



**POLICIES AND STANDING RULES**  
**of the**  
**YOUNGER WOMAN'S CLUB CHARITIES GROUP** *revised August 2016*

1. Grant consideration will be given only to those organizations that can demonstrate that they have been granted tax-exempt status from the Internal Revenue Service.
2. Grant monies must be spent to aid people of the greater Louisville area. No grant monies may be sent to a national organization.
3. Grant requests may not exceed \$5000.00. Actual award amounts may vary. Proposals that are over the \$5000.00 maximum request amount will not be accepted.
4. Grants will not be awarded for the purpose of research.
5. Grants will not be awarded for custodial expenses, such as ongoing maintenance or janitorial services.
6. Grants will not be awarded for expenses incurred before the final allocation date.
7. Grants will not be maintained automatically year after year.
8. All grant applicants must submit a properly completed Grant Application, including all documentation required, to the Younger Woman's Club Charities Group by the required date in order to be considered for a grant. Organizations turning in incomplete or late Grant Applications will not be considered.
9. The Chair, the Co-Chair, and any members of the Younger Woman's Club Charities Group designated by the Chair will review completed Grant Applications and applicants' adherence to such Policies and Standing Rules to determine which organizations will receive a visit from a member of the Younger Woman's Club Charities Group and be considered for a grant.
10. Those organizations considered for a grant will be contacted by a member of the Younger Woman's Club Charities Group to arrange an interview.
11. Grant monies must be spent by December 1st of the following year. In such cases when a grant or a portion thereof is not spent for the designated purpose by December 1st, it is to be immediately returned to the Younger Woman's Club Charities Group. Any exceptions must be submitted in writing and be pre-approved by the Charities Group Chair and Co-Chair, and other Club Board Members as appropriate.
12. Written paid receipts verifying that grant monies have been spent in full and as authorized (or other proof of expenditures in a form acceptable to the Younger Woman's Club of Louisville in its sole discretion) must be sent to the Younger Woman's Club Charities Group by December 1st of the following year. Organizations with outstanding proof of authorized expenditure of prior grant monies will not be considered for a grant. We retain the right to request additional information or proof of qualifying expenditure.
13. The Younger Woman's Club Charities Group requests that, when possible, an appropriate but inexpensive plaque be placed on items purchased with grant monies recognizing the Younger Woman's Club of Louisville or such other recognition as may be appropriate.