

STORYTELLERS OF SAN DIEGO
GRANT APPROVAL PROCESS
Board Policy adopted August 7, 2026

The following process is essential for grant writers, the Board of Directors, and SSD Officers to be in compliance with the bylaws of SSD.

1. Fourteen (14) days prior to the submission of any grant application the grant writer(s) must submit the “Grant Application Notification” form to the Board chairperson, the treasurer, and SSD president for review.
2. The Board president will submit the form to the Board of Directors for approval by a majority vote of a quorum of Board members. The results of the voting will be entered into the Board minutes. *If asynchronous electronic voting is used, all directors must vote yes, in accordance with CA state law.*
3. When informed of the grant being funded by the granting agency, the grant writer will submit a proposed budget for the expenditure of funds to include the names and amounts to be paid to each participant. The budget will be submitted to the SSD treasurer and Board chairperson for review.
4. The Board chairperson will submit the proposed budget to the Board of Directors for approval by a majority vote of a quorum of Board members. Any Board member designated to receive payment from the grant, shall recuse themselves from the vote pertaining to their proposed payment. The results of the voting will be entered into the Board minutes.
5. Each individual to be paid by the grant must complete an “Independent Contractor Agreement (Scope of Work)” prior to performing the work. The “Agreements” will be collected and filed by the Treasurer.
6. After completion of the work, each individual will submit an invoice to Treasurer, who will issue payment.
7. When the project funded by the the grant is completed, the grant writer in conjunction with the Treasurer will submit a report including a final accounting of all funds to the Board of Directors. The Board will accept the report by a majority vote of a quorum of Board members. The results of the voting will be entered into the Board minutes.