

Preservation Funds Donation and Grant Policy

The Northwest OCTA board may determine to allocate a portion of chapter funds for donations or grants to other (**non-profit**) volunteer trails or historical organizations, or groups providing services aligned with Northwest Chapter and OCTA preservation goals.

Donations

The NW OCTA board may choose without a written request to make a donation for a cause that meets chapter goals and objectives. An example might be a National OCTA endowment fund.

Grants

All grant requests must be provided to the board in writing, as indicated below. Requests for grants.

Requests are to be in writing, directed to the chapter president, and shall include:

- A specific amount.
- A clear description of the intended use of the grant funds.
- The name of all organizations involved in the project.
- The name of the lead organization or individual responsible for spending funds.
- A defined timetable for the completion of the activity.
- An indication if the NW OCTA funds will be sufficient to complete the project or if additional funds must be raised.

The board will approve grants; approval may be accomplished at a board meeting, by telephone or by e-mail. The president will collect and announce the voting results. A simple majority is required.

Preference in awarding grants.

Preference will be given to those projects that have the following characteristics:

- Can be completed within one year.
- Involve OCTA members.
- Have wide community support.
- Have the potential for favorable publicity.
 - Clearly fall within the definition of the OCTA Statement of Purpose.

Project Status Reports

The individual or organization responsible for the use of NW OCTA grant funds will provide a status or progress report to OCTA at least annually and/or upon completion of the project.

Membership Notification

The *Northwest Trails* newsletter editor will publish a notice of the grant award, including details as known. A follow-up article should be provided upon completion of the project.