

# ***GRANT SUPPORT AND SPONSORSHIP POLICY***

The following resolution was duly adopted by the Board of Directors of the Watershed Alliance of York, Inc. (hereinafter called “WAY”) at a regularly scheduled meeting held on January 23, 2025, a quorum being present.

## **ARTICLE I**

### **Purpose**

The purpose of this policy is to provide a summary of the procedures and protocols for Board members to consider, write, sponsor, support, and administer grants for projects which further our mission.

## **ARTICLE II**

### **Policy**

It is the policy of WAY to provide grant writing, sponsorship and administration assistance and services to partnering entities to secure local, state, and federal funding for watershed-based initiatives in York County, Lower Susquehanna River Basin, and Chesapeake Bay watersheds.

- A. *Grant Support* – Grant support may be in the form of conceptual (i.e., non-committal) and assistance (i.e., committal of resources).
- B. *Grant Sponsorship* – To extend WAY’s IRS 501(c)(3) tax exempt status to partnering entities and private landowners and sponsor a grant application on their behalf.
- C. *Grant Administration* – To manage and dispense project grant funding in whole or in part, directly and indirectly, to partnering entities, contractors, subcontractors, landowners, or other eligible parties, or as “grantee.”

## **ARTICLE III**

### **Procedures**

- 1. **Requests for Letters of Support.** Requests for letters of support from WAY shall be made in writing no less than 5 days prior to any grant deadline. The Board Directors, Executive Committee, and Staff are qualified to receive requests and consider projects to support. If a project is deemed to be in alignment with WAY’s mission, vision, and values the recipient of the request will notify the President or Staff who will reply with a letter of support in a timely fashion.
- 2. **Requests for Grant Sponsorship.** Requests for grant sponsorship shall be made in writing no less than 32 days prior to any grant deadline. All requests shall include as close to a complete grant proposal as possible and an application summary to be considered. The requestor shall attend the first WAY Board meeting after the initial request and not less than 30 days prior to the grant deadline. The Board will review all

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requests received and consider each individually and separately based on their eligibility, completeness, roles and responsibilities, and alignment with WAY's mission, and respond in writing at least 14 days prior to the grant deadline.

3. **Grant Administration.** Requests for grant administration by WAY shall be made in writing no less than 32 days prior to any grant deadline. All requests shall include as close to a complete grant proposal as possible and an application summary to be considered. The requestor shall attend the first WAY Board meeting after the initial request and not less than 30 days prior to the grant deadline. The Board will review all requests received and consider each individually and separately based on their eligibility, completeness, roles and responsibilities, and alignment with WAY's mission. If WAY chooses to accept being the grantee, then it will execute an agreement between itself, and the grantor as required.

### **Costs**

For all grant administration WAY will collect a fifteen (15) percent fee or the maximum allowable.

For grant sponsorship and administration, the permit fees are the responsibility of the party that is benefitting from the project.

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## **ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_ declare that I have received a copy of the Grant Support and Sponsorship Policy of the Watershed Alliance of York and have read and fully understand the policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_