

State Executive Commission on Community Services Grants Policies

(1) Grants will only be made to entities with an established audit procedure. The completed grant application form must be accompanied by a statement on the letterhead of the grant recipient organization, signed by the highest ranking official within the organization, indicating the date of the organization's last audit, name of the auditor, and the anticipated date of the next audit. **An audit statement is not required of the following: (1) a public school, school board, two year college or university; or (2) a state entity or local government.** All grant recipients shall agree to make all audits available upon request.

(2) In completing the Project Description on the grant application, if the grant recipient is a public school, school board, two-year college or university, or a state entity or local government) whose chief administrator is not a legislator, and the grant is not being requested for a specific project, "for such purposes as authorized by Section 41-24-3 of the Code of Alabama, 1975" is an adequate project description and no further detail or description is required. **All other grant applications must be for a specific project and the project description on the grant application must comply with the requirements of (3) below.**

(3) In addition to grants to public schools, school boards, two-year colleges or universities and state entities or local governments, "for such purposes as authorized by Section 41-24-3 of the Code of Alabama, 1975", the Executive Commission will consider grant applications for public educational entities, for state entities or local governments, or for non-governmental organizations that have a tax I D number for a specific project or purpose. However, all such grant applications must include an adequate project description. The project description on such grant applications must include:

- (a) the purpose promoted by the project for which funding is requested; the purpose must be at least one of the purposes for which grants can be made pursuant to Section 41-24-3 of the Code of Alabama, 1975 which are stated in (8) below
- (b) specifically what the grant will purchase
- (c) specific service(s) to be provided
- (d) who will receive the services (target group)
- (e) if the grant request is to fund scholarships, state:
 - a. the number to be given
 - b. criteria for receiving
 - c. how and by whom recipients will be selected
- (f) if the grant request is to fund "incentives" or "awards" provide the specific nature and purpose of the incentive or award (examples: "to purchase plaques for student recognition day" or "to purchase pizza for students to reward attainment of attendance goals"). The Commission will not approve grants for direct cash incentives or awards.

(4) The Executive Commission will not approve grant applications if the grant recipient is a religious organization or a foundation or organization established by and/or controlled by a legislator. The Commission will, however, consider grant applications if the grant recipient is a Head Start Program, day care center, or is a foundation or organization other than those excluded in the previous sentence and the project description includes all the information enumerated in (3) above relevant to the grant proposal.

(5) Local or regional groups normally funded through an appropriation to an umbrella agency or state agency should identify the check recipient as that agency, rather than the local branch or group itself. For example, grants for local sickle cell groups, cerebral palsy groups, or tourist or historical attractions should designate the corresponding state or public agency, i.e., the Sickle Cell Oversight and Regulatory Commission, the Department of Rehabilitation Services (cerebral palsy), the Alabama Bureau of Tourism and Travel or the Alabama Historical Commission as the check recipient, rather than the local entity. The local entity grant recipient should be identified in the project description.

(6) Grants to the same school or school system, state entity or local government for the same project or purpose, sponsored by the same legislator, will be made with one grant check. For example, if 20 teachers at a school each request \$250 for reading materials the school should submit only one grant application, requesting \$5,000, to be allocated equally among 20 teachers for reading materials. The school may provide a list to the sponsoring legislator identifying each teacher. The grant application form encourages grant recipients to coordinate appropriate public recognitions with legislator grant sponsors.

(7) An application which is incomplete for any reason delays final disposition of the application. Oversights which have resulted in unnecessary delays have included failure to check "yes" or "no" to the question of whether the grant applicant knows of a relative of a legislator or a relative of a member of the Executive Commission who is associated with the grant recipient and failure of the legislator sponsor to sign the grant application. Please be sure the relative question is answered and the application is signed by the legislator sponsor before it is submitted.

(8) Alabama community services grants funded from the State General Fund may be made only for the following purposes according to Sections 29-2-120 and Section 41-24-3 Code of Alabama, 1975: 1) To enhance the education of the citizenry through activities, expenditures for capital improvements or equipment, that promote literacy, learning, arts appreciation, public health and mental health; 2) to promote activities that provide human and social services which reduce the hardships of old age, poor health or poverty; 3) to promote the marketability, yield or quality of Alabama-produced agricultural commodities; and 4) to promote the preservation, restoration, development and propagation of Alabama's natural resources, recreational facilities, environment, history, culture, transportation lanes, tourism, public safety, historic landmarks and buildings.

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