**WHAT TO DO WHEN AN**

**ITEM IS PLACED ON THE AGENDA**

August 12, 2011

After the program staff has meet to determination recommendations for award or declination for the upcoming Committee agenda, they will provide the pending requests log with the disposition of each request indicated to the Program Assistant. They will also keep the Assistant updated after their Committee has met and made decisions so she is able to make the changes accordingly in the Gifts database and on the Budget Worksheet. The Program Assistant will keep the Grants Administrator informed when any changes are made. Each Committee will provide the Grants Administrator with the original committee minutes.

**Recommended for Declination**

Working from the information provided by the Program Officers, the Program Assistant searches Gifts to find each request (one at a time) and double clicks to open it.

Change status from Pending Staff Review to Staff Dec.

Change staff to whichever program officer will sign the declination letter (by Sector).

Add meeting date in meeting date field.

**Recommended for Award**

Working from the information provided by the Program Officers, the Program Assistant searches Gifts to find each request (one at a time) and double clicks to open it.

Change status from Pending Staff Review to Staff Recommends.

Change staff to whichever program officer will be preparing the GPR form.

Add meeting date in meeting date field.

Enter the amount recommended in the recommended amount field.

In the Codes tab, enter the Program Area down to the sub-category level.

After updating the Gifts database, the Program Assistant will add the recommendations to the Budget Worksheet, which is located in the current year directory (for 2011 it is at H:\WPDATA\2011\BUDWKS11.xls), and will have been set up by the Grants Administrator.

Each recommendation is listed by sector, and also uses a subsector code. The organization’s name is placed in the first column. The recommended amount is entered in the “Proposed” column – not the awarded coumn. The next column is the subsector code, and the last column represents which quarter the grant will be awarded in. Complete all of this information for each recommendation and be sure to update as soon as any changes are made to the recommendations. The total of each of the sector tabs will automatically pull into the summary tab.