

COMMUNITY CORRECTIONS COUNCIL

**GRANT SUPPORT REVIEW COMMITTEE**

MARCH 2010

Membership

1. The Grant Support Review Committee shall consist of three Council members appointed by the Chairperson and approved by the Council.

Procedures

1. A written request for support is submitted to Council staff.
2. The Executive Director informs the committee of the request, the request is e-mailed to the committee members, and a meeting date is set to discuss actions.
3. The committee meets and/or phone conferences to discuss the request.
4. If the requestor formally makes a presentation, a 15 minute time limit on the formal presentation will be imposed.
5. The committee decides whether to support the request based on whether the request is consistent with the mission, goals and objectives of the Council.
6. If a request goes beyond asking for a letter of endorsement and asks for financial support or other official action by the Council, the Committee shall review the request and forward a recommendation to the full Council for discussion at the next regular Council meeting.

7. If supported, the Executive Director will draft a letter of support on behalf of the Council on Council letterhead, sign, and give to the requestor.
8. Any action will be reported to the Council at the next regular Council meeting.

### Requirements - Applications for Support

Requests for support shall include the following information in electronic format:

1. Basic organizational information — a brief statement of the requestor's organization's mission, leadership, and contact information;
2. Requestor's program information — a brief description of the population and the community served, major program emphases and accomplishments (if not a start-up), summary data that demonstrate program impact, and future objectives;
3. Funding information — the total dollar amount, duration, and type of support (i.e., grant and/or investment) requested; the total organization budget; and other major funding sources, including amounts of approved grants from private (philanthropic and corporate), public, or other sources.
4. Entity a letter of support would go to – the name, address, and any other relevant information about the organization the Council's letter of support would be addressed to. If the request is for a general letter of support with no entity specified, the request shall provide that information