



## Newtown Friends Meeting

## Agency Grant Policy and Request

### Overview

The Financial Oversight Committee (FOC) manages the annual operating budget. At the close of each fiscal year, the Controller and Treasurer report ending account balances.

The FOC reviews current and anticipated needs against those balances and may:

1. Instruct the Controller to transfer all or a portion of any available operating fund balance amounts to the Treasurer for re-investment in the Meeting's endowment accounts.
2. Determine Agency recipients and amounts to be disbursed from operating surplus and unspent endowment income per the Agency Grants Policy and recommend same to Monthly Meeting for approval.
3. Determine another use for the funds and submit a recommendation to Monthly Meeting for approval.

This policy documents the processes and policies associated with option 2 above.

The FOC is responsible for receiving and vetting requests and potentially awarding grants to agencies that support Quaker oriented social impact goals. Grants are NOT based on financial need; however, Members should thoughtfully consider any application in terms of the Meeting's available funds. This policy is intended to broadly define the parameters for the types of agencies to be awarded grants and to create equitable processes for the application and awarding of same.

### Definitions

**Member** – Newtown Monthly Meeting defines membership as any person who joins based on an approved membership application or transfer of a valid membership from another Meeting, or whose parents' requested membership for them at birth. Membership is retained absent a request for release or transfer of membership. Newtown Monthly Meeting seeks to align with the membership guidelines established in Philadelphia Yearly Meeting Faith and Practice, which leaves final decisions to the Monthly Meeting.

**Valid Agency** – The FOC currently defines this term to cover agencies (typically nonprofits) engaged in positive social impact initiatives that provide and nurture key tenets of Quakerism e.g., peace and justice, food equity, poverty relief, eldercare, education, etc.

There is an expectation that Members directly associated with grant recipients will deliver a brief report to Meeting for Business that describes how the agency uses grant money and its positive impact on the community. The Treasurer is responsible for overseeing compliance with these reporting requirements.

### Application Process and Reporting

- Members should submit a completed request to the FOC Clerk (FOCclerk@newtownfriendsmeeting.org). There is an expectation that a Member applying is familiar with the specific Agency they are nominating for a grant.
- Applications will be accepted between August 1st and May 31st in order for the FOC to review them at a subsequent regularly scheduled meeting.
- Reminders of the application window will be placed in the newsletter and may be announced at the winter and spring Monthly Meetings. YTD submitted applications will be reported via the website.
- **Members are limited to one approved request per fiscal year (July 1 – June 30)**



**Approval Process and Reporting**

- The FOC will review all valid requests and determine selected agencies and their respective grant amounts.
- The recommendation will be submitted to Monthly Meeting for approval.
- After Monthly Meeting approval, the FOC Clerk will inform each requestor of their application's status.

**Agency Grant Request**

Application Date: **(MM/DD/YY)**

Your Name:

Your email Address:

Your Phone Number: **(555-555-5555)**

Agency Name:

Agency Address:

Agency Website (If Applicable)

Your Relationship to Agency:

Other Meeting Members and Attenders Involved with Agency:

Grant Justification: Describe Agency Mission and Alignment with NMM.