

## **FOM GRANT POLICY**

### **Writing Grants:**

If a member of FOM is interested in writing a Grant, the member must bring their idea to a regular monthly meeting, present it to the membership, and get approval from a majority vote of members present at that meeting. The writer also needs to discuss with and get approval from the BLM range manager of the LBCWHR, to make sure this grant project is appropriate for the range. Once these requirements are met, the Grant can be written. Once completed, the person who wrote the Grant is responsible for filing a copy of the Grant paperwork with FOM.

### **Grant Acceptance:**

Acceptance of the Grant moneys and requirements must be approved by a majority vote of members present at a regular monthly meeting. Once accepted, a FOM member will be voted in by the members as 'manager' of that Grant, and this person will be responsible for correctly applying the Grant as written.

### **Grant Manager:**

The manager of the Grant will coordinate, throughout the project, with the BLM range manager of the LBCWHR.

The manager will update the FOM members monthly on the Grant. The manager will also keep an accurate expenditure sheet of the Grant, and review the expenditures monthly with the FOM treasurer.

Any significant expenditure variation (greater than \$500) from how the grant was written, needs to be approved by a majority vote of members present at a regular monthly meeting.

If additional money out of the general operating fund is needed (greater than \$200.00) to apply to the Grant project(s), it must be approved by a majority vote of members present at a regular monthly meeting.

After the Grant project has been completed, the manager of the Grant must complete a financial summary of expenditures, for FOM and the Grantor's records.

A letter needs to be sent to the Grantor which thanks the Grantor, explains how the grant was completed, gives the summary of expenditures, and if necessary, identifies any significant expenditure variations from how the grant was written and why the change was needed.