

The following procedure will be followed for Optimist International to receive grants from the Optimist International Foundations:

1. All requests to the Optimist International Foundations for an appropriation for the funding of a program or programs of Optimist International shall be submitted to the foundations as a request of the Board of Directors of Optimist International.
2. Requests for an appropriation for the funding of a program or project of Optimist International should originate with or be reviewed by the appropriate Optimist International Committee or Committees. If referred, the Chairman of the Committee or Committees will present such programs or projects to the Board of Directors of Optimist International following the procedures outlined in Optimist International Policy I-94.
3. Requests for funding for programs or projects by the Optimist International foundations will be submitted to the Board of Directors of Optimist International to determine their merits and to ascertain if such programs or projects fall within the charitable, literary or educational purposes of Optimist International, the Articles of Incorporation of the Optimist International Foundation, more specifically paragraph "6. Restrictions: h. Use of Funds: No part of the funds of this corporation shall be used for the general purposes of OPTIMIST INTERNATIONAL."

It is preferred that all funding requirements be identified during the December meeting of the Board of Directors of Optimist International preceding the fiscal year in which funds will be required.

4. Immediately following the March meeting of the Board of Directors of Optimist International, the Executive Director of Optimist International will submit or cause to be submitted Appropriation/Funding Requests to the Executive Director of the Optimist International Foundations for those programs and projects the Board of Directors of Optimist International has deemed to be fundable under the criteria outlined in Item 3 above.
5. Upon receipt of the Appropriation/Funding Requests referred to in Item 4, the Executive Director of the Optimist International Foundations will submit all programs and projects to the Boards of Directors of the Optimist International Foundations for review during the next meeting of the Boards of Directors of the Optimist International Foundations.

The purpose of the review by the Boards of Directors of the Optimist International Foundations is to determine if there is agreement in the programs or projects fitting within the literary, charitable, or educational purposes of Optimist International and to clarify any differences.

The Executive Director of the Foundations will communicate the results of said review to the Executive Director of Optimist International immediately.

6. The Board of Directors of Optimist International will evaluate and act on any additional programs and prioritize the funding of all programs and projects during their second regularly scheduled meeting of the fiscal year.
7. Immediately following the second meeting of the Board of Directors of Optimist International, the Executive Director of Optimist International will submit or cause to be submitted the Prioritized List to the Executive Director of the Optimist International Foundations.
8. The Boards of Directors of the Optimist International Foundations will review the Prioritized List during their meeting held in conjunction with the Optimist International Convention.

The President or the Executive Director of the Optimist International Foundations will report immediately to the President or Executive Director of Optimist International any exceptions or concerns the Boards of Directors of the Optimist International Foundations may have regarding any program or project on the Priority List.

9. Upon expenditure of funds on a project or program funded by an approved grant from the Optimist International Foundations, the Executive Director of Optimist International will submit or cause to be submitted to the Optimist International Foundations a Foundation Grant Payment Request. Said requests will be submitted in a format that will reflect the intent of Optimist International Policy I-94 and protect the fiduciary responsibilities of the Boards of Directors of Optimist International and the Optimist International Foundations.

Nothing in this policy should be interpreted to prevent the Boards of Directors of Optimist International and the Optimist International Foundations from acting on grants for programs or projects at regular or special meetings of said Boards. Nor, does this policy alter Optimist International Policy I-115 dealing with designated funds from sources other than the Optimist International Foundations for appropriate programs of Optimist International.

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