

## Mini-Grant Programs Procedures

Last updated: 4/9/18

The SCRA mini--grants programs began in 2011 with programs initiated by the Public Policy Committee and the Practice Council. Today this has expanded to include four programs.

- Public Policy Committee – SCRA Public Policy Initiative Small Grants Program
- Practice Council – Community Mini-Grant Program
- Council on Education – Education Collaborative Mini-Grant Program
- Cultural, Ethnic and Racial Affairs Committee – Racial and Social Justice Mini-Grant Program

Each program has their own grant administrator. For the Policy Committee and CERA the chair of the committee has served in that position. COE and the Practice Council have appointed administrators.

Starting in 2017 responsibility for the mini-grants process was split between the grants administrators and the SCRA admin staff. This change was made to ease some of the burden on the grant administrators and to bring some uniformity to the mini-grants programs.

Calls for applications for each of the mini-grant programs will go out in the spring, after the Mid-Winter Meeting.

1. In late February of each year, after the approval of the budget at the Mid-winter meeting of the EC, the SCRA admin staff will draft the call for applications for each award program and send those announcements to the grant administrators of the four grants programs for approval and publication. Grant administrators are responsible for publicizing their call for applications through the SCRA listservs and the SCRA website. At the request of the grant administrators Rachel will publicize the announcements on SCRA social media platforms.
2. Policy, CERA, and Education have a deadline two months after the publication of the call for applications and will announce the award recipients by three months after the announcements. The Practice Council will accept applications on a rolling basis from announcement of the call until September 30th.
3. The Policy Committee and CERA both have an application attached to the announcement and interested applicants are told to send the applications to [minigrants@scra27.org](mailto:minigrants@scra27.org) Rachel will be answering that email address.
4. Both the Practice Council and the COE use an online pre-application and will determine who should submit a full application. The full applications should be sent to the admin staff at [minigrants@scra27.org](mailto:minigrants@scra27.org)
5. The admin staff will track the applications received in Google Drive. The applications will be placed in a mini-grant sub-folder of the relevant Google Drive folder and the grant administrators will be able to access your tracking sheet there.
6. Reviews will be completed by the respective committees, overseen by the grant administrators. Funded applications should be noted in the tracking sheet and given a Grant Award number (see below) and unfunded applications should be moved to a sub-folder in the Google Drive folder.
7. 5-digit Grant Award Numbers will be assigned to each funded grant. The first digit will

signify the grant program (CERA – 1; Education- 2; Policy – 3; Practice – 4), the next 2 digits will signify the year the grant was funded, and the last 2 digits will signify the number assigned to that particular proposal, like this:

*1-17-01 (a CERA grant, awarded in 2017, the first proposal funded)*

8. Grant administrators shall email the applicants to inform them the result of the reviews. Successful applicants should be informed of the following in the email:
  - a. They can apply for 80% of the funded amount using the instructions on the SCRA website here: <http://www.scra27.org/members1/reimbursement-form/>. Those instructions are also included on the next page of this document, however, grantees should be directed to the website since that will have the most current and accurate information.
  - b. All projects are expected to be completed within one year of funding.
  - c. They will need to complete a progress report six months after the first funds are awarded.
  - d. Final reports must be completed a year of the first funds are awarded. At this point the applicants may request reimbursement of the remaining 20% of the funds.
  - e. Any deviations from the plan or budget must be approved in writing by the grant administrator.
9. The admin staff will send out emails for progress reports six months after the award date. The reports will be filed in the relevant Google Drive folders and the grant administrators will be notified as they are received. The grant administrators shall review the reports and address any issues.
10. The admin will send out emails for final reports and final disbursement forms one year after the award date. This request for final reports will include a reminder of the process for receiving the final disbursement. Final reports will be placed in the relevant Google Drive folders and the grant administrators notified. Once the grant administrators have reviewed and approved the final report they will note that in the tracking sheet, and inform the admin staff.
11. Final reimbursement forms must be emailed to the [SCRA Treasurer](#), the grant administrator of the committee or council awarding the grant, and [minigrants@scra27.org](mailto:minigrants@scra27.org). The final disbursement will not be processed until the grant administrator sends his or her approval to the Treasurer.
12. Any requests for modifications or extensions may be sent to [minigrants@scra27.org](mailto:minigrants@scra27.org), or they may be sent directly to the grant administrators. In any case, those requests should be reviewed and acted upon by the relevant grant administrator and noted in the tracking sheet, and the admin staff should be informed of the outcome of the request.
13. Grant administrators will be responsible for publishing the results of the final reports on the SCRA website, TCP, and any other relevant outlets. They will also be responsible for reporting on the results of the grants to the EC as part of their regular MWM reports.

## DISBURSEMENTS FOR GRANT AWARDS (E.G., POLICY GRANTS, COMMUNITY MINI-GRANTS, CEP GRANTS)

**SCRA grantees are encouraged to have checks issued to their employer/institution or other organization** to avoid tax consequences associated with receiving the funds directly.

However, it is possible that the checks can be issued to the individual grantee directly. In that case, the individual grantee must choose one of the following three options:

1. Receive payment up front and provide a W-9 (see below) to APA and receive a 1099 tax form for the amount of the award from APA at the end of the year. You would then subtract any expenses associated with the award on your tax return to avoid paying taxes on income that was not really yours.
2. Receive payment up front, provide a W-9, and then submit receipts for expenses to APA. APA would then issue a 1099 only for the amount of the award not substantiated with receipts
3. Not receive payment up front, but apply for reimbursement of expenses as they occur. No W-9 or 1099 provided (except for individuals who were paid \$600 or more for their work).

In any case, when payment is requested of SCRA, the grantee should complete the APA [Disbursement/Reimbursement Form](#). In addition, all grantees should include a W-9 (see below), either for themselves (if using one of the options above) or for their institutions. Put the amount of the requested disbursement on line 27, Grants to Other Organizations, account #58020.

The [Disbursement/Reimbursement Form](#) **must** be sent in the original Excel format. Do not print convert it to a pdf.

Email the forms to the [SCRA Treasurer](#) **AND** to [minigrants@scra27.org](mailto:minigrants@scra27.org), **AND** to the Grant Administrator of the committee or council awarding the grant (the disbursement will not be processed without the approval of the Grant Administrator). If options 2 or 3 above are chosen, you must include digital copies of all receipts in your email.

You are responsible for keeping the original receipts.

### INTERNATIONAL MEMBERS

Follow the same instructions as above.. However, substitute the [W-8BEN Form](#) for the W-9 (for individuals, organizations should use the [W8-BEN-E](#)). You will receive a U.S. check unless you request a wire transfer. If you would prefer a wire transfer, you should email the completed "[International Wire Transfer](#)" form to the Treasurer. The cost of the wire transfer will be deducted from your grant.

### IMPORTANT! IRS FORMS

Anyone getting a disbursement not supported by receipts (e.g., grantees) choosing options #2 or #3 should submit a W-9 to APA along with their form (either by mail or email). **This is**

**true** whether or not the recipient is an individual or an institution. A W-9 a form is submitted by an income recipient to the issuer of payment identifying their SSN and address. You can use this link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

A 1099 is a tax form issued by a non-employer to a recipient indicating the amount of payment received by the recipient for the year – which the recipient submits with his/her tax return.