



The Funding Development is a sub-committee of the Sovereign Lake Nordic Club Finance Committee. It is responsible to the Board of Directors; reporting to the monthly Board meetings.

#### **PURPOSE:**

The purpose of the Funding Development Committee is to centrally manage all aspects of identifying, applying and tracking various grants to support the operations of Sovereign Lake Nordic Club.

#### **CORE RESPONSIBILITIES:**

1. Work with the GM to maintain a “needs and wants” list of both capital and operating items.
2. Identify grant opportunities and research SLNC’s eligibility
3. Prepare and submit grants after approval by Finance Committee
4. Maintain a current account of all current grants and their status.
5. Maintain a folder of previous grant applications and supporting documents to help save time on new applications (e.g. enabling “cut and paste” of basic information on SLNC or project descriptions).
6. Ensure all necessary reporting is completed for any grants received, for example annual Gaming Summaries. The committee will review upcoming reporting requirements at least quarterly.

#### **WORKFLOW:**

1. **Grant Identification**
  - Conduct searches to identify potential grants for SLNC.
2. **Eligibility Assessment**
  - Research SLNC’s eligibility for identified grants.
3. **Review and Approval**
  - If SLNC is eligible, the Chair will present the grant opportunity to the Finance Committee (FC) for review.
  - The FC will determine the specific project or purpose for the grant request.
    - In cases of disagreement about the grant request, the FC will escalate the decision to the Board of Directors (BOD).
4. **Grant Application**
  - Prepare and submit grant applications.
5. **Grant Tracking and Reporting**
  - Maintain a table or chart of all active grants and their statuses.
  - Present this information to the BOD at each meeting in a written report and in person once a year.

#### **COMMITTEE MEMBERSHIP:**

The Committee includes a Chair and two to four other members. The Chair does not need to be a Board member, but one Board member will act as the Committee's Sponsor. The General Manager or their designate will attend meetings and assist as needed but not a Committee member.

**COMMITTEE MEETING SCHEDULE:**

The funding development committee shall meet 3 times per year on approximately September 7, December 7, and March 7.

**ADDITIONAL CLARIFICATION OF ROLES AND RESPONSIBILITIES**

The Committee does not get involved in SLNC's main revenue streams such as the sale of seasons passes, day tickets, lessons, merchandise, food, and program fees.