

In an effort to streamline and update our Accrual Grant Procedures, Local Leagues with Education Fund Accounts (Accrual Accounts) on deposit with the State LWVFEF are strongly encouraged to submit Accrual Grant proposals electronically. We will no longer use a printed form however Local Leagues MUST provide the requested information as detailed on the attached documents. Failure to provide sufficient details will result in a delay of the review of your request. Deposits for your Education Fund should still be mailed to the State office.

Two types of Accrual Account requests can be made:

1. Accrual Grant Proposal for a particular project
2. Accrual Grant Proposal for use of funds to pay PMP
 - a. 25% of State PMP can be paid with your Accrual Fund dollars
 - b. 50% of National PMP can be paid with your Accrual Fund dollars

We are no longer providing approval for “recurring projects”. In the past, it was more expedient to submit the paperwork once for projects that would be recurring throughout a specific time period (i.e. year or election cycle). However, with the expanded use of email, there is no reason why a separate proposal cannot be submitted for each request. Very few Local leagues submit requests for recurring projects and, as new members join Local LWV boards they are occasionally unaware of recurring proposals, which creates confusion. If requested by the Local League, we will provide a “blanket approval” when the project is for printed materials that will be produced during a particular time period (i.e. materials for an election).

You will note the attached forms indicate the appropriate individuals to whom the emails must be sent. It is critical that all requests be sent to LWVExecutiveDirector@gmail.com, LWVFOffice@gmail.com, and LWVFAccrual@gmail.com so that regardless of who serves on the Accrual Grants Committee, the e-files are available at the State office.

Once the proposal has been approved, you will be notified via email that you can proceed with the project.

- If you are requesting that PMP be paid, the State Treasurer will mail the check to the appropriate LWV Education Fund (i.e. State or National) and notify you that this has done via an email that will include the check number, amount and date of the disbursement.
- If you indicate that funds need to be provided when the proposal is approved, you MUST submit receipts and the final budget/report for filing once the project is complete. Any unused funds must be returned and will be re-deposited in the Local League’s Accrual Account fund.
- If you are requesting that the funds be sent when you submit the receipts, please include an updated budget and a short synopsis of the results of project with the receipts. This email will be considered to be the final budget/report and no further paperwork is required.

We have also established an email address for Accrual matters. Please address all future accrual correspondence and requests for funds to LWVFAccrual@gmail.com. Let me know if you have any questions or need additional information.

Yours in League,

Margaret Wolter,
Chair, Accrual Grants Committee