

# **Partners for Affordable Housing, Inc.**

## **External Grants Policy & Approval Procedure**

**Board Adopted July 11, 2008**

### **External Grants Policy:**

Securing external grants to finance specific projects covering the costs of building repairs, upgrades, client needs, and/or personnel activities, is critical to the long-term survival of the organization. All grant requests, including those which are unrestricted and require no contribution from PAH, shall be review by the PAH Executive Committee (or an authorized delegation made up of at least two Board members one of whom shall be an Executive Committee member) before final submission of the grant request to the external agency to ensure that existing and future PAH Operating Budgets can honor any required PAH contributions and measure the grant's positive impact to the organization. The Executive Director shall highlight for the review committee's consideration what, if any, financial implications exist for PAH Operating Budgets.

### **External Grants Approval Procedure:**

Each grant request to an external agency shall be reviewed and approved by the PAH Executive Committee (or an authorized smaller delegation of its members) prior to submission of the request to the external agency. All approved grant requests shall carry the endorsement of the Executive Director and the PAH Board President prior to their submission to the external agency. At least twice each fiscal year the Executive Director shall in writing provide the Board of Directors with a worksheet which displays all external grant request submissions, any potential or pending requests, related submission dates, request and award amounts, grant use restrictions, and PAH required contributions.