



COLUMBIA MENTALLY HANDICAPPED FOUNDATION OF WV
Effective October 1, 2019

GRANT APPLICATION RULES OF CMHF

- 1. Applications will be given to those councils that took part in the program the preceding year.**
- 2. Participating councils will be given the application to a recognized facility that is recognized as being involved with mentally handicapped individuals.**
- 3. The facility must be an IRS 501(c) (3) approved organization.**
- 4. Applicants will complete the application and mail to the chairman.**
- 5. Applications will be accepted for review for specific programs only. Money will not be given to any organization for continuing operations.**
- 6. Grants will be for a period of one year only. Any funds not expended in that period will be returned to the Foundation. Grants are awarded on the organizations ability to implement the project as soon as possible after receipt of the funds.**
- 7. The application will include a proposed budget for the project. The Foundation Board will review the budget and make possible changes. An approved budget will be given to those organizations receiving grants.**
- 8. Those organizations that receive grants will be responsible for submitting a report at the end of the year, enumerating how the funds were spent. These reports will be on approved forms, provided by the foundation, and are due not later than fifteen days after the close of the grant period, along with any unexpended funds.**
- 9. The detailed expenditure schedule, or check register, is a listing of the checks written for the expenditure of funds.**
- 10. The grant expenditure schedule is a form that shows the approved budget line items and the amount that has been spent for each line item and the balance remaining for each line item.**
- 11. The report will include a narrative summary of the project's accomplishments as compared with its original goals, and a explanation of any items not achieved. If the grant is for the purchase of a piece of new equipment, this narrative will explain the use of the piece of equipment.**
- 12. The report will include copies of the cancelled checks (or, in the case of those banks that do not return checks, a copy of the check before it is paid), copies of invoices, and any other documentation to back up the use of the awarded grant funds.**
- 13. It is the responsibility of the organization to establish and maintain adequate procedures and internal controls to properly monitor the management of the grant. (Examples: a checking account requiring two signatures, verification of all invoices, verification of merchandise received, approval before checks are prepared, reconcile bank accounts, to name a few controls.)**