



## ***North Valley Animal Disaster Group Standard Operating Guidelines***

Title: GRANTS

Objective: To ensure all grants meet North Valley Animal Disaster Group (NVADG) needs. To ensure that grant reporting is completed in a timely manner with the appropriate back up documentation and the proper approvals are obtained prior to any grant funding.

Description: From time to time NVADG applies for various grants. These grants are non-repayable but require some level of compliance and reporting. Approval from the Board of Directors must be obtained before entering into a grant contract.

General Privacy: Once the Board of Director approves the application for a grant, the contract is signed by the Executive Director or President.

Upon grant approval, the grant is entered into the grant spreadsheet noting the specific information as to restrictions, report deadlines etc. A copy of funding (check/EFT etc) is attached to the original grant contact and noted on the grant spreadsheet. As funds from the grant are spent, copies of receipts are attached with the grant as well noted in the spreadsheet for quick reference.

The grant manager completes all required reports meeting all grant deadlines. A copy of the report is retained with the grant paperwork.

Media: All dealings with the media need to be approved by a supervisor or lead. Nobody should be speaking for, or representing NVADG, unless specifically authorized by the Incident Commander during an incident, or the Board of Directors during normal operating times.

Social Media: Generic positive activities may be posted if they do not show any detail.

Related Documents/Forms/Checklists: Grant spreadsheet and binder maintained by grant manager.