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**Internal Club Processes for Awarding Community Grants**

1. Each year, the president will appoint a grant chair and committee of five to seven members.
2. The Club’s budget prepared by the president and approved by the board of directors will include a line item for the total amount of grants that can be awarded.
3. If needed, the president can later adjust the total amount with the approval of the board of directors.
4. The grant committee will meet to review and recommend a rank order of grant applications for approval.
5. A proposal may be funded in whole or in part or not funded at all.
6. The board of directors will give review the recommendations and give final approval.
7. The grant committee chair will notify successful and unsuccessful applicants.
8. The treasurer will prepare checks for those applicants who sign the Club’s agreement on grants.
9. The grants chair will report to the Club each year on the grants awarded and the final reports of those grants from the previous year.