



Grant-Making Policy

Purpose

The purpose of this policy is to set out the principles, criteria, and processes that govern how the Dan Marino Foundation makes grants. It complements the Grant Monitoring Policy, which defines the basis on which the Foundation monitors funds. A grant is defined as a financial award the Foundation makes from its funds to support charitable activities, usually to registered charities, but sometimes to other bodies.

Introduction

The Dan Marino Foundation is a public foundation designated as a 501(c)3 whose mission is to empower individuals with autism and other developmental disabilities. It is governed by a volunteer board of directors. A staff team led by the Chief Executive Officer has delegated responsibility for day-to-day activities.

The directors ensure proper governance of the Foundation's grant-making:

- Through grant-making principles which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the Foundation's directors. These principles clarify that funds given are the Dan Marino Foundation's asset, albeit with degrees of restriction on their use, and that, where they are involved, donors are recommending grants, not awarding them.
- Through published grant-making criteria which set out the activities the directors wish to support in furtherance of the Foundation's charitable objectives. The criteria also include activities which the directors do not wish to support because they do not consider them to be in line with the Foundation's purpose. The directors accept that they will on some occasions make grants outside published criteria but that in all such cases the activity supported will be charitable in law.

Grant-Making Principles

The principles governing the Foundation's grant-making take into account the scale and range of its grants and strike a balance between proper oversight of decision-making and responsive customer service for both applicants and donors.

The principles are as follows:

- The Board of Directors has ultimate collective responsibility for all grant-making decisions in line with the Foundation's charitable purposes and any restrictions agreed with donors and funding partners.
- Directors may assign certain decision-making responsibilities to its sub-committees, Board members or staff within its scheme of delegation. Such delegated decisions are subject to scrutiny and review from time to time.
- Directors reserve the right to apply conditions to any grant.
- Directors also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable or would conflict with the Foundation's stated policies or damage its reputation.

Grant-Making Criteria

Process:

Directors aim for the Foundation's grant-making processes to be transparent and to address the interests of applicants and the wishes of donors and funding partners.

Evaluation:

Foundation staff will evaluate the grant applications and will typically conduct a site visit to an organization invited to submit a full proposal. Recommendations will then be submitted to the CEO and the Board of Directors who will make all funding decisions.

Location:

The Foundation currently prioritizes programs in Florida, with special emphasis in Miami-Dade and Broward Counties, and grants to organizations where there are strong relationships in our area, and the proposal has potential to achieve a substantial impact.

Funding criteria to apply:

- Must be a registered public charity and tax-exempt, and the work legally charitable.
- Must have a governing document (constitution, rules, memorandum, and articles of association etc.), a governing body of at least three unrelated individuals, and a bank account in your group's name with at least two unrelated signatories.

The Foundation will not fund:

- Individuals
- Contributions to general appeals
- Religious activity
- Administrative fees
- Political campaigns/lobbying
- Privately owned and profit-distributing companies or limited partnerships.

Funding Amount:

Grant sizes will vary based on the organization and scope of the program or project.

Grant Cycle:

The Foundation implements two (2) grant cycles each year OR sets grant timelines.

The Foundation issues Requests For Proposals (RFP) for specific area applications stating the purpose and amounts available.

The Foundation currently is not accepting unsolicited requests.



Grant Monitoring Policy

Policy

This policy applies to all grants awarded to the Dan Marino Foundation (DMF) and defines the expectations when monitoring private or federal grant funds.

Scope

The monitoring of programs is important to ensure that quality services are delivered, and outcomes met. Elements for review are designed to highlight a variety of performance areas in order to give a detailed picture of the strengths and identify areas of improvement for each program. Monitoring information is obtained through observation of activities; surveying staff, participants, and parents; and reviewing documentation. The Director of Funding and Grants, Director of Finance, CEO, and team members associated with the grants meet to review and evaluate the effectiveness of all funded programs through an established grant review process.

The monitoring of funds is important to ensure that all spending is appropriate and within the parameters of the grant. Before any expenditure relating to grants is made, a purchase order needs to be prepared and provided to management for approval ensuring the expenditure meets the grant parameters. The Director of Finance and CEO review revenue and expenses monthly to ensure proper recording and meeting of timelines. During the Foundation's annual audit process, outside auditors obtain confirmations from grant providers and review recording of expenses to ensure compliance.

Procedures/Guidelines

The goal of the monitoring policy is to allow DMF the ability to provide accurate data on grant performance throughout the life of the grant. In addition, grant monitoring ensures the appropriate use of funds, document that funds are spent effectively and efficiently to accomplish the intended purpose, funds are used in accordance with the terms of the award, and documentation of performance goals is complete.

Specific goals/objectives are to:

- Identify and track grant results
- Identify the technical assistance needs of the grant
- Ensure timely expenditure of grant funds
- Prevent fraud and abuse
- Identify innovative tools and techniques for the achievement of grant objectives
- Identify "best practices" to help assist in effective grant management