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**Organizing and Political Grant and Procedures Fund Policy**

**Delegate Assemble Revision Date:**

**Board of Directors Revision Date:** 8/17/2018

**Summary:**

**Related Information:**

**Policy:**

MAPE has two funds from which committees, subcommittees, ad hoc committees, locals, regions, members and/or staff can request funding. Funds will be dispersed on a quarterly basis. They are a Political Fund and an Organizing Fund. The amount available will be decided by yearly budget passed at Delegate Assembly.

The Political Fund shall be used to further MAPE and state employee causes and interests in the political arena. Approved Legislative Priorities shall be used as a guide for allocating funds, as well as emerging needs and issues that present themselves. This fund cannot be used to give money to candidates directly.

The Organizing Fund shall be used to build power, increase membership, develop leaders, and for campaigns to better employment conditions and the contract. The fund should be used to generate action and get results, not just to raise awareness.

## **Confidentiality and Recusal**

It is imperative that all members of abovementioned subcommittees, and decision making bodies keep the status and outcomes of application submissions and review confidential until, decisions have been made and grantees are notified.

Recusal: If a member of abovementioned subcommittee is part of a grant or member of the local submitting, it is important that member recuses itself from the review of the particular application. This avoids a potential “conflict of interest” and keeps the review process in tact.

* The Board of Directors will decide on the distribution of the funds based on applications from requesting groups/persons. The President will appoint 2 members to a Political Fund subcommittee and 2 members to an Organizing Fund subcommittee. The board will appoint up 3 board members to each subcommittee.
* The subcommittees will review all applications for funds received by established due date for each quarter.
* The subcommittees will make recommendations to the Board of Directors each quarter.
* Once approved by the Board of Directors, funds will be available to the grantee. Those funds must only be spent on the stated reasons provided in the application during the time period indicated on the application. Any unused funds will be returned to the fund from which it was granted.

Application due dates and review dates are as follows:

|  |  |  |
| --- | --- | --- |
| Application due date | Reviewed at this Board of Directors meeting | Funding will be available starting |
| June 15, 2018 | July 2018 | The day after the meeting |
| September 15, 2018 | October 2018 | The day after the meeting |
| November 15, 2018 | December, 2018 | January 1, 2019 |
| February 15, 2019 | March, 2019 | April 1, 2019 |
| May 15, 2019 | June, 2019 | July 1, 2019 |
| August 15, 2019 | September, 2019 | October 1, 2019 |

This table expires October 2, 2019.

Applications will be due on the 15th of the month prior to the quarterly board meetings in March, June, October & December. Funding will be made available on the first day of the month following board meeting approval.

If circumstances arise where a person or group needs funds before the next application cycle outlined above, they may request funds using an expedited process. This process can be used if the following conditions are met:

1. The request is due to unforeseen circumstances. No reasonable person would have been able to predict the funds would be needed during the last quarterly application cycle.
2. The request is time limited. Funds should only be provided for short term needs. If the need extends beyond the current quarter, only funds should be requested for what is needed until the next application cycle.
3. The request $10,000 or less. The Executive Committee, by recommendation of the subcommittee chairs and without approval of the full board may only approve funding of less than this amount by electronic means.

If these conditions are met, the person or group requesting funds can put in an expedited application. They are to fill out the same application as for all other requests but mark it “expedited” when submitting it. The Executive Committee will review and approve, amend or deny the request within 10 days using the same criteria as for other proposals, but also ensuring the above conditions are met.

Decisions on awarding funds will be based on the priorities of MAPE and criteria determined by the Board of Directors.

1. Scoring matrices, a grant plan and budget template will be used in evaluating each proposal. The scoring matrices may be different for the two different funds.
2. Scoring matrices, grant plan & budget template will be developed by the subcommittees and approved by the board.
3. Grant request materials and scoring matrices will be available to all potential requesters ahead of the applications being due for each quarter.
4. The subcommittees will use the matrices and grant materials as a tool for evaluating each proposal, but they are just a tool to help determine which will be funded and not the only items to be considered when deciding how to allocate funds.
5. The subcommittees will recommend funding proposals, reduced funding of proposals or not funding proposals. The Board of Directors will vote on the subcommittees recommendations.

To apply for funds, applicants will need to submit an application and supporting documents indicating which fund they are requesting from.

1. Applications will be submitted via email to: [grants@mape.org](mailto:grants@mape.org).
2. Application forms will be available for each fund along with guidelines as to what should be included as supporting documentation and the scoring matrices that have been approved.
3. Applications must include an application, draft budget and grant plan indicating how much money is requested, how the money will be spent, and specific and measurable goals that will be met with the funds.
4. Applicants can come each quarter for funds. Approval or denial from one quarter does not ensure approval or denial in a subsequent quarter.

Applicants that are denied funding or approved for funding less than requested, may appeal.

1. Appeals should be sent in writing to the [grants@mape.org](mailto:grants@mape.org) email box
2. Applicants appealing funding decisions will be allowed to present at to the Statewide President and subcommittee chairs. This three-person panel will provide a recommendation to the Board of Directors at the next board meeting.
3. The Board of Directors will make a final decision. The subcommittee chairs will notify the applicant of their decision.

Grantees are responsible to report back to the Board on how funds spent and how their goals were met.

1. **Grant status reports are due by noon on the second Friday of the month.** Grantees shall submit their reports to: [grants@mape.org](mailto:grants@mape.org). MAPE staff will provide the subcommittees with the monthly status reports via email.
2. Grantees will work with the grant subcommittee to obtain budget status. The grant budget status is contained in the MAPE financial report.
3. The grant status report must include specifically how the money was spent and evaluation of the goals that were stated in the application.
4. Failure to submit a timely report will exclude a grantee from submitting a subsequent application. If circumstances exist where a report cannot be submitted, a future applicant can appeal to the board to waive the report requirement. The board will vote on the appeal.