Fort Mill History Museum
Grant Request Process (FMHM-ADM-19)
(Rev Date 2/17/22)

Purpose

To document the Fort Mill History Museum's Grant Request process used by FMHM volunteers and staff to define, request, and obtain funding for museum projects or activities. This process outlines the required steps and responsible entities used to provide a thorough and complete grant request to the FMHM Grant Processing Team. The Grant Processing Team will utilize the approved request form to pursue funding venues to match the project or activity.

Scope

This process is to be utilized for ALL FMHM approved funding requests. This process does not include Sponsorship or Donation funding requests for FMHM events or programs.

Parameters

- Proposed project or activity must align with the Fort Mill History Museum's Vision, Mission, and strategic objectives.
- Grant Requests are to be initiated by museum members and/or staff only and must use the authorized FMHM Grant Request form (FMHM-FM-13 Grant Request Form).
- Grant requestors are responsible for determining the most effective option to address the proposed project or activity and then compile the Grant Request form.
- Grant Processing Team is responsible for pursuing and obtaining the requested funds. Once funds are obtained and communicated to the grant requestor, the grant requestor is responsible for ensuring all necessary documentation and submittals are processed to the respective grant provider.

Process

1. Museum project or activity requiring grant funding is identified by 1) staff, 2) coordinator, 3) team, or 4) a museum member who is not a coordinator or associated with a team.
   a. Staff, Coordinator, or Team identifies a project or activity go to step 3.
   b. Museum member identifies a project or activity go to step 2.
2. Museum member contacts Executive Director to determine if the project or activity is within the scope of an existing museum team or coordinator.
   a. Project or Activity is within an existing team or coordinator – museum member contacts respective team lead and presents project or activity to obtain their review and approval to continue with grant request process. Respective Team Lead and museum member work together on the remaining process steps, however, lead responsibility is the Team Lead.

b. Project or Activity is NOT within an existing team or coordinator – Executive Director presents project or activity to Executive Team for review and approval to allow museum member to continue with grant request process.

3. Grant Requestor (staff, coordinator, team, member) completes the following:
   a. Discuss and vet project or activity options to determine the most effective option.
   b. Tabulate the expenses of the selected option to determine overall funding request amount.
   c. Obtains authorized FMHM Grant Request form (FMHM-FM-13 Grant Request Form) from website and completes all sections.
   d. Submits the completed form to the Executive Director.

4. Executive Director review/discusses with Grant Requestor for understanding and clarity if needed.

5. Executive Director assigns document number and presents request to the Executive Team.

6. Executive Team reviews and vets request to determine if the request aligns with the museum's Vision, Mission, and strategic objectives.

7. If the project or activity is within the museum's scope, the Executive Team prioritizes all current grant requests, determines a manageable number (one, two, three, etc.) of requests, and directs the Executive Director to deliver the approved grant requests to the Grant Processing Team Lead.

8. Grant Processing Team reviews and follows up, if needed, with the Grant Requestor for understanding or clarity.

9. Grant Processing Team seeks appropriate grant source.
   a. Potential grant is found - Grant Processing Team completes and submits necessary paperwork. Grant Processing Team Lead notifies Grant Requestor of grant being found and paperwork submitted.
   b. No grant is found – Grant Processing Team Lead notifies Grant Requestor no grant was found.

10. Submitted grant is approved. Grant Processing Team Lead performs the following:
    a. Notifies Grant Requestor and Executive Director of grant approval.
    b. Provides Grant Requestor with all necessary information (grantee name, required submittal, submission due date, etc.)
    c. Documents receiving grant in the FMHM-RP-14 Grant Request History spreadsheet.

11. Submitted grant is NOT approved. Grant Processing Team Lead performs the following:
    a. Notifies Grant Requestor and Executive Director of grant not being approved.
    b. Documents grant not being approved in the FMHM-RP-14 Grant Request History spreadsheet.

12. Executive Director includes current grant request activity in monthly Executive Director Report submitted to Executive Team and Board of Directors.