

GRAND HAVEN WOMAN'S CLUB

Budget Policy & Contribution Request Procedure

The following Budget Criteria were adopted on March 9, 2015 by an ad-hoc committee and most recently amended and clarified on September 16, 2019.

References to GFWC were removed when the GHWC voted to end its affiliation with the Federation at the end of May 2023.

Background: Any organization seeking contributions from the GHWC must:

- Hold a current tax exempt certificate as a 501(c)(3) organization for a minimum of 1 year.
- Have a presence in Flagler County and/or provide services/support to Flagler County residents (except International Projects)
- Organization's mission is in synch with one of our Community Service Programs: Arts, Conservation, Education, Home-Life, International, Public Issues
- Organizations whose mission/purpose is to advance political, legislative or religious activity shall not be considered for funding
- Organization submits request for funding with description of how funds contributed by GHWC would be used by their organization
- Funding request must be sponsored by one of the GHWC members in good standing
- Preference will be given to organizations that have involvement of GHWC members, either as volunteers or supporters
- Organizations shall respond to GHWC's request for how funds contributed were actually spent. Without a response, organizations shall not be considered for future funding.

Process:

- All budget/contribution requests shall be coordinated through the CSP with whom the request is aligned using the **Contribution Request form**.
- The CSP will forward the contribution request to the budget chair for consideration at the next Budget/Allocation Committee meeting.

Timing:

- The Budget and Allocations committee meets twice a year; once in early July to develop the proposed budget for the following year and once in March/April to distribute additional contributions (if funds are available).
- **The deadlines for submitting requests are July 1st and March 1st.** If a request is submitted during the year, it will be held until the next Budget and Allocation Meeting.

Budget decisions would be made annually, dependent on projected funds available

All funds raised from fundraising **events/activities** conducted by the Grand Haven Woman's Club will be attributed to the Contributions Income budget from which all allocations are made to the charitable organizations supported by GHWC. No specific organization will be designated as the beneficiary of a fundraising event organized and executed by the GHWC. This does not preclude collections from members for goods and/or monetary contributions for specific purposes, such as STUFF Bus, UNICEF, etc.

