**WHAT TO DO**

**WHEN A REQUEST IS PLACED ON THE**

**COMMITTEE AND/OR BOARD AGENDA**

February 18, 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, and they will provide the Grants Administrator with the original committee minutes.

**IN GIFTS**

Working from the information provided, the **Program Assistant** will search Gifts to find the request and then double click to open it.

*If Recommended for Declination*

Change status from Pending Staff Review to Staff Dec.

Change staff to whichever program officer will sign the declination letter.

Add meeting date in meeting date field.

The week before the Committee book will be assembled (or as requested), run the dec versus pending lists (See “How to Prepare Dec Lists). Knowing what requests remain on the pending log will help the program officers know if any additional requests need to be declined at this time.

As Committee Agenda book assembly time approaches, run the list of declinations by Program Area to be included in each Committee book.

As Board Agenda book assembly time approaches, run the list of declinations, updated from the Committee meetings, to be included in the Board book. (See “How to Prepare Dec Lists.”)

*If Recommended for Award*

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.

**The Grants Administrator will:**

Complete the Code tab:

Fund = Regular

Population Served = AR if the grant should be pulled into the Annual Report.

Population Served = WI if the grant should be pulled into the Report to Wisconsin
(and therefore also the Annual Report).

Population Served = NO if the grant will not be awarded out of the Program Budget.

Internal Program = Regular

If the Type of Support or Geographical Area fields have not been completed, she will
 complete those as well.

Close the Request screen. Focus, move to the Organization tab, focus and move back to the Requests tab. Look for a similar grant recently paid to this organization. Knowing how soon after being awarded and how many payments the grant was divided into for previous grants will help to determine the payment schedule for this potential grant. To schedule the payment, focus on the recommended grant and move to the payment tab. Add payments equal to the recommended amount, placing each on hold status. (See How to Schedule Grant Payments.)

**ON THE QUARTERLY SPREADSHEET**

The **Grants Administrator** will run an alphabetical report of all items being recommended on an upcoming agenda. From the “view” menu, she will select “Staff Recs for Speadsheet.” The criteria will be Status = Staff Recommends and Meeting Date = mo/dt/year. Select all and print the report.

Using this report, enter the information for the first five columns of the appropriate quarter’s tab on the Excel quarterly agenda spreadsheet (Organization Name, ID #, Program Area, Staff, and Amount Recommended).

Place an X in the Pay Scheduled and Gifts Coded columns as these tasks are completed for each recommendation.

This is also the time to run Charity Check (see Charity Check Process). Enter the date the Charity Check report was printed in the column so named. This will be helpful when preparing the Yellow Checklist. All Checklists are not prepared on the same day; recommendations will continue to be added and you will need to know which items still need attention.

While doing the Charity Check, look to see if we have an IRS tax exempt status determination letter on file. In the Det Let on File column, enter Yes or No accordingly. If no, enter note in payments field to request it, and change the Yes to No on the Yellow Checklist, making a notation that one will be requested.

Working from this checklist, various steps and requirements for each of the recommendations can be tracked and additional recommendations can easily be added to the agenda, allowing the various steps to be completed as time permits.

While the organization’s record is open for updating the tax information, move to the Coding tab to see if any Director names are noted in the “Conflict” field. If there is, enter the last name of the Director affiliated with the organization in the appropriate column of the spreadsheet. This information will also be needed when the Yellow Checklist is prepared.

Place an X in the Committee Minute column after you have compared the Committee minutes of the Implementation & Impact, Ideas & Institutions, and Legacy sectors to the recommendations in the Gifts database, on the spreadsheet, and in the Board agenda book.

Close to the Board meeting, prepare the Yellow Checklists. Using the view “Alpha Staff Recs,” run a search using criteria Meeting Date and Staff Recommends. Select all and from the correspondence icon at the top of the screen, choose Yellow Checklist. Move through the merge screen, being sure to select “record activity” and “save document to file.” This will create one document containing all of the recommendations in alphabetical order. Refer to the information on the Agenda Spreadsheet as you edit each request’s checklist. You will also use the database. In the case of non-publicly supported organizations, remember to change the default tax status of “publicly supported” to the correct status, noting any expenditure accounting requirements on the second page. Keep in mind foreign organizations also require Expenditure Accounting.

When payments have been scheduled, periodically verify that the recommended amounts equal the scheduled payment amounts. The **Program Assistant** will try to keep the Grants Administrator apprised of any changes to the recommendations.

**ON THE BUDGET WORKSHEET**

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. 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.

When the recommendations are awarded at a Board meeting, the **Grants Administrator** moves them to the Awarded column, being sure to change any amounts that might differ from the recommended amount. When this task is complete, the proposed column will probably be zero.

Sector sheets only contain items awarded by the Board and are part of each Sector’s annual budget. The **Grants Administrator** will update the GCCs and special grants on the summary sheet as they occur.