



InterFaith Alliance of the Southwest Grant Policy

Purpose: To establish guidelines for seeking, processing, and managing grants IFASW. This policy ensures that all grants align with IFASW's mission and are pursued, managed, and reported in a responsible and ethical manner.

Seeking Grants

- The IFASW Council and Executive Director will identify grant opportunities that align with the organization's mission, programs, and strategic objectives.
- All grant opportunities must be reviewed by the IFASW Council before submission, especially grant applications requiring significant commitments (e.g., matching funds, new staffing, long-term obligations).
- Whenever possible, IFASW will prioritize grants that enhance its capacity for interfaith dialogue, community service, and social justice advocacy.

Processing Grant Applications

- A designated individual will be responsible for drafting and submitting grant applications.
- Copies of all submitted grant applications will be maintained for record-keeping purposes.
- Upon award notification, the Executive Director will inform the Council and develop an implementation and reporting plan.

4. Managing Grant Funds

- All grant funds must be used strictly for the purposes outlined in the grant agreement.
- The Treasurer, in coordination with the Executive Director, will oversee financial management and reporting of grant funds.
- Grant expenditures must comply with the funder's requirements and IFASW's financial policies.
- Regular grant reports will be submitted to the funder as required, and financial records will be maintained for transparency and auditing purposes.

5. Paying Grant Writers

- Grant writers may be compensated either through an hourly rate, flat fee, or negotiated contract approved by the IFASW Council.
- Payment must be based on the scope of work performed and cannot be contingent on the success of the grant application, in compliance with nonprofit ethical standards.
- If volunteer grant writers are used, IFASW will acknowledge their contributions appropriately.
- All agreements with grant writers must be documented in writing and signed by both parties.

6. Compliance and Accountability

- IFASW will ensure full compliance with grant terms and conditions.
- The Executive Director and Treasurer will be responsible for maintaining transparency and financial accountability in all grant-related activities.
- Any conflicts of interest related to grants or grant writing must be disclosed to the Council.