

Guidelines for CATR-Related Funding Applications

It is understood that the CATR Board owns and maintains governance over successfully obtained funding that resides in CATR's bank account, or the Board explicitly delegates oversight to a Board Member or Board Committee that reports regularly to the Board about the funding and its usage. It may be advisable to make the funding agency aware of this governance principle in the application. The Board will support and advise the grant-writer(s) and recognize the importance of giving fair credit to anyone contributing their time to funding applications on CATR's behalf.

Given that there must always be a fair and accurate representation of CATR to any funding agency, including any promises made of CATR in the application, when a grant or other funding is to be applied for on behalf of CATR or in CATR's name, or if such funding is to reside for any amount of time in a CATR bank account, the CATR Board will adhere to the following amount-based funding application guidelines, regardless of whether CATR has applied for the same or similar funding in the past:

<i>Allowable Grant Author(s) / Principal Investigator(s) must be any elected or appointed Board Member(s), or CATR member(s) in good standing designated by a Board Member.</i>	
Grant Amount Requested	Approval / Oversight
\$25,000 or less	<p><i>prior to beginning the application process:</i></p> <ul style="list-style-type: none"> • agreement in writing (could be by email) from President OR Treasurer
\$25,001-\$50,000	<p><i>prior to beginning the application process:</i></p> <ul style="list-style-type: none"> • agreement in writing (could be by email) from President AND Treasurer; AND • all elected Board Members are made aware, in writing, of the purposes of the application and the funding agency's application criteria and are given at least five (5) business days, from the time of being made aware, to respond • if there is significant concern raised by Board members, the President engages the Board in a timely discussion and vote to allow the grant to be written and submitted, or declines to pursue the application further
\$50,001+	<p><i>prior to beginning the application process:</i></p> <ul style="list-style-type: none"> • agreement in writing (could be by email) from President AND Treasurer; AND • majority Board vote to permit the funding application to be written <p><i>then, before submission:</i></p> <ul style="list-style-type: none"> • an ad hoc committee of Board members, formed by the President, reviews the completed application at least ten (10) business days before submission to determine whether the application should be submitted, revised, or abandoned
<p><i>If there is an individual circumstance in which the President or Treasurer believes that this rubric should not apply to a particular funding application, a majority Board vote <u>in advance of beginning the funding application process</u> will specify who is permitted to apply for the funding and the level of oversight and approval needed on this particular occasion.</i></p>	