



LOS JARDINEROS

Garden Club of Taos

GRANTS COMMITTEE

Job Description

Short Description: The Grants Committee solicits grants applications from Taos County nonprofits and public entities for applications for funding horticultural education or community beautification projects, makes funding recommendations to the Board of Directors, prepares project agreement and monitors project progress.

Estimated # of members: 4 members plus the Grants Director

Estimated Time per member: 5 hours in the months of September for application review and development of funding recommendations and about one hour every other month for project monitoring. Three hours in October for one committee member to prepare agreements from template. The Grants Director will an additional two hours per month for Board of Directors' meetings.

Committee Duties:

Solicit New Grants:

- Update the grant application template. Send to the Communications Director for upload to the website.
- Prepare the newspaper announcement for the application period of July 15 to September 1st. Send to Forums@Taosnews.com. Have run the entire application period. A template can be found for the announcement in the Dropbox "Grants" file.
- The Treasurer will give the Grants Director all the applications that are postmarked by the submission date. The Grants Director will photocopy the applications for each committee member.
- The committee will read the grants and, visit the project sites, if necessary.
- The committee will meet and develop funding recommendations for the Board of Directors.

Administer Grants

- Once the Board of Directors has approved funding for the projects, the committee will prepare award letters and agreements using the existing templates, and send them to the grantees.
- Each committee member will be assigned at least one project to monitor as the Project Liaison. Contact with the project leader should be made as soon as the Award letter is received to review grant requirement and to answer questions.
- The Grants Director will keep files of all originally signed documents and reimbursement receipts.

- Project Liaisons should contact the project leader at least every other month to ensure progress according to the agreement timeline. During these contacts, the Liaison should request pictures in Jpeg format of project progress for our website. These pictures can be sent to the Communications Director. Contact should be made a month prior to project completion to review report and receipt submittal requirements.
- Project Liaisons should review reimbursement requests and receipts to ensure they conform with the grant agreement and budget. Submit the reimbursement request, with comments, to the Grants Director.
- Schedule a visit to the site with the Grants Director, any other Directors for presentation of the check. Get a picture for the website.

Grant Director

- Make copies of the grant applications for each committee member.
- Organize site visits and committee meetings.
- Present funding recommendations at the October Board meeting.
- Sign all grant agreements for the organization.
- Send descriptions of funded grants to the Communications Director for the Grant webpage.
- Forward questions to liaisons/committee and act as a resource to them.
- Submit approved reimbursement requests to the Treasurer and collect checks for onsite presentation.
- Keep a file on each grant to include application, funding award letter, grant agreement, mid term and final reports, copies of any correspondence and the reimbursement requests and receipts.