to the OSD. *If a grant applicant receives notification of a change of grant status or notice of grant approval or non-approval, the office receiving such notification will notify the OSD immediately and will provide a copy of the relevant correspondence.*

4. PROCEDURES

Grants will be processed and/or coordinated as follows:

- a.** The OSD will provide technical information regarding grant submission requirements to Diocesan and Parish corporations requesting this information.
- b.** The OSD will assist and oversee the broad organizational information supporting the technical description portion of each grant request.
- c.** All final grant requests will be reviewed for completeness and accuracy by the OSD prior to submission to the corporate president of the grant applicant for signature.
- d.** A log containing basic information pertaining to each grant request and the current status of the request will be maintained by the OSD.
- e.** The OSD will coordinate with the Department of Finance regarding grant receipts and future accounting and reporting required by the grant provider.
- f.** The OSD will oversee and coordinate review of the appropriate thank you letter (original draft to be written by the grant applicant) for signature by the corporate President after the grant has been awarded.
- g.** **The office or agency receiving a grant will complete any reporting or other grant requirements directed by the granting authority. The OSD will keep a record of all grant report requirements and ensure that grant reports are submitted in a timely manner. The grant applicant is responsible for completing any reporting requirements requested by the grantor. All such reports will be forwarded to the grantor when requested.**

5. CONCLUSION

The primary purpose of the policy is to ensure that the target grantor can see the utmost of professionalism relative to all grant requests. It is not the intention of this policy to make grant requests unduly restrictive or difficult to prepare. Additionally, this will allow for proper coordination of each grant request, eliminate duplication, and provide for a single point of repository. This policy should also ensure proper reporting and preclude alienating grant agencies due to too many requests within their given time frames of application.