

CLEVELAND GROTTO SCIENCE FUND GRANT PROCESS

Applicants will fill in the 1-page Science Grant Request. They are encouraged to include any other documentation to show justification of cost or need. The application is available at the Cleveland Grotto Website <https://clevelandgrotto.org/science-fund/>.

NOTE: The Science Grants are intended to support scientific or cave research 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 travel 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) consists of at least two members, but typically three or four with varied backgrounds and experience in caving. The committee reviews all requests, taking into consideration a variety of aspects of the requests, and passes those requests to the Grotto Board with its recommendation to Reject, to Approve Funding in Full, or to Approve Partial Funding for each request. The Grotto Board will consider these requests and the Science Grant Committee's recommendations, and vote on each request. Afterwards, 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 in the manner specified by the 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.

There are two deadlines for Applications for the general caving community, June 15 and 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 June 30th and December 30th of each year. The Board will then determine and announce grant awards by its July and January meeting, respectively.

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 a one time 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, receipts will be required for the Cleveland Grotto to administer the funds.
- 4- When Cleveland Grotto is the administrator of the funds, typically for member awarded grants, the payment will be 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 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.