

The following procedure will be followed for Optimist International to receive grants directed through either of the Optimist International Foundations:

- A. Approval by the Optimist International Board of Directors with a request for approval
by the Optimist International Foundation Board of Directors.
- B. Approval by the Optimist International Foundation Board of Directors.
- C. Payment to Optimist International will be upon receipt of a completed Foundation Grant Payment Request form.
- D. The appropriate motion for the Optimist International Board of Directors will be: "Move that the Optimist International Foundation be requested to accept the grant from the (XYZ) corporation and that funds from said grant be disbursed to Optimist International upon completion of the appropriate Foundation Grant Payment Request form(s). With the acceptance of said grant the Board of Directors of the Optimist International Foundation realizes there may be an amount, agreeable to the grantor and/or Optimist International, indicated in the Foundation Grant Payment Request for Optimist International to administer the program for which the grant is obtained and that said amount will be paid upon submission of the appropriate Foundation Grant Payment Request form".
- E. The ultimate determining factor as to the utilization of either of the Optimist International Foundations for such a grant will be that the appropriate Optimist International Foundation is allowed sufficient control of the funds that said funds will qualify as revenue for the Foundation.
- F. If funds secured through either of the Foundations do not qualify as revenue to said Foundation such funds will be considered as "pass through" funds and will be disbursed to Optimist International upon receipt of a "memo" type request from Optimist International to the Foundation(s).

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