

Dame It! Dollars Micro-Grants Policies and Procedures

- Grant Committee decides when the micro-grants should be offered and the date the applications are due.
- Revise Micro-Grant Application, if necessary, to reflect due dates and any changes committee deems necessary.
- Have Executive Assistant post Micro-Grant application on our MN LDEI website and send out application link to organizations such as Women Who Really Cook, FCSP, Local Chapter of Women Chefs and Restaurateurs, all of the women chefs who participate in our Fundraiser Dame It! and other organizations connected to food in our area as well as to Lee Dean, editor of the Taste Section for the Star Tribune.
- When applications come in, send out applications to committee along with application review suggestions and, as a committee, vote on which applicants should receive a grant and for how much, all based on how much the grant budget will allow. Write up recommendations and present to the board for a vote.
- Any amount over \$599.00 would require MN LDEI to ask for recipient's social security number and file a 1099 form.
- Grant winners are sent an acceptance letter and are asked to supply a PDF photo along with their acceptance. They are also required to send copies of receipts along with a report on the use of their grant before the treasurer sends out a check for the grant.
- A member of the grant committee should write up a short bio of the grant winners and what their grants are for and send it along with their photo to be posted in the newsletter.

Janice Cole September, 2018