

Candler Park Neighborhood Organization

Funding Process Guidelines (Feb 2011)

Overview

If you would like to request \$500 or more from the Candler Park Neighborhood Organization for any reason, please follow these guidelines. This process gives everyone the opportunity to ask questions early and avoid surprises.

This process is designed to balance oversight with ease of use. The steps can be completed in six weeks.

General Guidelines

Projects should align closely with our mission statement -- to promote the common good & general welfare in Candler Park -- and directly benefit the neighborhood. Priority will be given to projects aligned with our strategic plan.

For projects by Candler Park Residents:

1. The treasurer of the CPNO will administer payments to vendors; no money will be disbursed directly to private individuals.
2. We prefer to fund projects that have volunteers committed to completing the work.

For grants to independent organizations:

1. Grant goals must align closely with our mission statement -- to promote the common good & general welfare in Candler Park -- and directly benefit the neighborhood.
2. We prefer not to give money to the general operating budget of another organization, but instead to contribute to a specific project with a visible outcome.
3. Your organization should be an incorporated non-profit, typically a 501(c)(3).
4. When giving grants to other organizations, we prefer projects that have matching funds (hard dollars) of at least 50%.
5. We expect any grant recipient to mention the neighborhood organization's gift when publicizing their project. We do this in the specific interest of raising visibility of CPNO, and fostering a sense that the organization is promoting the common good in Candler Park.

Applicant Process

- 1) Complete a grant application (<http://www.candlerpark.org/files/grant-app.doc>) -- Please complete the attached form. This gives us detailed information about your organization, your finances, and your plans.
- 2) Submit your application to the board (grants@candlerpark.org) -- We will put you on the agenda for the next board meeting. The board meets on the 2nd Monday of each month at Epworth United Methodist Church (1561 McLendon Avenue) at 7pm. Please send your application at least a week before our meeting so we have time to review it.
- 3) Come to the board meeting and explain your proposal -- Give us a 3-5 minute summary and allow us to ask you questions about your proposal, how it supports our mission of promoting the common good in Candler Park, and how you plan to complete it.
- 4) Introduce the idea to the membership -- Come to the next general meeting and give a 3-5 minute summary of your proposal. **There will not be a vote on your proposal at this meeting.** This is an opportunity to let people know the idea is on the table and that a vote will happen next month. We meet on the 3rd Monday of each month at the First Existentialist Congregation (470 Candler Park Drive) at 7pm.
- 5) Send a summary of your idea to publish on our website and in the Messenger -- (webmaster@candlerpark.org and messenger@candlerpark.org) -- Include contact info, so people can ask questions, and links to supporting documents. Please be as detailed as possible. Include the exact text of the proposed motion. **This must be done four weeks before a vote.**
- 6) Return for debate & vote -- Come to the following general meeting (four weeks after initial introduction) prepared to answer questions on your proposal, make a motion, and have the membership vote. If the motion made differs from the one you published, be prepared to explain why.
- 7) Ongoing updates -- If your grant is approved, prepare a summary of progress and deliver it one week prior to the board meeting each month, until the project is complete. If questions arise about progress, be prepared to come to a meeting to discuss, at the neighborhood's discretion.
- 8) Post-mortem -- Once the project is complete, come back to the membership meeting and discuss the outcome. We want to celebrate successful projects and learn from projects that went amiss.

Board Process

- 1) Initial Review -- Review grant application as soon as possible. Ask questions of the author via e-mail. Circulate thoughts and other relevant information about the proposal to the board.
- 2) Board Consideration -- Be prepared to debate the merits of the proposal at the next board meeting. Bring unanswered questions to the debate. We will have limited time to debate the proposal, so if there are broad, unanswered questions or complex issues, we will write them down and find an alternate time to discuss. For especially complex issues we may need to form a committee. If we want to delay the idea going before the membership, we need to clearly communicate why to the applicant.
- 3) Board Vote -- At the following month's board meeting (one month after the initial presentation), vote on whether or not the board will support the motion. Create a brief memo for the membership with this recommendation and a statement of risks & benefits identified by the board. Post this to the website. This recommendation is not binding.
- 4) Facilitate Discussion -- Share information with the membership and encourage neighbors to ask questions. Lead an orderly and respectful debate at the membership meeting. Ensure controversial points are raised and discussed objectively.
- 5) Project Review -- If the motion is approved, the board will review progress reports each month until the project is complete. The board may ask the project owner to speak with either the board or the membership about progress.