



Illinois State Council

Title: Grant	Number:
Cross Reference:	
Approved by: Illinois State Council Board of Directors	Origination Date: 8/5/2015
Revised by:	Reviewed and Approval Date: 5/4/2019
	Revision Date:

POLICY:

- 1.1 To provide direction regarding proper oversight of all funds appropriated, to minimize the risk of non-compliance, and to ensure proper administration and accounting of all grants.
- 1.2 Contributions are considered grants as outlined in this policy for the purposes of ensuring proper financial and administrative oversight by the Illinois State Council.

STANDARDS/CRITERIA:

- 2.1 All grant applications shall be approved by the Board of Directors prior to submitting the request.
- 2.2 The terms of an awarded grant shall be submitted to the President and Treasurer upon receipt.
- 2.3 The grant fund check shall be made payable to Illinois State Council Emergency Nurses Association (Illinois ENA).
- 2.4 All requests for use of the grant dollars shall clearly define the name and date of the original grant and purpose of expenditure and shall be submitted to the Treasurer within 30 days prior to the event. Requests for honorariums or other reimbursement as authorized by the grant terms shall be submitted to the Treasurer within 10 days after the event.
- 2.5 The Treasurer shall maintain the official spreadsheet tracking of the grant funds.
- 2.6 The grant funds shall be expended by the end date as specified by the grant award. Any remaining funds shall be returned to the grantor, unless specified in writing by the grant guarantor. Remaining funds shall belong to the Illinois State Council and not a specific committee or SIG, unless the grant terms specify otherwise.
- 2.7 Detailed, itemized financial reports shall be submitted to the Board of Directors quarterly or more frequently if required by the guarantor.
- 2.8 Revenue generated by Illinois State Council sponsored courses shall not be returned to the grant fund.
- 2.9 An indirect fee of 10% will be retained by the Illinois State Council for the administration of the grant award.



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PROCEDURE:

- 3.1 Grant applicant shall notify the Board of Directors of the request to apply for grant funds.
- 3.2 The Board of Directors shall consider and approve or deny the request as presented or with modifications.
- 3.3 The grant applicant shall submit the application as approved by the Board of Directors.
- 3.4 Upon notification of successful grant award, the grantee shall forward the terms and grant funding check to the President and Treasurer.
- 3.5 The grantee shall request use of the funds as directed by the grant terms to achieve the stated objectives only.
- 3.6 The grantee shall ensure that the grant funds are expended within the time period as stated in the grant terms.
- 3.7 Requests for disbursement of grand funds shall be made to the Treasurer and shall clearly state the grant name and date and the funding category for the program activity.
- 3.8 The grantee shall submit reports to the grantor as defined in the grant terms and submit a copy to the Board of Directors. Reports shall be submitted to the Board of Directors no less than quarterly.
- 3.9 The grantee must meet with the President and Treasurer to reconcile the remaining funds sixty days prior to the expiration of the grant.