

The Glenview Square Dance Club (“Club”)

Grant Fund Policies and Procedures

PURPOSE

To support Club members and prospective members who can benefit from financial assistance in their pursuit of square dance related activities.

GRANT FUND USES

- Non-Club Members:
 - Initial Club-sponsored lesson fees; and
 - Initial Club membership dues.
- Club Members:
 - Continued Club-sponsored lesson fees;
 - Angel fees for assisting at Club-sponsored lessons;
 - Club Membership dues;
 - Club-Sponsored workshop and dance fees (including Club annual dinner dance) not included in Club membership; and
 - Caller Development Expenses limited to:
 - Caller school fees;
 - Caller equipment fees;
 - Caller music purchases;
 - Caller music licensing fees; and
 - Caller professional organization dues (for example, Callerlab).

GRANT FUND SOURCES

- Any net proceeds from the Club’s annual dinner dance;
- Any donations to the Club specified for the Grant Fund by the donor;
- Any donations received by the Club and designated for the Grant Fund by the Club’s Board of Directors (“Board”); and
- Any additional Club monies designated by the Board for the Grant Fund.
- At any given time, monies available in the Grant Fund shall be capped at \$2,000.

ELIGIBILITY

- Grant Fund eligibility shall not be denied to anyone because of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- The following individuals are eligible to apply for grants from the Grant Fund:
 - Non-Club Members considering registration for Club-sponsored lessons;
 - Non-Club Members invited for Club membership and considering Club membership;
 - Club Members considering registration for Club-sponsored lessons;
 - Club Members considering angel status for Club-sponsored lessons;
 - Club Members considering registration for Club-sponsored workshops and dances (including Club annual dinner dance) not included in Club membership;
 - Club Members considering Club membership renewal; and
 - Club Members who have paid caller development expenses.
- Each eligible individual may receive up to a total maximum of \$250 in any one Club fiscal year, subject to availability of Grant Fund monies.

APPLICATION PROCESS

- All applicants must complete a Grant Fund application form (attached) and submit it to the Treasurer.
- Applicants seeking funds for lesson or angel fees must submit a new application for each upcoming fee.
- Applicants seeking funds for Club-sponsored workshops or dances must submit a new application for each event.
- For applicants seeking reimbursement for caller development expenses:
 - Expenses must have been paid within 90 days prior to the date on which the Treasurer receives the completed application form; and
 - Copies of payment receipts must be submitted with the completed application form.
- The Grant Fund application form will be available on the Club website and from the Treasurer.
- Grant Fund applications will be processed twice per month based on the applications received on or before the 15th and the last day of each month.

- The Treasurer shall notify each applicant of the result of his/her application within 5 calendar days after the end of the application period (1st to 15th and 16th to last day of month). Such notification shall occur by email, or by telephone if email is unavailable.

DISTRIBUTION OF FUNDS

- The Treasurer shall distribute available Grant Fund monies twice per month within 7 calendar days after the 15th and the last day of each month, respectively.
- The Treasurer shall determine distribution amounts according to the following process:
 - Each application period will be viewed independently for the purpose of determining distribution amounts.
 - If the Grant Fund contains sufficient monies to fund all requests by eligible applicants in a given time period, the total amount of requested funds will be distributed.
 - If the Grant Fund has insufficient monies to fund all requests by eligible applicants in a given time period, all Grant Fund monies will be used and distributed on the following prorated basis:

The amount requested on each application will be divided by the total amount requested on all applications. The total amount in the Grant Fund will then be allocated and distributed to the eligible applicants according to the calculated percentages.

- Distribution for lesson fees will be made payable to the billing party and forwarded to the Lesson Coordinator for inclusion with the applicant's lesson registration. The applicant will be responsible for paying any remaining lesson fee balance.
- Distribution for Club membership dues and Club-sponsored workshops and dances will be transferred from the Grant Fund to the Club. The applicant will be responsible for paying any remaining balance.
- Distribution for caller development expenses will be provided to the applicant.
- Distributions will be made only according to each eligible applicant's annual limit.

GRANT FUND PUBLICATION

- Initiation of the Grant Fund shall be communicated to members via email and printed fliers available at Club events.
- Ongoing notice of the Grant Fund:
 - Current Members

Notice of the Grant Fund shall be included with the annual membership renewal announcement.

- Prospective Members

Notice of the Grant Fund shall be included with each membership invitation and accompanying application.

- Prospective Students

Notice of the Grant Fund shall be included in all Club-produced lesson publicity.

- Publication of the Grant Fund will include:

- Notice of the availability of grants; and
- Direction to the Club website for further information.

REPORTING BY CLUB TREASURER

The Club Treasurer will include a Grant Fund report at Board meetings and at annual Club General Membership meetings.

APPROVAL BY THE BOARD

Approval by the Board is necessary for:

- Adoption of the Grant Fund Policies and Procedures;
- Any amendments to the Grant Fund Policies and Procedures; and
- Suspension or rescission of the Grant Fund.

TAX CONSIDERATIONS

Individuals who receive grants are responsible for determining any personal tax liability.



Glenview Square Dance Club GRANT APPLICATION

Applicant Name: _____

Email: _____ **Phone:** _____

Current Club Member? yes _____ no _____

Grant to be used for:

_____ **Lesson Fees** **Amount Requested:** _____

Individuals may apply for funds up to the full lesson fee amount, which will be made payable directly to the Glenview Park District; recipients must re-apply for each lesson term.

_____ **Angel Fees** **Amount Requested:** _____

Members may apply for funds up to the full angel fee amount, which will be made payable directly to the Glenview Park District; recipients must re-apply for each angel term.

_____ **Club Membership Dues** **Amount Requested:** _____

Members may apply for funds up to the full annual dues amount, which will be transferred directly to the Club; recipients must re-apply for each dance year.

_____ **Club-sponsored Dance/Workshop** **Amount Requested:** _____

Members may apply for funds up to the full dance or workshop fee amount, which will be transferred directly to the Club; recipients must re-apply for each separate event.

_____ **Club Annual Dinner Dance Ticket Fee** **Amount Requested:** _____

Members may apply for funds up to the full ticket fee amount, which will be transferred directly to the Club; recipients must re-apply for each annual dance.

_____ **Caller Development Expenses** **Amount Requested:** _____

Members may apply for reimbursement of expenses, as listed in the Grant Fund Policies and Procedures, that they have paid related to caller development. Applicants must submit application and provide copies of payment receipts within 90 days of such payments.

Note:

- Grants shall not be denied to anyone because of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- Individuals who receive grants are responsible for determining their own tax liability, if any.
- Each eligible individual may receive a maximum total of \$250 in grants in any one Club fiscal year, subject to availability of Grant Fund monies.
- Grant applications will be processed twice per month based on the applications received on or before the 15th and last day of each month. If the Grant Fund has insufficient monies to fund all requests in the current time period, all remaining monies will be prorated and distributed as described in the Grant Fund Policies and Procedures.
- Applicants are responsible for payment of any remaining balance if fees exceed the amount requested, or if insufficient monies are available to fully fund requested amount.

I have read, understand, and agree to adhere to the Grant Fund Policies and Procedures available under Resources at glenviewsquares.org.

Signature: _____

Date: _____

Please submit application and any required documentation to the Club Treasurer: Pete Holtermann, Treasurer@GlenviewSquares.org

For Treasurer's use only:

Grant approved (date): _____ Amount: _____

Grant denied (date): _____ Reason: _____