



Saint Paraskeva Orthodox Charity

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STANDARD OPERATING PROCEDURE FOR GRANTS AND EMERGENCY RESPONSE GUIDELINES

Grant Program Guidelines:

Saint Paraskeva Orthodox Charity (“SPOC”) remains committed to partnering with Romanian organizations and supporting local community resources in Romania. SPOC will **attempt** to match our Romanian partners’ efforts to identify local funding. **Beneficiaries that demonstrates local contribution from Romanian sources have a higher chance of receiving grant funding.** Our Romanian partners must clearly demonstrate transparency, credibility, as well as an adequate commitment to their proposed plans.

Grants are an effective means of funding designated projects with extensive, active, and local community support. If your project scope falls within SPOC’s values and missions, you or your organization may submit a project proposal for consideration. If after an initial review SPOC’s selection committee approves your proposed project, you will receive funding for your project on a matching basis. SPOC will **attempt** to match funds that you and your organization raise from local and/or community resources. SPOC and your organization will sign a contract for funding.

Although in the past SPOC has sponsored grants over \$25,000, at the present time SPOC’s financial capability is to match funding and sponsor only the following three project types:

1. **Small Project Fund:** support in the amount of \$1,000-\$5,000 for projects of 1 – 6 months.
2. **Large Project Fund:** support in the amount of \$5,000 - \$10,000 for projects of 6 - 12 months.
3. **Emergency Response Fund:** support in the amount of \$2,500 or less for emergency related cases.

In addition to financial support, SPOC makes gift in-kind donations, which are gifts of actual goods and services rather than financial support. Common examples of gifts in-kind donations include but are not limited to: 1) volunteer work in the form of administrative work and fundraising, 2) food donations, 3) meal preparations, and 4) clothing donations. SPOC donors and volunteers with time and resources make these donations. These are NOT monetary gifts. Gifts are more likely to be approved if you can show contribution from local Romanian sources. *As a 501c3 charitable organization, SPOC is required to have written grant contracts with all recipients.*

Emergency Response Guidelines:

In 2017, as a result of incoming emergency requests for financial assistance SPOC has set up an Emergency Response Fund to better respond to emergency response requests. SPOC's Emergency Response Committee ("ERC") will review all requests on a case-by-case basis per the seven-step guideline process identified below. The ERC will conduct an evaluation of each request within 48 - 72 hours of the request. Based on the decision made, SPOC will send funds within 5-7 business days of case approval via electronic wire transfer to the beneficiary's bank account *after contract has been signed by beneficiary. As a 501c3 charitable organization, SPOC requires a written grant contracts with all recipients.*

- Step 1:** *Beneficiary contacts SPOC* at contact@spcharity.org with their request for support.
- Step 2:** *SPOC acknowledges request receipt* and forwards the request to the Emergency Response Committee ("ERC").
- Step 3:** *Within 48 - 72 hours* the ERC convenes a conference call to discuss and review the initial request.
- Step 4:** *The ERC reviews the request details* and requests additional documentation/ information, if necessary.
- Step 5:** *Once a decision is made*, the ERC informs the beneficiary of the decision within 5-7 days.
- Step 6:** *If the ERC decides to support the request*, then the money will be transferred via electronic wire transfer to the beneficiary's bank account. As a 501c3 charitable organization, SPOC is required to have written grant contracts with all recipients.
- Step 7:** *SPOC will retain close communication with the beneficiary* to ensure that funds transferred have been received and that the beneficiary sends an intermediate report on the fund usage to the ERC within 2 weeks after receiving the funds. A final financial report of fund usage will be required after the entire amount transferred is utilized.

Updated on 7.2017