

## Pass-Through Grants Program

One of the goals of the WCS is to invest in the future of sustainable environmental assets. To that end the WCS will utilize its 501c (3) status to assist conservation districts and partner organizations in obtaining grants to support conservation programs. Grant procedures are below:

- 1) District/Partner organization identifies grant opportunity that requires 501c (3) status to apply.
- 2) District/Partner organization contacts WCS with request for assistance.
- 3) District/Partner organization develops grant proposal and WCS provides the entity with pertinent information about the Society to complete the application.
- 4) District/Partner organization submits grant application and provides an electronic or hard copy to the WCS.
- 5) If the grant is funded the WCS and the District/Partner Organization will develop an MOU. WCS will charge a 5% administrative fee for non-dues paying districts/partner organizations and a 3% administrative fee for dues paying districts/partner organizations. The administrative fee should be included in the grant budget.
- 6) District/Partner Organization submits a final report or project update (with pictures) every November 1<sup>st</sup> for the life of the grant to the WCS

This Policy was approved on March 15, 2013 by the Washington Conservation Society and amended on June 9, 2014.