

Thousand Island Park Foundation, Inc.

Statement of Grantmaking Procedures

March 2025

As a matter of best practice, but more importantly, in consideration of IRS guidance regarding requirements of public charitable foundations described under IRC Section 509(a)(1) as publicly supported charities exempt under IRC Section 501(c)(3) and NYS NFP laws enacted since 2012 to modernize the governance and practices of NFPs in NYS, there are mandated and practical reasons to adopt grantmaking rules and procedures. As a Board, we adopted a grantmaking policy. This statement documents procedures to be followed in implementing that policy.

**Plan:** The Finance/Investment/Grantmaking Committee has been tasked with identifying the considerations in and process of adoption of grantmaking policy and procedures for the Board's action. A Grantmaking Committee exists to implement the policy adopted by the Board.

**Concepts:** A synopsis of the grantmaking procedures is included in the following list:

**Mission Statement/Vision Statement:** Publication on the TIFP website and in printed documentation disseminated in the T.I. Park community will be made by a clear and consistent articulation of TIFP mission goals and objectives and vision of how those goals and objectives will be accomplished in all aspects of operations of the Grantmaking Committee and Board of the TIFP. The statement follows:

As an independent registered NYS nonprofit corporation that maintains tax exempt status under IRC Sec. 501(c)(3) as a public charity described under IRC Sec. 509(a)(1), TIFP exists to receive and grow tax deductible donations of cash and property for the support of cultural, historical, educational, religious and recreational activities of other eligible NFPs in Thousand Island Park while preserving the history, heritage and infrastructure of historic property within Thousand Island Park. It is the vision of TIFP's volunteer Board of Directors to accomplish this mission by being supportive, collaborative, transparent and communicative with the T.I. Park community including the nonprofit organizations in the community and all members of the community.

**Eligibility Criteria:** Grantmaking policy provides specific qualifications a grantee must meet to be considered for a grant, including geographic location, mission program type, organization type, compliance and financial stability. Starting with an expression of interest in submitting a Grant Application, a grantee organization will be requested to submit a letter of intent from the organization's leadership which responds to the content instructions included in the Grant Application for such a letter. The letter, addressed to the TIFP President, will be shared with the

Grantmaking Committee for consideration of a recommendation to the Board of preliminary acceptance or denial of a Grant Application based on the Eligibility Criteria in the Grantmaking Policy. After consideration of the Committee's recommendation by the Board, the decision of the Board will be expressed in writing to the Applicant's leadership with explanation for the decision, including actions to address deficiencies, where appropriate.

**Grant Types:** Different categories of grants will be offered such as general operating support, program grants, capacity building grants or matching grants, each with specific requirements.

Factors the Committee will consider are information available regarding evidence of the purpose and sustainability of the program or project for which grant funds will be used, other elements of the Applicant's funding requirements, including financial support from the community or other sponsors, the Applicant's financial resources internally and from Board members, use of professional fundraising as an element of the support of the program or project, relevance to the mission of the Applicant, that of the TIPF mission and impact on the community and its perceived needs. Adherence to policy requirements will be addressed specifically and documented in the recommendation to the Board.

**Application Process:** Detailed instructions on how to submit a grant proposal including required data of project description, budget, evaluation plan and organizational details included in the Grant Application will be published in the Grant Application and any reference to the Grant Application made on the TIPF website and other documentation used to advertise the Grant Application to the community, including notifications provided to the NFP entities in the community.

Given the varying levels of ability of Applicants to meet documentation requirements in the Grant Application, the Committee and Board will adopt reasonable expectations and alternative means of verification of financial adequacy and sustainability of an Applicant's organization and program or project for which grant funds are requested. Trust but verify, however possible, will support judgments leading to recommendations.

A determination of noncompliance regarding tax-exempt status and NYS registration will lead to an offer of assistance to correct noncompliance. Similarly, inadequate or inappropriate fundraising plans of an Applicant will be addressed with an offer of consultation regarding adoption of appropriate fundraising procedures.

**Review Process:** Review and evaluation of grant applications will address criteria such as eligibility, alignment with TIPF's mission and that of the Applicant, project impact, organizational capacity, documentation of compliance and financial sustainability. A checklist will be utilized to document each of these considerations in a review including comments on the review criteria

verified. Documentation of negative comments should include the method of and results of corrections recommended to an Applicant.

An overall recommendation of approval or denial to the Board will be documented in a committee report to the Board to be addressed at a Board meeting after which the decision of the Board will be documented in a letter from the President to the Applicant.

**Grant Agreement:** At the discretion of the Board, a document outlining an agreement between TIPF and the Applicant of the terms and conditions of a grant award including specific use of funds, reporting requirements and compliance expectations will be considered where the size of the grant and complexity of the program or project warrant. Notification of the need and contents of such an agreement will be made clear to and accepted by the Applicant before a grant is approved and offered

**Monitoring and Evaluation:** At the discretion of the Board of TIPF, tracking the progress of funded projects including regular reporting by grantees and site visits to assess impact will be agreed to by the TIPF and the Applicant in advance of a grant's approval and offer. The grant agreement referred to above will document the method, timing and responsibilities of the parties as to carrying out and documenting the monitoring and evaluation of the program or project, cost and consequences of the monitoring and evaluation results. Because there is little likelihood of a grant being made by TIPF that would be subject to an "Expenditure Responsibility", as that term is applicable generally to grants of private foundations, the size and complexity of a grant will be a consideration by the Board as to the propriety of entering into a formal monitoring and evaluation procedure agreement. At the discretion of the Board, it may impose an informal monitoring and evaluation procedure for its own benefit with notification to and acceptance by the Applicant.

**Transparency:** TIPF will communicate grantmaking policy and procedures on the TIPF website, by documentation supplied to the community and by presentations to the potential Applicants to ensure transparency and accessibility for potential applicants. Equally important will be the publication of grants made and the impact on the community on the TIPF website and reports to the community.

**Inclusion:** TIPF will actively seek to address disparities in the funding of T.I. Park nonprofit entities by considering diverse perspectives and underserved needs in the community such as ADA requirements, safety and special needs of the members of the community. TIPF will collaborate with the T.I. Park Corporation and community members, including the Cottage Owners Association, in addressing needs that TIPF is capable of and appropriate to consider funding.

**Collaboration**: TIPF will partner with other funders and community organizations to maximize impact and to address complex issues and community needs, including by using community surveys and their evaluations.

**Compliance**: TIPF will comply with IRS and NYS laws, regulations and fiduciary responsibilities related to grantmaking for the proper oversight and management of grant funds. Strict procedures for “Expenditure Responsibility” mandated for private foundations, but voluntary for public foundations like the T. I. Park Foundation, will be followed in those rare instances such grants might be made.

The Finance/ Investment/ Committee:

Ned Adams

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