

GMF P-2: The George Maier Fund Grant Procedure:

This document is issued as part of an information packet to prospective George Maier Fund candidates. The George Maier Fund is herein referred to as the Fund.

Grant Purpose:

Any project, investigation or research that has as its goal, or results in the furtherance of one or more of the purposes of the Fund as stated in the Constitution and Bylaws.

Type of Grant:

All grants issued by the Fund are monetary, by check, issued by the Treasurer of the Fund, and approved and countersigned by the Chairman.

Stipulations by the Fund:

The Fund stipulates that no grants shall be issued for individual, group or personal scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772.

The Fund stipulates that no grants will be issued for projects whose activities involve the carrying on of propaganda, or attempts to influence or intervene in legislation, including the publishing or distribution of statements on behalf of or in opposition to any political party, or any candidate for public office.

Availability of Grants:

The Chairman, upon the advice of the Treasurer, will determine when sufficient money is available to award grants. Upon such determination:

Publication of Grant Availability:

The Chairman of the Fund will solicit grant proposals from individuals, and scientific or academic entities through various publicity vehicles including personal contact, direct mail, electronic mail and notices. These solicitations shall be disseminated to general media resources, specialty magazines, club bulletins, publications of various organizations with similar interests and institutions where relevant research is conducted.

These means may include but not be limited to direct mail, electronic mail, notices published in a variety of print vehicles, and other communication means as available.

The Chairman will construct an informational packet that will be issued upon request to any grant candidate, and will include details of the organization, the grant program, schedules, the award criteria and the grant proposal minimum requirements. This document is part of that package. See also GMF P-1, Grant Proposal Requirements for details on the information and submittals required of an acceptable grant application.

Eligibility:

Grant proposals must be in accordance with the Grant Proposal Requirements herein stated and as summarized in GMF P-1 Grant Proposal Requirements, Appendix B, to be eligible for a grant from the Fund.

Any project, investigation or research that has as its goal, or results in the furtherance of one or more of the purposes of the Fund as stated in the Constitution and Bylaws is eligible for a George Maier Fund grant.

Grant proposals will be accepted from any individual who is not a legal relative of any Officer, Board member or Grant Committee member, regardless of race, ethnicity, gender, or religious affiliation.

Grant proposals will be accepted from any organization that is not a direct employer or has a consulting relationship with any Officer, Board member or Grant Committee member, and is engaged in activities which are supportive of the stated purposes of the Fund.

Grant proposals will not be accepted:

From any individual or organization defined above when the proposal is for individual, group or personal scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772.

From any individual or organization defined above when the proposal involves the carrying on of propaganda, influencing or intervention in legislation, or the publishing or distribution of statements on behalf of or in opposition to any political party, or any candidate for public office.

Receipt:

A confirmation of receipt will be sent to each applicant.

Operations of the Grant Committee:

The Grant Committee is chaired by the Grant Committee Coordinator who has the responsibility to initiate and facilitate the operation of the Grant Committee.

The Grant Committee evaluates the proposal(s) in accordance with the award criteria and selects among them one or more that most closely supports the purpose of the Fund.

After approval, the Grant Committee Coordinator notifies the Chairman of the successful grant recipient(s).

Grant Proposal Selection Criteria:

All eligible proposals will be evaluated on the following criteria:

Adherence of the proposal to the Grant Proposal Requirements, GMF P-1.

Determination of the degree to which the goal of the project adheres to one or more purposes of the Fund.

Determination of the relative impact of the project with respect to the purposes of the Fund to which the project is addressed, and comparison to that of competing projects.

Determination of whether the project goals can be reasonably achievable within the structure of the proposal, budget, schedule and resources available.

Determination of the degree to which the grantee has the education, experience and/or training appropriate to support a reasonable expectation that the project can be successfully designed, managed and completed.

Grant Processing and Issuing Activities:

Within five (5) business days of approval, the successful applicant will be notified by telephone or e-mail followed by a written confirmation of the award.

The written confirmation will include details about the number and timing of the progress reports and any other administrative requirements applicable to the specific grant.

Public notification of the grant award is made at the option of, and through any means selected by the Chairman.

The treasurer will issue a check in the amount of the approved grant to the recipient within 20 business days of receipt of notification from the Chairman.

Oversight:

The Chairman and the Board provides oversight by determining whether progress is being made in accordance with the project's schedule milestones and budget.

The Chairman will take remedial actions as appropriate where it is determined that shortfalls to the schedule or budget have or are about to occur, and notify the Board and Officers accordingly.

Final Report and Post Report Publication:

Upon completion of the project, the grantee is required to provide the results of the project by issuing a report to the Fund Chairman that includes all the elements specified in GMF P-1 procedure, Appendix B., specifically:

Grantee identification information.

A detailed description of the research project and its goals.

The needs that the project addressed.

The methods employed and any relevant supportive activities.

The results of the literature search.

A final expense report which includes details budgeted and actual expenditures.

A completed schedule.

A report of the results of the project, including all supporting data, methods and any other relevant information, as well as the outcome of the grant in measurable terms.

Upon agreement, the Chairman shall issue the final report with annotated comments to the Board.

Publication by the grantee of papers associated with or that otherwise use the project's results is not limited by the Grant.

If the Chairman determines that facilitation by the Fund of the formal publication of the project results is appropriate, the Chairman shall engage and the grantee shall participate in discussions to determine the extent and nature of the Fund participation, if any.

Records:

The Secretary initiates and maintains case histories for each grant issued. Each record includes the grant recipient's names, address, description of the project, amount of each grant and the association of the grantee, if any, to officers, trustees, committee members or donors to the Fund. The Secretary will also maintain a copy of the proposal and all correspondence with the grantee, including e-mails and phone records. Related minutes of the deliberations of the Grant Committee and Board of Trustees, together with the grantee's progress and final reports, the Chairman's approval date for each grant, the date and number of the check issued, and the amount of the check are also maintained as part of the project history.