

LWVF State Office
Directions for Processing Accrual Grant Requests/Proposals

- 1) An Accrual Account Request/Proposal is emailed or mailed by a League Member
 - a) If received via email confirm that the following email addresses are on the distribution list:
 - i) LWVFExecutiveDirector@gmail.com
 - ii) LWVFOffice@gmail.com
 - iii) LWVFAccrual@gmail.com
 - b) If received via hardcopy/mail the Request/Proposal is to handled as follows:
 - i) If the documentation is on paper and can *easily* be scanned, an electronic copy of all information should be created for distribution via email as noted below.
 - (1) Original paper copy to the State Office Files
 - (2) Email scanned information to:
 - (a) LWVFExecutiveDirector@gmail.com
 - (b) LWVFOffice@gmail.com
 - (c) LWVFAccrual@gmail.com
 - ii) If the documentation consists of items that cannot be *easily* scanned, hard copies of the information should be made and distributed as follows:
 - (1) Original paper copy to the State Office files
 - (2) Copied information mailed to:
 - (a) Accrual Grant Committee Chair (AGCC) at LWVFAccrual@gmail.com
- 2) Upon receipt of request/proposal (and within one week of receipt of the request) the AGCC
 - a) Reviews the request/proposal
 - b) Confirms adequate balance in Local League's Accrual Account
 - c) Sends recommendation of approval or denial to Accrual Grants Committee Members (AGCMs)
- 3) Upon receipt of recommendation from the AGCC, AGCMs will
 - a) Confirm agreement with recommendation or
 - b) Provide information as to why they disagree with the recommendation.
- 4) If recommendation is for approval
 - a) AGCC notifies the LWVF Treasurer via email to release the funds.
 - b) Treasurer sends the check to Local League or the National/State League Education Fund (if for payment of a PMP invoice).
 - c) Treasurer sends an email to Local League President, Local League Treasurer, person requesting the grant, AGCC, the Executive Director, and the State Office Manager noting the check number, amount, and date mailed.
- 5) If the recommendation is for denial
 - i) AGCC notifies the Local League of the reason for denial of the request/proposal