This document applies to grants, endowments, donations, or any submission for funding using the LCMGA name.

**STEPS**

1) Funding Seeker fills out Funding Checklist (see attached) outlining:
   - project or use of funds
   - organization to provide funds
   - eligibility and submission guidelines
   - terms and conditions
   - application deadlines
   - evaluation requirements

2) Funding Seeker presents completed checklist for board approval, either at a board meeting or electronically.

3) Upon receipt of approval, Funding Seeker completes grant application (with help from Grant Coordinator, if requested).

4) Grant Coordinator reviews application, offering suggestions, if applicable.

5) President, or designated representative, signs the application on behalf of LCMGA and provides a copy to the Grant Coordinator for filing.

6) If awarded, grant funds go to the LCMGA Treasurer and are disbursed in accordance with the terms of the grant.

7) Funding Seeker ensures grant funds are used properly and that evaluation requirements are met and keeps Grant Coordinator informed of the status of fund use and progress of evaluation requirements.

8) Grant Coordinator keeps Board informed of the status of all pending and successful funding applications and of potential, but untapped, resources.