

## **Grant Procedures for the Sewanee Community Chest**

The Sewanee Civic Association is the sponsoring organization for the Sewanee Community Chest. The purpose of the Sewanee Community Chest campaign is to raise funds for local organizations that serve the common good. An important function of the campaign is to minimize the need for excessive area fundraising by many groups; therefore, organizations receiving funds are expected to acknowledge support from the Sewanee Community Chest in other area fundraising efforts.

As a non-profit organization serving three counties on the Cumberland Plateau, the Sewanee Community Chest strives to fund organizations that help those caught in the cycle of poverty, improve lives through outreach and community initiatives, and provide support for children and seniors with a variety of programs.

The Sewanee Community Chest has four areas in which to apply for funding:

Beyond Sewanee  
Community Aid  
Children  
Quality of Life

Organizations that discriminate on the basis of race, creed, sex, or national origin are not eligible to apply. Eligible applicants include organizations that have a letter from the Internal Revenue Service verifying that they are tax-exempt organizations (as defined under Section 501(c) 3 of the IRS code) and are publicly supported (as defined under Section 509(a) 1 of the IRS code). Consideration will be given only to organizations that serve those in the area of Grundy, Marion, and Franklin Counties, whether the organization is located on the mountain or not.

Each fall the Executive Board of Directors from the Sewanee Civic Association shall conduct the Sewanee Community Chest fund solicitation for the following calendar year. The Board is responsible for managing the solicitation, collection, and disbursement of all community chest funds. It is expected that the major solicitation will have been made before December 15 and that the majority of funds will have been received by June 1. The Sewanee Community Chest Treasurer writes the checks to the organizations once the fundraising goal is achieved and after notification to the organization, which is typically in February.

To ensure accountability on the part of all those organizations receiving funding, there is a very simple, but formal grant application. Funding requests are typically made in September. The Executive Board of Directors and the Sewanee Community Chest stewards review requests. A goal is then set. Applicants for grants will make formal requests, including the purpose of the grant and how the funds will be used. Organizations may apply for funding each year and must report on the previous year's use of funding, if applicable.

### **Oversight**

The Executive Board of Directors shall appoint at least two Sewanee Community Chest Stewards who will work with the Board on campaign marketing ideas, soliciting donations, creating tax receipts and performing other duties as needed.

The president shall nominate a Sewanee Community Chest treasurer to be approved by the Board. The Sewanee Community Chest treasurer shall have custody of all funds and financial papers of

the Sewanee Community Chest. The treasurer shall collect, record and deposit donations, keep a full and accurate account of receipts and expenditures, and disburse funds as approved by the Executive Board and active membership. A member of the Executive Board shall meet with the Sewanee Community Chest treasurer at least once a month to discuss Sewanee Community Chest matters. A Community Chest administrator may be appointed by the Executive Board to work with the Community Chest treasurer to collect and have another record of donations.

The Community Chest treasurer shall provide a financial statement for every regular meeting of the Association. Upon request, a full report shall be made available to the Board within five working days. The Sewanee Community Chest treasurer is responsible for filing the appropriate Federal and State tax returns in a timely matter. The Sewanee Community Chest treasurer may be paid for work at the discretion of the Executive Board.