

FINANCE

Budget: _____

Members: 7

This committee is responsible for preparing the year's budget for the approval of the board and general membership. Their other responsibilities include receiving and making recommendations to the board and general membership on requests from within the club for awarding grants. Providing suggestions for sound money management to the board and general membership throughout the year is needed because of the fluctuations in the economy.

The finance committee is selected by the president and composed of:

1. President
2. Chairman
3. 1st vice president
4. Immediate past president
5. Treasurer
6. Two members at large

Budget: The annual budget is prepared and presented at the October meeting. It is based on the current year's expenses and income for the entire club. The budget must be presented to the board and the members at large and approved by both before being implemented. Printed copies will be made available to each member at the next meeting. If a committee needs an increase in their budget, it must be submitted in September with details.

The finance chairman or her designated finance committee member shall be the liaison to the Grand Traverse Regional Community Foundation and that person is responsible for making quarterly reports to the board and general membership.

Grants: Only members can submit requests beginning in July for funding organizations that have a gardening, civic beautification, or environmental purpose. It is important that all grants support our mission statement and IRS 501c3 giving criteria. All grant requests must be submitted by September 1st to the committee.

Evaluation: (1) The committee meets 2-3 times in September. (2) Each member receives a grant request to review and return with a written report on what projected funds will accomplish and results of previous funds granted if any.

When all the grants are evaluated, the committee meets to discuss and finalize the recommendations.

The finance committee then determines how much money is available for donations and which requests best meet our club objectives. The committee looks at current preliminary numbers showing the income and expenses received and expected profit by the year end.

FINANCE Cont'd . . .

When determining grant amounts, it is important to keep in mind next year's budget, plus having one year's expenses in reserve for club stability, and give accordingly. The process is done without prejudice or favoritism or any political agenda. The committee recommendations are presented to the board for approval and then presented to the membership for final approval.

After approval, they are given to the treasurer to issue the checks. A letter of explanation along with the check is mailed by the chairman. Any correspondence from the grantee should be given to the chairman.

Once a year the club gives a donation to the World Gardening for Michigan Garden Clubs, Inc. This would be the appropriate time for the treasurer to issue that donation, also.

The Friendly Garden Club of Traverse City

GRANT FUND APPLICATION

Name of organization _____

Today's Date _____ Date Founded _____

Contact Person _____ Phone _____

Email _____ Mobile _____

Project Name _____

Description of Project and Objectives: _____

Project Start Date _____ Completion Date _____

Geographical Area Served _____ Amt. Requested _____

Are you a 501 C 3? Yes No Tax ID #: _____ Other _____

Will you be receiving other funding: If yes, how much? \$ _____ From _____

Describe volunteer involvement: _____

Are you a government unit: Yes No Other _____

How will your project be evaluated: _____

Will you provide receipts and a report in the year it's completed: _____

Please return this form to the Finance Chairperson,

Susan Kuschell, 500 Webster St., Traverse City, MI 49686

231-947-0422

The Friendly Garden Club of Traverse City

CRITERIA FOR GRANT FUND REQUEST

Each request for project funding will be considered using the following guidelines of priority:

1. The Friendly Garden Club of Traverse City is a 501c3 organization. We are required to give only to like kind 501c3 organizations, government units, or educational institutions.
2. Does the grant fit within our Club's mission or objective statements. See Club program book.
3. Priority shall be given to applicants whose project shall be principally located in Traverse City or its surrounding area, unless the project warrants special consideration and the entire Club will then vote.
4. The project should address immediate and specific needs for the year requested.
5. The recipient organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office. This project shall not advance any religious agenda.
6. For larger grants, matching challenges are encouraged.
7. The project shall increase the interest in the welfare of this community in cooperation with other civic, social, commercial, and industrial development.
8. The project is not a duplication service within our community, or explain how it is different.
9. The organization should have a proven record of fiscal reliability.
10. How many people will benefit from the Grant and the population served?

As a member of The Friendly Garden Club, I have reviewed the criteria before submitting this grant. I believe this grant deserves our consideration.

Name of Member (print) _____ Date of Submission _____

Signature _____ Phone Number _____

Please note that grantee can submit one additional page for explanation.