

# **MetroWest Community Health Care Foundation**

## **Board Policy**

### **Timeframe Standards for Grants and Scholarships**

#### **1. General Policy**

The Foundation shall establish timeframe standards for the processing of requests for information, grant and scholarship applications, notification of grant decisions, and for the payment of grants and scholarships. These timeframes are intended to help applicants understand the time needed by the Foundation to process such requests and allow them to plan their work accordingly.

#### **2. Standards**

The Foundation shall strive to respond to all requests for information about grants and scholarships within 10 working days from receipt of the request.

The Foundation shall post notices of funding availability (request for proposals) on its website at least six weeks before the deadline for receiving completed applications.

The Foundation shall act on completed applications within 10 weeks of the grant submission deadline.

The Scholarship Committee and the Board of Trustees shall act on completed scholarship applications within 8 weeks of submission.

Notices of grant and scholarship awards and declination letters shall be sent to applicants within one week of the Board of Trustees' decision.

Initial payments shall be made to grantees within two weeks of the grantee returning signed Grant Terms & Conditions. Subsequent payments will be made within two weeks of the grantee having submitted all appropriate reports. Grantees who do not submit reports on time will be notified within 60 days after the scheduled report due date and informed that the report is delinquent. Payments may be withheld on such grants until the required reports are submitted.

If extenuating circumstances require that additional time is needed to process grants and scholarships applications or make payment to grantees, the Foundation will immediately inform those applicants that would be impacted and apprise them of the new timeframe.