

**PORTLAND BEAD SOCIETY
STANDARD OPERATING PROCEDURE
GRANT COORDINATOR**

- The Grant Coordinator, in accordance with the PBS By-laws, shall:
 - Publish a Request for Grant Proposals (with deadlines) in the September, October, and January newsletters.
 - Mail grant application forms as requested and receives grant proposals.
 - No later than February, present all grant proposals to the Board for review and for recommendation to the general membership for voting.
 - Present all Board-approved grant proposals to the membership for a vote at the next general meeting.
 - Communicate promptly with grant applicants.

- As a Board member, the Grants Coordinator shall:
 - Comply with the PBS by-laws.
 - Adhere to the PBS Code of Conduct and to the provisions outlined in the Board-approved modification of the “Internal Revenue Service Good Governance Document”.
 - Write and/or update the Standard Operating Procedure for this position.
 - Prepare an annual budget to be presented at the yearly Budget Meeting. Be responsible for the budget for the position. All over expenditures will be brought to the Board for review and approval. All receipts, invoices and expenditures will be documented in accordance with PBS financial procedures.
 - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.

- The Grants Coordinator shall:
 - Recommend funding for research and education in regards to beads and beadwork.
 - Determine 10% of Bazaar profits or availability of funds remaining after the annual budget meeting.
 - Submit an annual budget to include itemized cost of communication with applicants/recipients, photocopying of ballots, and any other expenses directly related to this job at the annual budget meeting and to the Treasurer.
 - Call for Grants:
 - Submit a call for grant applications to the newsletter editor for subsequent publication in September, October and January Newsletters.
 - Submit the call for placement on the website.
 - Word the call as follows: *PBS offers grants to organizations and individuals for research or work on projects that will benefit the goals of the Portland Bead Society regarding the study and dissemination of knowledge about beads and beadwork. Such grants must be approved by a vote of attending members annually at the March general meeting. Applications for PBS grants (not education awards) are due by January 31. Please contact (Grants Coordinator’s name) for an application at (Grants Coordinator’s email address) or call (Grants Coordinator’s telephone number).*
 - Handles Grant Applications:

- Mails or e-mails each grant applicant an application and provides the deadline for submission.
 - Maintains a file for each grant applicant.
 - Selects a committee of one or two other board members to review the applications for completeness and quality of the proposal prior to the February board meeting.
 - Collects, reads, and organizes applications to be presented at the February board meeting.
 - Presents Grant Applications at the February Board meeting:
 - Presents proposals in a concise, impartial manner.
 - Recommends grants to the Board based upon total grant budget available and on past experience.
 - Provides original applications to Board members for review.
 - Board votes on grant proposals.
 - Presents Grant Applications at the February General meeting:
 - Prepares a written ballot based on Board-approved grant proposals.
 - Presents the grant proposals to the membership and answers any questions followed by member voting.
 - Ballots are collected and votes tallied by Audit Committee members.
 - Coordinator announces grant recipients after the votes are tallied.
 - Provides the approved grant list including names and addresses to the treasurer for transfer to the PBS CPA.
 - Directs Treasurer to write checks to recipients in the amount of the grants or collects receipts as purchases are made depending on the type of the grants awarded.
 - Relays communications from grant recipients to the Board and general membership via the newsletter and/or meetings.
- The Grant Coordinator shall maintain all PBS-owned equipment in good working order and inform the Board of any maintenance issues.
 - The Grant Coordinator shall maintain a back-up of records as specified in the Records SOP.
 - When leaving this Board-appointed position, the Grant Coordinator shall deliver all documents, materials, and equipment pertaining to this position to the succeeding Grant Coordinator within 30 days. All PBS-owned equipment shall be handed off in good working order including hardware and software.

Adopted by the PBS Board
 (March 21, 2012)
 Amended by the PBS Board
 (October 15, 2013)