

Deane Grant Application Review Procedures

1. Upon request, interested people will be sent via email the Grant Process for the Deane Fund together with the Application Form (page 1 of the application packet). Committee members will be available to answer questions as they arise.
2. The Project Leader submits the application between July 1st and **October 15, 2020. This year the deadline has been extended.** A cursory review of completeness and eligibility is done by the Committee. The intent of the review is to identify glaring errors that would preclude consideration of the project such as a request for \$10,000, omission of a budget, or a request for funds to continue a program. Once identified, the Project Leader is contacted, the problem is explained and the Project Leader is encouraged to correct the problem by the deadline so the project may be considered.
3. After the initial scan, eligible submissions are prepared for circulation . The remainder of the application form packet is attached to the application and circulated among the 3 Committee Members. The intent of Section 2 in the packet is to encourage Committee Members to look at all aspects of the proposal. Once all 3 reviewers have complete their ratings and comments, the packet is set aside until October 15, 2020.
4. As soon as possible after the closing date is reached for applications (October 15, 2020), the Committee will assemble and complete their assessments. All applications will be divided into those rejected and those under serious consideration. Among those under serious consideration, a priority needs to be established considering funding available, value to the Club and value to our membership. The outcome of this discussion must be a prioritized list of projects recommended for funding. This list together with the Committee's review materials is forwarded to the Board.
5. At the December Board meeting, the recommendations of the Committee are reviewed by the Board. Adjustments are made to hit final award selections as seen fit by the Board.
6. The President of the Board informs the funded Project Leader of their success along with any comments the Committee or the Board thought important to share. The President also informs the unsuccessful projects that they will not be funded along with any comments the Committee or the Board thought important to share.
7. An announcement for the January issue of the Garden Spray is prepared by the Board.