



Lucas County Human Trafficking Coalition

Grant Policies and Procedures

The Grants Committee was established to support the charitable efforts of the Lucas County Human Trafficking Coalition (LCHTC). Funding is made possible through the generous contributions of members of the LCHTC and its friends.

POLICIES

- The LCHTC only considers projects which support anti-trafficking programs, with emphasis on victim services. Organizations may only apply for a grant one time each calendar year. Funds may be approved for programming that reaches out to new or different clients or a new program. Projects that include the personal, volunteer involvement of members of the LCHTC are encouraged.
No Operational Expenses will be funded. Operational Expenses include but are not limited to, staffing, office space, office supplies, postage, and similar.
Funding for debt repayment, fundraising purposes (fundraising events) and lines of credit will not be considered. Debt repayment is considered a program, project or purchase that has already been expensed prior to approval of the LCHTC grant. Endowments will not be funded.
- Projects that will have an impact in Lucas County or throughout the Northwest Ohio region are preferred over those that will impact areas served by other anti-trafficking coalitions.
- Applicants must be sponsored by an LCHTC member in good standing, as defined by the LCHTC Executive Committee. In the event that a member of the Grants Committee have a vested interest in an applicant, they must disclose this connection to the Committee and may be excused from the review of this application.
- Applicants agree to cooperate, upon request, with a project update to the full body of the LCHTC, in order to determine compliance with stated purposes and goals. Such updates will be presented at a monthly LCHTC meeting as scheduled.
- No member or committee shall commit the LCHTC to any expenditure of funds without prior approval of the Grants Committee and Co-Chairs.
- Funding will be limited to \$2,000 for grants, with 2 awards each funding cycle. Only Non-Profit organizations may apply for grants. However, agencies are encouraged to apply on behalf of victims, with the understanding that they will be responsible for compliance and reporting.
- The Grants Committee observes the following funding periods: Application deadlines are March 1st and September 1st each year. Applicants will be notified of the status of the application within 4 weeks of the application deadline. If awarded, award will be sent within 2 weeks of signed Grant Agreement.
- Multiple year commitments are prohibited and applicants may only apply for a grant one time each calendar year.

- Grant applications and reports are to be submitted electronically via lchtc.org.
- It is the obligation of the Grants Committee to verify the use of funds, obtain photos and other documentation as required and to evaluate the effectiveness of each grant.
- Upon award, the applicant is required to submit the following documentation: signed Grant Agreement (due prior to distribution of funds), attendance and brief report to the Coalition body (as scheduled by the Grants Committee) and Final Program Report (due 12 months post award)

PROCEDURES

- All applicants must furnish 1 electronic copy with supporting information via the online application. The Grants Committee will distribute the application with attachments to the appropriate parties.
- Application should include (a) Mission Statement or comparable statement of purpose, (b) evidence of 501(c)3 or comparable status under the IRS code, IRS letter, (c) a brief project budget and narrative (d) a project description outlining the intended use of funds. Forms outlining the above will be found at lchtc.org.
- Applicants whose projects are approved will be expected to sign a grant agreement in order to receive a disbursement. Upon signing the grant agreement, they agree to comply with reporting guidelines and to complete and return a final report at the end of the 12-month project period. Funding approved must be expensed within 12 months of receipt of funds. Funds approved are subject to the grant agreement guidelines and cannot be implemented until the LCHTC approves funding. The LCHTC will not approve concurrent grants to the same organization - those organizations receiving funding cannot apply for another grant until their 12-month award cycle has completed.
- The Grants Committee reviews each project and make their recommendations to the Executive Committee. The Executive Committee again reviews each recommendation to determines the final allocations. Grants that are approved at the committee level but cannot be funded due to limitations on funds available at the Executive Committee level may be held over to the next cycle to be reassessed against all the other grants approved by the committee in that cycle. No guarantee of funding will be committed by any committee or member. All funds distributed will be approved by the Executive Committee and the Treasurer.

To request application materials or for additional information, contact:

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