

ROCC Grants Meeting - Report on topics discussed and decisions reached.

1. Grant Application Revisions:
 - a. A line will be added below 'Organization Address' to be headed 'Mailing Address if different than above'.
 - b. Question #3 – Add wording to first sentence following 'community' of '(i.e., address diversity)'.
 - c. Add new Question #5 as follows: 5. In what ways will community members be informed of this award? (Grantee agrees that a notice will be included in promotional materials stating that the activity/event is supported by a grant from ROCC. The ROCC logo can be used in promotional materials that recognize funders.)
2. Grant Application submission due date to be changed to 1 April.
3. Letter templates will be developed to be sent to all approved and not approved grant requestors.
4. ROCC logo template to be 'cleaned up'. Scott to provide Anthony with existing template.
5. Grant scoring sheet revisions:
 - a. #4 is revised to read, 'ROCC funding is required to complete the proposed project.'
 - b. The 'Your Conclusion' section is reformatted, moving the scoring description up below the scoring boxes.
6. Grant Procedures:
 - a. Grant Requests will be forwarded to the designated Grant Coordinator who will forward them on to the ROCC Board members.
 - b. Grant Requests must be scored by the ROCC Board using the ROCC Grants Scoring Sheet.
 - c. Upon completion of the scoring by each board member the scores will be sent to the designated Grant Coordinator no later than 30 April. The actual scoring sheets will be retained by the board member completing the scoring.
 - d. A quorum of the board (a simple majority of the members) must submit a completed score of the grant request in order for the request to be considered for approval.
 - e. The Grant Coordinator will tally all the scores to arrive at an average score for each grant request.
 - f. A grant must achieve an average score of 13 points or above to pass. An average score of 12 points or below fails.
 - g. Grant Requests for amounts of \$500.00 or below can be decided by the ROCC Board. If approved by the ROCC Board, Grant Requests for amounts of \$501.00 or above also require ROCC membership approval.
 - h. If the grant requests received with an average score of 13 or higher exceed the ROCC budgeted amount for Grants, the highest scoring grants will be awarded, up to the budgeted amount. The ROCC membership can then determine if they want to and/or can afford to increase the budget to award the remaining grants.
 - i. The Grant Coordinator will notify the ROCC Treasurer of the approved grants, the amount to be sent to the requestor and mailing address. The Treasurer will then send a check accompanied with the appropriate approval notification letter that has been provided by the ROCC Co-presidents.
 - j. The ROCC Co-presidents will send a notification letter to those requestors whose grants were not approved.