



# Charitable Giving Policy Policy BWOD

## **Mission of Charitable Giving**

The Courageous Steps Project continues to expand into different communities by providing resources and awareness to organizations who have aspirations to help more children and young adults. In 2016, The Courageous Steps Project launched its' Charitable Giving initiative to give back to schools and non-profit organizations who continue to serve children and young adults with developmental challenges.

## **What are the eligibility requirements for schools?**

All schools are eligible to apply for the grant. Each school must submit a tax-exempt form on record that they can share with our organization, along with the completed application.

## **What are the eligibility requirements for non-profit organizations (501(c)3)?**

All non-profit 501(c)3 organizations are eligible to apply for the grant. Each non-profit 501(c)3 organization must submit their tax-exempt form on record that they can share with our organization, along with the completed application.

## **Charitable Giving Information**

The charitable giving initiative aims to support one to three organizations each year. The grant ranges from \$500.00 to \$1,500.00. These amounts are subject to change so please email our charitable giving initiative with any questions (information below).

## **Who is the designated person or committee for making a decision with Charitable Giving?**

The CEO/Executive Director of the organization will have the authority in making a final decision in who receives a Charitable Giving grant. The CEO/Executive Director will direct inquiries of a Charitable Giving grant to the board of directors if needed. If there is a conflict of interest with a board member and organization receiving a grant, then the CEO and/or board of directors will take action.



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### **What happens if the organization who is receiving a grant, does not accept the grant?**

If an organization does not accept a grant after final decision, the grant funds will be put back into the charitable giving fund for future potential grant use.

### **Where can the application be submitted?**

All applications will be available through our website ([www.thecourageousstepsproject.org](http://www.thecourageousstepsproject.org)), under the Charitable Giving section of our website.

### **How will grant payments be received?**

The CEO/Executive Director, or a board member, or designated person in relation to The Courageous Steps Project, will visit the school or organization to deliver the grant. If a representative of The Courageous Steps Project cannot come to the school to do a presentation, the check will simply be sent to the school.

### **What happens if the organization receiving the grant violates the agreement in the grant application?**

The Courageous Steps Project is committed to making sure that all parts of the grant applications are true and accurate. If an application is not accurate, in major ways, the CEO/Executive Director and Board of Directors have the right to terminate the application, and contact the organization for further discussions. The decision can only be made by the CEO/Executive Director and/or Board of Directors.

### **Contact Information**

If you have any questions, please contact our charitable giving initiative, at: [info@thecourageousstepsproject.org](mailto:info@thecourageousstepsproject.org).

Approved Signature of Executive Director: \_\_\_\_\_

Policy Effective Date: 10/08/2016