

GCRA Grant Submission Guidelines and Process

Approved April 2017

This policy applies to all grants submitted on behalf of GCRA as well as awards or gifts that result in the acquisition of tangible equipment (shells, launches, oars, ergs, etc.) or funds for equipment. The GCRA leadership (i.e. Executive Committee and Trustees) recognizes the effort required to acquire such grants, gifts, and funds and, in principle, support such efforts. However the following principles and guidelines are to be followed by individuals or groups engaged in applying for or soliciting such grants, gifts, or funds.

Application Guidelines:

1. Formal applications or solicitations for such grants, gifts, or funds require prior written approval of the Executive Committee and the Board of Trustees. The request for approval should include sufficient information so that the short and long term impacts of the awards may be assessed. For this reason, the Executive Committee or Trustees may request additional information beyond that required by the funding source.
2. The grant, gift, or funds should promote the mission of GCRA and further the strategic goals of GCRA as outlined in the Strategic Plan.
3. Although anyone may seek to apply for or solicit such grants, gifts, or funds, individuals may not represent themselves as speaking for GCRA prior to receiving approval from the leadership and may not sign any submission or solicitation on behalf of GCRA.
4. The process used by leadership to approve applications or solicitations for such grants, gifts, or funds will identify potential conflicts and gather input from members potentially impacted by the award.
5. If the application or solicitation process has a submission deadline, reasonable time shall be included in the preparation phase so that the Executive Committee and Trustees have adequate time to review the proposal.
6. The Executive Committee and Trustees will review requests for approval in a timely manner.

Requests for approval for an application or solicitation for funding should follow these steps:

Step 1: The applicant/solicitor should notify the Executive Committee of the opportunity and any associated deadlines as early in the process as possible and submit the request for approval to the Executive Committee with sufficient time for the following steps to be implemented. Particular attention should be given to whether the submission will require any documentation from GCRA or any signatures on behalf of GCRA.

Step 2: The Executive Committee will identify whether there needs to be any necessary consultation w/committee(s) or stakeholders that the Executive Committee deems appropriate. When feasible, the Executive Committee will provide the Board of Trustees documentation needed for simultaneous review to minimize delays in the review process.

Step 3: Once the Executive Committee has approved the request, the Executive Committee will forward their recommendation for approval to the Board of Trustees for final approval. Approval should be documented in meeting minutes.

Step 4: Once approved by the Board of Trustees, the Executive Committee will notify the applicant. The Executive Committee will maintain a copy of the application or solicitation documents, if available, in the organization files.