

SOP # \_\_\_\_\_ Revision: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Prepared by: Governance Comm.  
Approved by: \_\_\_\_\_

**Title:** SANTA ROSA PLATEAU FOUNDATION (SRPF) -  
GRANT APPLICATIONS

**Policy:** The SRPF endorses and supports the pursuit of grant monies through appropriate foundations, corporate and agency funding sources in all areas, which enhance the mission of the Foundation.

**Purpose:** To seek funds to support specific project, program and operating budgets.

**Scope:** Grants may be sought from those foundations, corporate and agency grant-making organizations whose criteria and purpose are in enlignment with the mission of the SRPF.

#### **PROCEDURE**

1. All grant submittals to benefit SRPF will be managed and/or completed by the Executive Director.
2. The Executive Director is responsible for ensuring that true and accurate information is contained in the grant applications.
3. Sources and amounts of grants will be identified annually and included in the annual budget planning process. The Executive Director can submit additional grants that are identified throughout the year on an as needed basis.
4. The Executive Director will submit a Monthly Grant Report to the SRPF Board of Directors as to source, status and reporting timelines.
5. Grants will be reviewed and, when required, signed by the President of the SRPF.
6. The Executive Director is responsible for submitting reports to funders as required and providing copies of funder reports to the SRPF Board of Directors.
7. A copy of all grant submittals and awards will be kept with the Executive Director and at the office of the SRPF.