**Grant Proposal Evaluation & Approval Policy**

**Purpose**To establish clear, transparent procedures for evaluating and approving grant proposals in alignment with the organization’s mission, capacity, and strategic goals, while ensuring strong financial oversight and accountability.

**Eligibility Criteria**

All grant proposals must meet the following criteria to be considered:

* **Mission Alignment** – The proposed project must clearly support the organization’s mission and strategic priorities.
* **Organizational Capacity** – The applicant must demonstrate the capacity (staff, experience, partnerships) or a feasible plan to implement the project successfully.
* **Long-Term Impact and Viability** – The proposal must outline a plan for sustainability beyond the grant period, including potential future funding sources or integration into core operations.

**Evaluation Criteria**

Eligible proposals will be evaluated based on the following:

* **Statement of Need** – The problem or opportunity is clearly defined and evidence-based.
* **Goals and Objectives** – Objectives follow the SMART framework (Specific, Measurable, Achievable, Relevant, Time-bound).
* **Methodology** – The proposal outlines a clear and logical strategy, timeline, and set of activities to achieve its goals.
* **Budget** – The budget is well-justified, realistic, and directly supports the proposed work.
* **Evaluation Plan** – Clear metrics and processes are included for measuring progress and outcomes.

### **Approval Authority**

### To ensure appropriate oversight and delegation:

* **Individual Grants up to $50,000** may be reviewed, approved and issued by the **Chair of the Board** without requiring a full board vote.
* **Grants over $50,000** must be approved by majority vote of the Board.

### **Documentation and Record-Keeping**

All approved proposals must be documented and archived, including:

* Full grant proposal.
* Approval memo or meeting minutes.
* Reporting and follow-up timelines, if any.

**Check Signing and Disbursement Protocols**

To ensure fiscal integrity:

* All grant approval memos over $50,000 must be signed by **two officers of the Board**.
* No individual may sign a grant disbursement to themselves or to an entity with which they have a conflict of interest.