

CLEVELAND GROTTO SCIENCE FUN GRANT PROCESS

REV: 3/17/2013

Applicants will fill in simple, 1-page Science Grant Request but are free to include any other documentation. Application is available at the Cleveland Grotto Website.

NOTE: The Science Grants are intended to support scientific or survey projects - not cave cleanups, philanthropic caving programs, or other worthy but non-scientific cave endeavors. In general, the Board will not likely approve requests for reimbursement of food or other general expenses as part of a grant, but may consider a per-trip expense limit for fuel and lodging expenses only as part of the grant, depending on its relation to the overall project. It is the responsibility of the applicant to estimate and justify such requests, which may or may not be fully funded as part of the grant.

The Cleveland Grotto Science Fund Grant Chair serves as the collection point for all Grant applications. The Science Fund Grant Committee (appointed by the Grotto Chair to consist of at least two members and typically three or four with varied backgrounds and experience in caving) reviews all requests and passes all requests to Grotto Board with its recommendation to the Grotto Board to Reject, to Approve Funding in Full, or to Approve Partial Funding. The Committee will take into consideration a variety of aspects of the request; a matrix has been developed to guide that process. That matrix is attached and can be made available to any interested party.

The Grotto Board will consider all requests, the Science Grant Committee's recommendations, and then will vote to Reject, Approve in Full, or Approve Partial Funding for each request, and then the Science Fund Chair will execute and request the release of funds by the Grotto treasurer to the entity that will administer funds to the Grantee (per below), in the manner specified by the grant and board - i.e. lump sum, etc. The Science Fund Chair is then responsible for the tracking of grants in terms of achievement of the expected outcomes promised in the request - i.e. publication, etc.

The Deadline for Applications for the general caving community is December 15th of each year. It is expected that the Science Grant Committee will make its evaluations and recommendations to the Cleveland Grotto Board by December 30th of each year and that the Board will determine and announce grant awards by its January meeting.

Cleveland Grotto members may submit a Science Grant request at any time during the year with the expectation that the Science Grant Committee will review it promptly, make its recommendation to the Grotto Board and that the request will be voted upon at the next Grotto Board meeting.

Payment of Grants will be made as follows:

- 1- Preferred method is to make payment to a Foundation, University department, NSS Grotto, etc. to administer the funds
- 2- Payment can, in some cases, be made to an individual, pending board approval and oversight

- 3- In cases where payment is made to an individual where the Cleveland Grotto is the administrator of the funds, receipts will be required
- 4- Grants may be awarded as a lump sum payment to the administrative entity, or on an "up to \$xx" basis; such grants will be paid only upon completion of the project. At that time, receipts are to be given to the Grotto Treasurer who will issue a Science Grant check. If the amount spent on the project exceeds the Grant amount, then only the Grant amount will be paid. If the amount spent on the project is less than the Grant amount, then the lower amount will be paid.

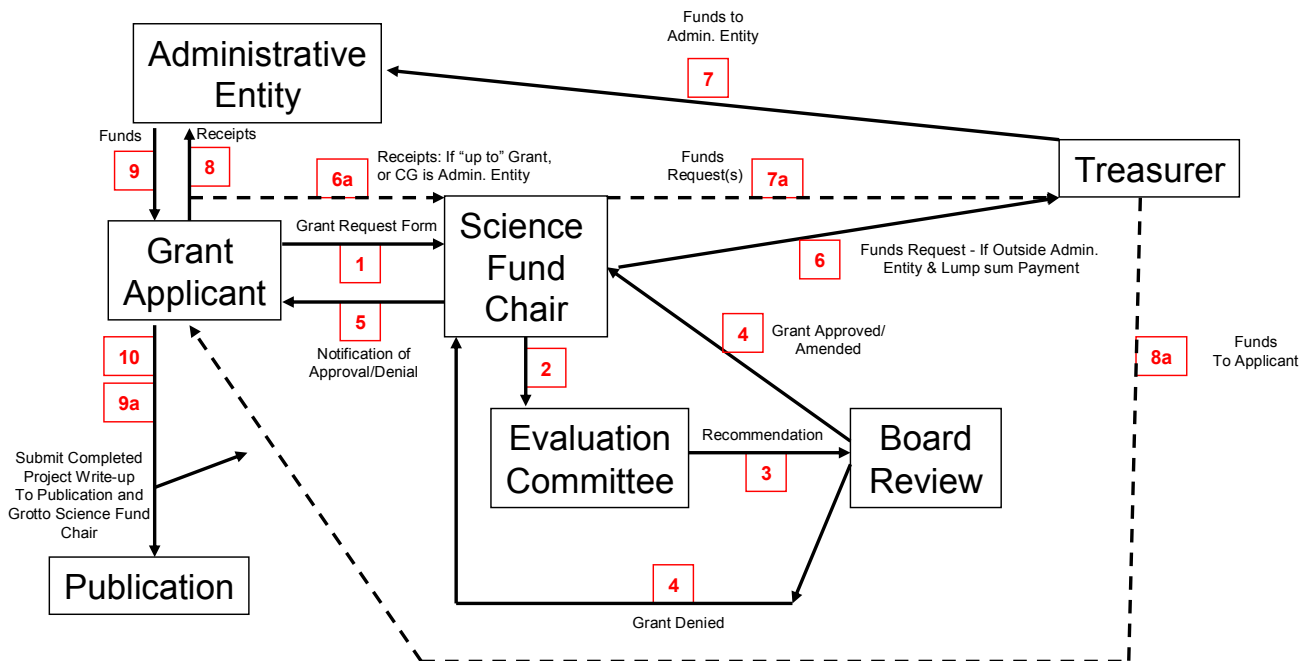
Publication of project results (journal article, survey map, etc.) or presentation of the data at a conference, with credit to the Cleveland Grotto Science Fund for its support, is expected as a result of all projects. The Science Fund Grant recipient should assure that a copy of all such publications is presented to the Cleveland Grotto Board for the Grotto Archives.

The decision of the Cleveland Grotto Board of Directors on all project funding is final.

The Cleveland Grotto recognizes the generosity and forward-thinking of Bob and Bev Danielson in establishing this program.

Grant Process Summary

Grant Approval Process



Note: The "a" path is for "up to" Grants, or those in which the Cleveland Grotto Is the Grant Funds Administrative Entity