Beit Am Grant Application and Management Policy

Adopted by the Board on 9/18/2025

Purpose

This policy outlines the parameters for seeking, being awarded, accepting, and managing grant funds in the name of Beit Am, ensuring transparency, legal compliance, and alignment with our mission.

Approval and Application Process

- Grant Writing Committee - All grant applications and communication with funders must be coordinated through the Grant Writing Committee. No other committees or individuals may apply for grants on behalf of Beit Am.
- Pre-application Approval – The Grant Writing Committee must submit a written summary of the proposed grant application to the Executive Committee or Board for approval that includes the key elements of the application and information about oversight, the named project lead, and estimated budget.
- Final Application Approval - Grant applications must be submitted to the Executive Committee or Board for final approval 10 calendar days prior to submission.
- President's Signature - Grant submissions must be signed by the President.

Mission Alignment

- Grant proposals must align with Beit Am's mission.
- The Executive Committee or Board will assess whether the grant's goals support Beit Am's strategic priorities.

Fiscal Sponsorships

- Beit Am will not act as a fiscal sponsor or manage funds on behalf of any third party or individual.

Grant Oversight

- Initial Coordination - Once a grant has been awarded and accepted, the Project Lead, Treasurer, Office Administrator, and other key individuals must meet for an Initial Coordination Meeting to review reporting, accounting, and management responsibilities.
- Compliance - The Project Lead will be responsible for ensuring compliance with grant terms and guaranteeing that any required reports are submitted to the grantors on time.
- **Status Updates -** The Project Lead will update the Board on the status and outcomes of grant funds on the timeline specified in the agreement.
- **Reporting -** Copies of financial and operational reports submitted to the grantors must also be submitted to the Beit Am Office Administrator for retention and to the President and the Treasurer.
- **Financial Management**

    - All grant funds must be deposited into Beit Am's accounts.
    - All expenditures must be documented with receipts before reimbursements are distributed.
    - Expenditures that align with the grant budget do not need Board approval.
- **Retention of Records**
    - Fiscal and operational reports will be tracked by the Beit Am Office Administrator in a spreadsheet and retained in accordance with Beit Am's Record Retention Practices (7 years for grants) and applicable laws.