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AWARD MANAGEMENT & PROCEDURES

The Award Policy is designed to assess and ensure the extent to which awarding financial resources and/or material items is consistent with Powerful Purpose's (the Organization's) mission and strategic priorities.

I. PURPOSE

- A. To create a standardized process for application, approval, accounting, administration, and reporting for awards.
- B. To identify roles and responsibilities in managing awards.

II. BACKGROUND

"Youth Advocate" for the purpose of the Organization is defined as a person who acts in the best interests of the youth that they are working with. The overall purpose of a Youth Advocate is to ensure that youth maintain their human rights while aiding in skill development in all areas of life such as education, health, housing, employment, relationships, etc. Youth advocates could be but are not limited to: teachers; coaches; school administrators; counselors; after school coordinators; learning consultants; Diversity, Equity, Inclusion, and Justice (DEIJ) coordinators; Title I coordinators; and behavioral specialists.

"Award" is defined as a contribution of cash or other asset(s) to be used or expended for a specific purpose or activity which a Youth Advocate deems necessary for a youth in need to actualize their dreams. Awards received by the Youth Advocate are restricted awards to be used for specified supplies, resources, ancillary and/or extracurricular activities. The award will generally specify the time period for completion and requires

POWERFUL

Purpose »————»

submission of progress reports and/or a final report at the end of the specified award period.

III. APPROPRIATE USES OF AWARDED FUNDING

Youth Advocates shall submit applications for awards:

- A. Complying with the current Organization's mission and strategic objectives.
- B. Meeting the program specifications.
- C. Minimum of \$50 in value and no greater than \$1,250 per youth per fiscal year receiving benefit.
 - a. Awarded funds and supplies must meet the needs of youth while appropriately stewarding resources and ensuring the Organization can impact as many youth in need as possible.

IV. AWARD APPLICATION PROCESS

After evaluating the criteria listed above, a Youth Advocate identifies a child(ren), finds a program award they wish to apply for, and then completes the appropriate award form (see attachments 1, 2, 3, and 4).

The Executive Director reviews applications on a case-by-case basis, taking into consideration the benefits of the program to the youth plus the ongoing impacts on the youth when the award is no longer available.

POWERFUL *Purpose* »————»

When an award application is approved, an award report is prepared for the Program and Services committee to notify the committee an award has been made. The award report will identify which program funds will be expended and will include an updated financial forecast.

At the conclusion of the award period, the Youth Advocate will submit a close out document to the Executive Director of the Organization, within seven business days of the close out date.

At the conclusion of the award period, there will be no ongoing commitments or obligations related to the program and/or project unless previously planned and/or appropriated.

V. EXECUTIVE DIRECTOR RESPONSIBILITIES

The Executive Director is responsible for:

- A. Assisting in the initiation and development of programs in conjunction with the Program and Services committee.
- B. Setting up each program as a separate account in the Organization's financial system.
- C. Reviews applications on a case-by-case basis, taking into consideration the benefits of the program to the youth plus the ongoing impacts on the youth when the award is no longer available.
- D. Evaluates requests for funds and supplies to ensure that awards meet the needs of youth while appropriately stewarding

POWERFUL

Purpose »————»

resources and ensuring the Organization can impact as many youth in need as possible.

- E. Notify Youth Advocates when applications are denied.
- F. Notify Youth Advocates when awards are granted.
- G. Managing programs after awards have been granted, including compliance with award provisions.
- H. Ensuring award expenditures are accurately recorded in the Organization's financial system.
- I. Complying with all relative procedures.
- J. Creating award files and ensuring award files include all relevant documentation and are scanned and uploaded to the Program and Services shared drive.
- K. Coordinating execution of award documents.
- L. Preparing financial and program reports.
- M. Identifying all award compliance requirements and developing appropriate mechanisms to track compliance.
- N. Coordinating any information requested, including on-site audits, during or after award period (if deemed appropriate).
- O. Preparing and implementing a Corrective Action Plan for any findings noted in any audit.
- P. Notifying the Program and Services committee of unexpended award funds.
 - a. Reviewing the award documents to determine if the remaining award funds are eligible to pay other expenditures.
 - b. Providing a written explanation why funds were not fully utilized.

POWERFUL

Purpose »————»

When applications are denied, the Executive Director will provide a summary to the Program and Services committee before notifying Youth Advocate.

VI. BOARD COMMITTEE RESPONSIBILITIES

The following are responsibilities of the Executive Director in conjunction with the Finance & Program and Services Committees:

A. Finance Committee:

- a. Ensuring program contributions and expenditures are accurate in the financial system.
- b. Working together to prepare program revenue and expenditure projections for the annual budget and quarterly updated financial forecasts.

B. Program and Services:

- a. Review and distribute award status reports to the Board of Directors for each program. The reports should include:
 - i. Program specific
 1. School District
 2. Number of Youth Advocates
 3. Type of Youth Advocate
 4. Total amount expended
 5. Overview of awards
 6. Award period
 7. Awards YTD
 8. Award balance available for future expenditures
 9. Number of denied applications

POWERFUL

Purpose »»» —————»

10. Number of applications pending review

C. Community Engagement Committee:

- a. Marketing the success of programs and awards
- b. Sharing the stories of awards with current and prospective donors

VIII. AWARD CLOSE-OUT

All Youth Advocates must comply with the formal award close-out procedures. The Executive Director will schedule a meeting with the Youth Advocate to close the award file. This meeting is to ensure:

- 1. The award was satisfied through financial and award period requirements.
- 2. Award close-out documents (attachment 5) have been identified, completed and submitted.

ATTACHMENTS:

Supplies and Resources Application	1
Extracurricular Activity Application	2
Ancillary Services Application	3
Seasons of Hope Application	4
Award Close-out Form	5