

12.17 Grant Development

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Director of Corporate Compliance be responsible for locating possible grant sources and for writing grant proposals.

Procedure:

The Director of Corporate Compliance shall actively seek possible grants and maintain a file of all related information and documentation.

The Director of Corporate Compliance will deliver all grant information to Senior Staff for review and approval.

If appropriate, the proposal will be presented to the Board of Trustees.

The Compliance Department will involve any staff needed to complete the proposal.

Senior Staff will review and approve all final submissions.

If a grant award is received, the administrative staff will assign any tasks required for fulfillment of grant terms.