

## **CL FIRES Policy and Procedures for Grant or Donation Receipts and Awarding Effective August 9, 2015**

**Introduction.** The Board of Directors (the “Board”) of the Crystal Lakes Fire Information Resource Education and Safety Corporation, a Colorado 501(c)(3) non-profit charitable corporation (CL FIRES), acting pursuant to the powers set forth in the CL FIRES’ Bylaws and Articles of Incorporation, has enacted the following policy effective as of the date set forth above. Unless the context otherwise indicates, capitalized words and terms shall have meanings set forth in the CL FIRES documents and, if not defined in the corporation’s documents, then set forth in the IRS Compliance Guide for 501(c)(3) Public Charities. This policy may be changed or rescinded at any time, as required by CL FIRES.

**Definition.** A policy is defined as a “definite course or method of action selected from among alternatives and in the light given conditions, to guide and determine present and future decisions”.

**Policy Purpose.** The purpose of this Policy is to ensure that the receipt of or awarding of grant monies and/or donations are recorded and distributed in a uniform manner in accordance with CL FIRES’ mission and meet the accounting requirements for filing federal information returns, tax returns, or notices. It is the intent of this policy to provide the framework for the recording of grants and donations and to document the process by which CL FIRES will follow for the selection of award recipients and the accurate recording of those recipients.

### **1. Grants and Donations Received by CL FIRES**

**A. Grant Monies.** CL FIRES will receive grant monies from their own grant application efforts or from community groups who have received grant awards. CL FIRES will be responsible for the prompt and accurate accounting of these funds. CL FIRES does not charge an administrative fee.

CL FIRES will make the selection of the recipient(s) based on the Board’s Policy unless the contributor has requested otherwise.

CL FIRES has the ability to dedicate or restrict funds for a specific purpose or group based on the contributors’ requirements. CL FIRES will require a written statement from the individual or community contributor(s) to provide complete instructions for the specific purpose(s) of the award or the designation of the recipient(s) and for the distribution of these funds, i.e. one time, monthly, yearly. This request for dedicated or restricted funds designation must be for a purpose that meets the CL FIRES mission to provide financial support for organizations whose purpose is to provide information on or efforts for fire mitigation, fire prevention and safety resources for individuals or property, or to support the Crystal Lake’s area fire and emergency services.

**B. Donations.** CL FIRES gratefully accepts donations and memorial gifts. CL FIRES will be responsible for the prompt and accurate accounting of these funds. CL FIRES does not charge an administrative fee.

CL FIRES will make the selection of the donation recipient(s) based on the Board's Policy unless the contributor has requested otherwise.

CL FIRES has the ability to dedicate or restrict funds for a specific purpose or group based on the contributors' requirements. CL FIRES will require a written statement from the individual or community contributor(s) to provide complete instructions for the specific purpose or the designation of the recipient and for the distribution of these funds, i.e. one time, monthly, yearly. The request for dedicated or restricted funds designation must be for a purpose that meets the CL FIRES mission to provide support to organizations whose purpose is to provide information on or efforts for fire mitigation, fire prevention and safety resources for individuals or property, or to support the Crystal Lake's area fire and emergency services.

## **2. Grant or Donation Requests**

CL FIRES will require that award requests, from community groups or fire or emergency service providers, include a purpose that is within the scope of CL FIRES' mission. That mission is to provide support to organizations whose purpose is to provide information and education for fire mitigation, fire prevention and safety resources for individuals or property.

CL FIRES will not provide grant awards to individuals. Groups can request grants on behalf of individuals as educators or experts in these fields, providing the purpose of the award meets the scope of CL FIRE's mission.

CL FIRES will accept grant request applications in amounts between \$ 50 and \$500. In order to award several grants, grants request amounts will be limited to a maximum of \$ 500.

CL FIRES reserves the right to review the purpose of the grant request, the recipient selection process, the rules established for individuals to request awards, and to review the group's process to ensure the rules have been followed. CL FIRES will provide record keeping and reporting services for the group. CL FIRES does not charge administrative fees.

The application form will include the individual's or group's name, contact number, mailing address, the date of the request, the date award is needed, the amount of the request and the purpose of the request. (Please see Attachment 1)

## **3. Selection of Grant or Donation Recipients**

The CL FIRES Board will accept input from a committee, (to be established or existing), or members in good standing with CL FIRES for the selection of award recipients. The Board will review written applications, review the input, discuss the worthiness of the purpose for

the award, and then make a recipient selection by a majority vote. Motions will be made and seconded to affirm the award to be given to the selected recipient. The recipient will be notified by a phone call and a first class letter.

**Attachment 1**



**A 501(c)(3) Nonprofit Charitable Corporation  
237 Blackfoot Rd, Red Feather Lakes, CO 80545  
clfires.org**

-----**Grant Request Application**-----

-----

Your complete application must be submitted to CL FIRES by mail or email at least 90 day prior to the funds needed by date. The CL FIRES Board meets quarterly. All applications are reviewed on a first-come, first-serve basis, so early submission of your application is recommended.

Today's Date: \_\_\_\_\_ Funds Needed by Date: \_\_\_\_\_

Amount of Grant: \_\_\_\_\_ (Not to exceed \$ 500)

Group's or Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of request: