POLICIES AND PROCEDURES
FOR GRANTS AWARDED BY THE VICTORIAN ALLIANCE

These policies are adopted in order to make the awarding of grants both efficient and equitable. These policies apply to all requests made by individuals or groups who ask the Victorian Alliance for funds to support projects that are not primarily initiated/sponsored by the Alliance. Nothing in these policies prevents the Alliance from sponsoring or funding its own projects.

GENERAL PROCEDURE

1. An individual(s) fills out the grant application provided by the Alliance and submits it to the President of the Alliance, who forwards the application to the Grants Committee.
2. The Grants Committee (GC) reviews the application and makes a recommendation to the general membership.
3. The general membership votes whether or not to adopt the recommendation of the GC.

The GC shall be comprised of five Alliance officers, appointed by the President, and four members-at-large. The President shall serve as chair or appoint a chair. At the September regular monthly meeting of the general membership, the President shall call for members to serve on this committee. From among the volunteers, the officers shall select the four members-at-large and at the October regular monthly meeting make the recommendation to the general membership for ratification of the appointments. In making their recommendations, the officers shall try to select members-at-large who reflect a variety of viewpoints and interests. All members of the GC shall serve for one-year terms, beginning January 1, and may be reappointed. If a member-at-large cannot complete a term, the President shall appoint the replacement.

THE PRESERVATION FUND

It is the policy of the Alliance that a Preservation Fund consisting of a base amount of $154,500 (one hundred, fifty-four thousand, five hundred dollars), which includes monies from fundraisers such as house tours as well as from contributions, memorials and bequests from Joel Daly, Dummont Howard, Archibald J. Wilson, Wayne M Corn and other generous donors, be established and maintained. It is the intent of the Alliance that this base not be reduced. However, this base may be increased or reduced, if the general membership votes to do so by a two-thirds majority of those present at a general membership meeting.

Any money generated each year from this base—and beyond this base—shall be made available for grants to projects, whose funding shall be determined by the Alliance.

Because fundraising is the principal way the Alliance has to increase the base, it is the policy of the Alliance that for each fundraising effort conducted by the Alliance, the general membership should determine:

1. Before the event, that all profits from the fundraising be designated for a specific project or projects, OR
2. after the event, that any or no portion of the profits be designated to increase the base of the Preservation Fund, and that any or no portion of the profits be made available for grants to projects.
FUNDING CYCLES

Two funding cycles shall be established: March to August / September to February.
Applications for grants must be received by July 15th for Cycle One and by January 15th for Cycle Two.
Applicants are encouraged to submit their requests well before the deadline. All applications submitted within a cycle will be evaluated together as a group and, if desirable, ranked. For each funding cycle, the Treasurer shall report to the GC the total amount of money (beyond that of the base), that is available for grants. This total may be announced to all applicants.

All grants are awarded at the discretion of the Alliance. The Alliance does not have to award any grants within a cycle. All un-awarded funds shall be carried over and added to the monies available in the next funding cycle. After July 15th or January 15th, but before the August or February regular monthly meeting of the general membership, the GC must meet to review each application, verify the accuracy and completeness of the information in the application and seek whatever additional information may be needed. The GC must prepare a recommendation for each application that has been submitted and must announce its recommendation to the general membership, at the August or February monthly meeting. At this monthly meeting, no vote shall be taken regarding any grant. After the Committee’s announcement, the recommendation shall then be published in the minutes printed in the next regular Alliance Bulletin so that all members may be informed of the recommendation. At the September or March regular monthly meeting of the general membership, discussion of each recommendation shall occur after which a vote shall be taken. The vote of the majority of the members present shall prevail.

CRITERIA FOR AWARDING GRANTS

1. The GC is directed to give first preference to projects in San Francisco. Second preference shall be given to projects within other Bay Area counties.

2. The Committee is directed to determine a project’s merit based on all of the following criteria:
   a. Is the project a preservation project?
   b. Is the project important?
   c. Is the project focused on a specific architectural, decorative or historic resource?
   d. Does the project represent good preservation; that is, does the project enhance or harm the resource?
   e. Is the project an endeavor that the Alliance will be proud to support?

3. The Committee is directed to give preference to project that ask for specific support rather than general contribution; that is, will the Alliance’s grant be used for something specific (such as restoration of a stained glass window), for which the Alliance will receive permanent recognition?

4. The Committee is directed to give preference to physical preservation/restoration projects over academic endeavors.

As it proceeds through subsequent funding cycles, the Committee is directed, as needed or as appropriate, to develop additional criteria for awarding grants. The Committee shall inform the general membership of any additional criteria.
The Committee shall keep a written record of these criteria and shall publish them regularly, as revised.
GRANT APPLICATION

1. Sponsoring Organization

Full name of organization________________________________________________________

Address_____________________________________City/St_____________________Zip_____________

Telephone (_____)___________________ Website (if applicable) ___________________________________

2. Person to Contact

Name_______________________________________________ Title_________________________________

Address (if different than above)_______________________________________________________________

Telephone (_____)___________________ Email________________________________________________

3. Title of Project ________________________________________________________________

4. Amount Requested $__________.

5. Total Estimated Cost of Project $______________.

6. How much of the total cost of this project has already been funded or pledged? $__________.

7. Anticipated completion date of project? ____________________________

   Please use separate pages to answer questions 8, 9 and 10.

8. Describe the Project. Be specific as to the exact use of the funding. Include photographs if applicable.

9. Give that the Victorian Alliance is a preservation organization, why should it support this project?

10. In what ways will the Victorian Alliance receive permanent recognition for its contribution to this project?

   Please feel free to include any documentation or information that will help the Alliance evaluate your proposal.

   Signature of Applicant__________________________________ Date_______________________

   Please submit your application along with 8 copies to the
   President of the Victorian Alliance, 1550 Fell St, San Francisco, CA 94117