

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: October 24, 2022

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: GRANT REQUEST PROPOSAL AND FUNDRAISING APPROVAL PROCESS

II. PURPOSE:

To outline the policy for soliciting and accounting for various sources of funds for the Agency.

III. REFERENCES:

ORC 5126.05 County Board – Powers and Duties

ORC 9.38 Deposit of Public Monies

OAC 5123-4-01 Administration and Operation of County Boards of Developmental Disabilities

IV. POLICY:

A. Grant Request Proposals

Requests for Grants or other funding support for outside monies to fund designated projects must be approved by the Superintendent prior to submission to the funding entity using the Fundraising/Grant Request Approval Form (Attachment A). The requestor must work with the Finance Department and submit to the Superintendent, along with the Grant or funding application, an estimated cost associated with the grant. Included should be rental costs, lease costs, equipment maintenance costs, contractor costs, and the like with method for covering these costs. The Superintendent will initial the cost justification as well as sign the grant or funding proposal, if both are acceptable.

If the grant is approved and funds are awarded to the Board, the Finance Director will ensure proper application of fund payments. A “project code” will be assigned to the funds to track costs on the financial statements.

All purchasing and spending approvals and procedures are applicable for grant/outside funding expenditures as they are for all expenditures.

The Board and/or Superintendent reserve the right to refuse to approve any grant or other funding applications it deems unacceptable.

B. Fundraising

Fund raising associated with a levy campaign is strictly prohibited by LCBDD DEEPWOOD employees on agency time with agency resources.

Fundraising by individuals served by the Board for their activities is excluded from this policy.

All other fund-raising activities must receive prior approval from the Superintendent through an application process. The application process consists of the Fundraising/Grant Request Approval Form (Attachment A) that must be completed in full, reviewed by the Program Director and submitted to the Office of the Superintendent at least two (2) weeks in advance of the event.

All funds raised in these activities must be deposited with the Deepwood Foundation, Deepwood Industries, or Lake County Special Olympics unless the entity raising the funds is a 501c3 charitable organization.

- V. DISTRIBUTION:**
All Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

- VI. REVIEWED:**
10/22, 2/21, 2/19