



Guidelines for Grant Fund Expenditures

The Prader-Willi California Foundation (the Grantor) intends that grant funds provided to group home operators (the Grantee) be used to acquire tangible items such as furniture, appliances, household furnishings, entertainment and exercise equipment, and recreational items, which are for the direct benefit, comfort and pleasure of persons with Prader-Willi syndrome. Such items also could be relocated to another residential facility for persons with Prader-Willi syndrome, if such a move was deemed desirable by Grantee.

PWCF does not intend that grant funds be expended for intangible items such as services, salaries, training, or consultation fees. Further, PWCF does not intend that grant funds be used for real property or leasehold improvements, which would stay with the property if the group home were relocated. (See Note below).

The Grantee shall, as a condition of accepting the grant funds, provide a report to PWCF on how the grant funds were expended. As a minimum, the report shall consist of an itemized list of expenditures, together with receipts (or clear and legible copies of receipts) for all expenditures). This report shall be prepared and submitted to PWCF's Treasurer within 10 days after the final expenditure, but not later than 90 days after the grant funds are received.

NOTE: PWCF, from time to time, does make available interest-free loans for the purpose of assisting potential group home operators in acquiring or improving real property for a group home which is dedicated to caring for persons with Prader-Willi syndrome. Interested parties may contact the Executive Director to inquire about these loans.

Adopted by the Board 2003



Grant Request Process

The Board of Directors of Prader-Willi California Foundation (PWCF) hereby approves the following Grant Request Process:

1. All requests for funds must be typewritten and forwarded to:

Prader-Willi California Foundation
1855 First Avenue, Suite 201
San Diego, CA 92101

2. For funds to be appropriated at a regularly scheduled board meeting, requests must be received no later than 3 weeks in advance of the next meeting.

3. The Board shall have absolute discretion in determining whether or not the request is appropriate for funding by PWCF. In no event however, shall funds be appropriated for use which does not directly assist the lives of those who have the Prader-Willi syndrome.

4. The Board may, from time to time, or at the time of granting, request that periodic reports be filed with the Board and/or site visits by various Board members to verify the use of the funds so granted.

5. No funds shall be approved unless the majority of the members of the Board approves. Approval may be through proxy vote or in person.

6. In the event of an emergency, as declared by the President of PWCF, a telephone poll may be used. An emergency would exist where, by waiting until the next regularly scheduled Board meeting, irreparable harm would result should a grant request not be acted upon immediately.

Original Procedure Approved December 1995

Updated February 2022



GRANT APPLICATION

Organization

_____ **Mailing**

Address _____

Email _____ **Phone** _____

Contact Person (Name & Title) _____

Contact Person Phone (if different from Organization) _____

Estimated Project Cost \$ _____

Grant Request \$ _____

Concisely describe the following:

1. Purpose and/or activities provided by organization:

2. Project for which funding is requested:

3. Other funding sources (if needed to complete project):

4. Number of people to be served by project:

5. How effectiveness of project will be measured: