

CATHOLIC CHARITIES OF LONG ISLAND
COMPLIANCE POLICIES & PROCEDURES

Effective Date: September 3, 2008

Revision Dates: September 1, 2020

Title:	Standards Relating to the Receipt of Grants
Introduction:	Agency personnel and departments receive grants from government agencies, private industry, and various philanthropies to conduct research or other projects in association with the Agency.
Policy:	<p>The receipt and use of grants must be subject to adequate safeguards to ensure that an appearance of impropriety, or actual impropriety, is not created.</p> <p>The receipt, or continued receipt, of the grant money must occur under conditions which do not create an appearance that the judgment of Agency personnel will be adversely affected, so as to place their own interest, or that of an outside concern, above that of the Agency and its patients. Grant money should not be accepted in return for the promise or expectation that the Agency or any of its personnel will purchase specific services or supplies from a particular company. The Agency does not accept remuneration as an inducement to purchase any services or items and even the appearance that remuneration is being accepted for that purpose must be assiduously avoided.</p> <p>Grant application must be accompanied by the "Grant Prospect Evaluation Form".</p>

PROCEDURE:

The receipt and use of all grant money at the Agency must be pre-approved by senior management. As part of this pre-approval process, the appropriateness of the proposed research or project will be reviewed, and a system of tracking the use and allocation of the grant money will be put into place. This system will ensure that the money is being used in conformity with the requirements of the grant and in a manner consistent with the policies of the Agency, the needs of its patients, and the scope of the personnel's employment with the Agency.

If a grant is provided in order to test, develop, or use equipment or supplies from a particular manufacturer or supplier, then the terms and conditions of that grant will be subjected to close scrutiny during the pre-approval process. In addition, any subsequent

purchase of such equipment or supplies must also be subjected to close review to ensure that the judgment of the Agency personnel involved with the grant has not been compromised and that the purchase is otherwise in the best interest of the Agency and its patients. In such instances, those personnel directly involved in the receipt and use of the grant money will take no part in the final determination as to the proposed purchase.

Grant Prospect Evaluation Form		Date submitted:
Name		
Program		
Telephone		
Prospective funder		Amount of request
<p><i>Please take the time to research and fill out the following information about the grant you would like to pursue. Submit the completed form to the Chief Operating Officer or Chief Community Services Officer for review and forwarding to the finance department. Following review by the finance department, the completed form will be reviewed by the executive team. The public affairs & development department will then contact your program to begin the application process. Please note: No grant proposal should be developed or submitted until approval is received.</i></p> <p><i>Please attach to this form the request for proposals (RFP), proposal guidelines, or any other materials relevant to the grant opportunity.</i></p> <p><i>If you have difficulty answering any of the questions below, please contact Carol Svoboda at 516-733-7041.</i></p>		
<p>1. Please provide a brief summary of the project/program for which you are seeking funding.</p>		
<p>2. What is the deadline, if any, for submitting the grant proposal?</p>		
<p>3. Is the grant opportunity program-specific, or will the funder provide general support?</p>		
<p>4a. If the grant is for your program, would it fund services you already provide, or would it be for new services or program expansion? What would the new services be?</p>		
<p>4b. If the grant would be applied to new services or program expansion, would additional staff or workspace be necessary? If so, please explain.</p>		

5a. Will the revenue and related expenses be completed within the same calendar year? (This is an essential question that our auditors are increasingly emphasizing.)

5b. How long is the commitment or term for funding?

5c. Is the funding paid prior to or after services are rendered?

6. Does the funder indicate a level of administrative overhead that can be included and reimbursed in a proposal? If so, what is the percentage?

7. What are the reporting requirements of the grant? Who will fulfill these requirements?

8. Will Catholic Charities be required to provide matching funds? If so, in what amount?

9a. Who on your staff may we contact when preparing the grant proposal? This should be the person responsible for the new services and/or staff in the proposal, if there are any. **This contact person must also have ample time available in advance of the deadline to work with public affairs staff on drafting, revising, and approving the proposal.**

9b. Who on staff would be responsible for supervising the new services or program if a grant is received?

9c. Who will have ultimate responsibility for ensuring that the grant will be expended in accordance with the proposal?

10. Is a portion of the grant Federal pass-through funds?

Signature of Chief Operating Officer
or Chief Community Services Officer

Date

***** For Public Affairs & Development Office Use *****

Finance Dept. Review

Date: _____ Initials: _____

Exec. Team Review

Date: _____ Initials: _____

Approved.

Not approved.

Notes: