

POLICY TITLE: Grant Requests

PURPOSE:

To outline the process and expectations for grant requests that are submitted for review to the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head Neck Surgery Foundation (AOCOO-HNSF)

DEFINITIONS:

Grant: a financial award given by AOCOO-HNSF to an individual or an entity to facilitate a goal.

Grant request portal: means by which grant requests will be submitted for review.

Grant types: Educational, Equipment, Shipping, Student Research Fellowships, Education, International Travel Grants, Missions

SCOPE:

This policy affects all individuals or entities that are requesting grant monies from the AOCOO-HNSF.

POLICY:

I. Annual budget amount

- A. AOCOO-HNSF will determine annually the amount of grant monies that are available by:
 - a. Requesting the 5-year average in the principal investment account from the Financial Planner for the Foundation on July 1st
 - b. The Foundation Advisory Committee and the Foundation Board of Directors will calculate 4% of the 5-year average.
 - c. Calculations of the final amount will be completed no later than July 31st.

II. Grant Submission Portal

- A. The Grant Portal will be open for submissions on January 1st, and will remain open until no later than March 30th
- B. Requestors must complete the [Grant Submission Form](#) in order to be considered. Only completed forms with all required pre-submission documentation will be reviewed.
- C. Required Documentation for pre-submission:
 - a. Needs Assessment
 - b. Outline of budget for project
 - c. W-9
 - d. Proof of recognition as a non-profit organization (if applicable)
 - e. Executive Summary of what the funding will be used for
 - f. Timeline for the project
- D. All completed submissions MUST be submitted no later than March 30th

III. Review Process

- A. All submissions for request will be distributed for review via email to the Foundation Advisory Committee (FAC) via email, The FAC will review the submissions and send their recommendations to the Board of Directors prior to the Foundation Board of Director's Meeting, which will be conducted during the ACA. The agenda will include acting on all requests that have been submitted for review.
- B. Requestors will be notified via email of the action taken no later than 14 days after the conclusion of the ACA.
- C. Checks for approved grants will be mailed to the mailing address listed on the grant.
- D. Appeals will not be accepted for grants that were not awarded.

IV. Post-Submission Documentation

- A. Reconciliation of budgeted amount versus actual dollars spent must be submitted no later than 90 days after the check has been cashed. If documentation cannot be provided at 90 days, the requestor must submit a written explanation including a date of when to expect reconciliation documentation.
 - B. Reconciliation documentation can include but is not limited to:
 - a. Receipts
 - b. Other forms of written proof of monies spent.
 - C. Once all documentation has been submitted and reviewed, a final report will be submitted to the Foundation Board of Directors. The Board of Directors will provide staff with any follow-up actions that are required.
 - V. Violation or failure to comply with this policy may result in future restrictions of grant requests.
- IV.** For questions regarding this policy, please email ralph@acoohns.org

To apply for a grant please [CLICK HERE](#).