



AQG COMMUNITY SERVICE MINI-GRANT POLICY & PROCEDURE

Purpose: To support AQG's Chapter community service projects with small cash grants.

Who may apply: Only open to recognized AQG Chapters in good standing. A Chapter "in good standing" is current with all reporting required by AQG, financial or otherwise.

Policy:

- Grants will be for no more than \$300.00 per chapter
- The grant year will start with the mini-grant application on October 31 and end with the spending report (and receipts) on August 31 of the following year.
- Grants will support an AQG Chapter's quilting or sewing community service projects only.
- Grants are intended to help cover the cost of quilting or sewing supplies or other materials utilized in the execution of community service projects.
- Grants may not be regranted to another organization: chapters may not donate funds as a gift to another organization.
- There will be one round of funding each year
- Chapters are eligible to apply once a year.
- Chapters must use grants within the grant year.
- The Chapter must demonstrate a "match" in project ("match may include labor, materials and/or funds) and report the "match" on the spending report.
- AQG prefers that chapters support recognized charities – those organizations that have a 501(c)(3) designation by the Internal Revenue Service
- AQG requires summary (spending and giving) report from grantee Chapters. This report is part of the "good standing" definition.
- The AQG board will evaluate the mini-grant program on an annual basis. There is no representation or guarantee that the mini-grant program will continue from year to year.

Procedure:

- A chapter completes an application. Find the Application on the AQG website.
- AQG must receive applications by October 31 of any grant year. Applications that arrive after October 31 will be automatically disqualified from consideration.

- Prior to and during the November Board meeting, the mini-grant coordinator will do the following:
 1. Determine that the applying chapter is in good standing by reviewing mini-grant history, conferring with the AQG treasurer and/or other AQG officers.
 2. Review each application for completeness, accuracy and match to the grant program guidelines; specifically, that funds will support quilting or sewing community service projects.
 3. Recommend acceptable applications to the full Board for approval.
 4. Issue approval/denial letters to chapters and submit a check request for approved grants following the November Board meeting.
 5. Issue checks to chapters by mid-November
- From mid-November until the end of August of the following year, chapters should execute their community service plan by spending the mini-grant funds and matching the mini-grant contributions by members, including labor and donated materials. **SAVE RECEIPTS.**
- Chapters will send report on use of grant funds to AQG by August 31 of the following year.
- The mini-grant coordinator will compile an annual report on the mini-grant program for publication in October or November Chatter and on the AQG website.
- The Board will consider a budget allocation to continue the mini-grant program for the next year at the following June board meeting.

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