

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	P-1
SECTION:	Philanthropy	PROCEDURE:	P1-01
TITLE:	Selection of Grantees	PAGE:	1/1

ORIGINAL DATE: November 28, 2001

POLICY STATEMENT:

It is the policy of the Kappa Kappa Gamma Charitable Foundation, hereinafter to be called "the Foundation," that the Philanthropy Committee will recommend to the Trustees of the Foundation the selection of grantees to receive funds.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	P-1
SECTION:	Philanthropy	PROCEDURE:	P1-01
TITLE:	Selection of Philanthropy Chairman	PAGE:	1/1

ORIGINAL DATE: November 28, 2001

AMENDED DATE: May 23, 2007

AMENDED DATE: October 25, 2010

AMENDED DATE: April 25, 2011

AMENDED DATE: May 6, 2018

PROCEDURES

1. The Nominating Committee shall slate the Philanthropy Trustee who will serve as the Philanthropy Chairman the first two years of her term and as an At Large Trustee the third year of her term.
2. It is preferred, but not mandatory, that the Philanthropy Chairman shall have previously served on a Philanthropy Committee as either a voting member or ex-officio member.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	P-2
SECTION:	Philanthropy	PROCEDURE:	P2-01
TITLE:	Philanthropy Committee	PAGE:	1/1

ORIGINAL DATE: November 28, 2001
AMENDED DATE: October 25, 2010

POLICY STATEMENT:

It is the policy of the Foundation that the Philanthropy Chairman, with the consent of the Foundation President, shall select the Philanthropy Committee.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: P-2
SECTION: Philanthropy PROCEDURE: P2-01
TITLE: Philanthropy Committee PAGE: 1/1

ORIGINAL DATE: November 28, 2001

AMENDED DATE: May 23, 2007

AMENDED DATE: October 25, 2010

AMENDED DATE: April 25, 2011

AMENDED DATE: May 6, 2018

PROCEDURES

1. The Philanthropy Chairman shall seek the advice of the immediate previous Philanthropy Chairman and the consent of the President of the Foundation in her potential selections.
2. The Philanthropy Chairman shall select Committee members no later than June 1 in the even numbered year.
3. There shall be nine voting members of the Philanthropy Committee, including the Chairman. Members shall be selected from members of the Kappa Kappa Gamma Alumnae Association, who are in good standing, at least one of whom must have previously served on the Philanthropy Committee.
4. Members shall represent a variety of ages and community involvement and must be available to attend the Philanthropy Committee meetings.
5. Serving as non-voting members of the Philanthropy Committee shall be the President of the Foundation, the current Pilgrimage Chairmen and the immediate past Luncheon Chairmen.
6. All members of the Philanthropy Committee shall agree to keep confidential all matters discussed at Philanthropy Committee meetings.
- 7 All members of the Philanthropy Committee shall sign a Conflict of Interest Statement on an annual basis. The Conflict of Interest Policy and Statement is Exhibit B and can be found in the Exhibits section of the Policy and Procedures Manual. It is the affirmative responsibility of the committee member to disclose a new Conflict of Interest to the Philanthropy Chairman should one arise after the form is signed.

REVIEWED: May 6, 2018

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MANUAL:	Organizational	POLICY:	P-3
SECTION:	Philanthropy	PROCEDURE:	P3-01
TITLE:	Support Criteria	PAGE:	1/1

ORIGINAL DATE: November 28, 2001

AMENDED DATE: May 23, 2007

POLICY STATEMENT:

It is the primary policy of the Foundation to support IRS code 501 (c) (3) or 170(b)(1)(A)(v) or 170(c)(1) tax-exempt organizations involved in offering rehabilitation which meet the established criteria of the Foundation.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: P-3
SECTION: Philanthropy PROCEDURE: P3-01
TITLE: Support Criteria PAGE: 1/2

ORIGINAL DATE: November 28, 2001

AMENDED DATE: May 23, 2007

AMENDED DATE: October 25, 2010

AMENDED DATE: April 25, 2011

AMENDED DATE: May 6, 2018

PROCEDURES

1. Members of the Kappa Kappa Gamma Alumnae Association shall encourage agencies that meet the criteria established by the Foundation to submit grant applications.
2. The Philanthropy Chairman shall place notifications in the spring issues of the Keynotes, other electronic forms of communications and on the website in the even numbered year with the grant application information, deadlines and the contact information of the Philanthropy Chairman. Additional notifications shall be made as deemed necessary by the Philanthropy Chairman.
3. The Alumnae Association President shall announce information about the upcoming grant application process at the general meetings of the Kappa Kappa Gamma Alumnae Association as necessary.
4. Any substantive changes to the Application Form shall be reviewed by the Foundation CPA and the Foundation attorney and approved by the trustees prior to its use.
5. The Philanthropy Chairman shall provide a grant application to each requesting organization (i.e. mail, email, fax).
6. The grant applications must be received by the Philanthropy Chairman no later than August 15 of the even-numbered year.
7. The name to be used on all printed material and correspondence shall be Kappa Kappa Gamma Charitable Foundation of Houston.

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MANUAL:	Organizational	POLICY:	P-3
SECTION:	Philanthropy	PROCEDURE:	P3-01
TITLE:	Support Criteria	PAGE:	2/2

8. Applications must meet the following criteria:
- Requests must be in writing with all required documentation.
 - The Foundation supports requests for specific purposes (tangible items) rather than for general operating expenses.
 - Project requests will be considered in various monetary levels.

REVIEWED: May 6, 2018

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MANUAL:	Organizational	POLICY:	P-4
SECTION:	Philanthropy	PROCEDURE:	P4-01
TITLE:	Grant Applications	PAGE:	1/1

ORIGINAL DATE: November 28, 2001

POLICY STATEMENT:

It is the policy of the Foundation that all grant applications meeting the established criteria shall be thoroughly reviewed by the Philanthropy Committee.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: P-4
SECTION: Philanthropy PROCEDURE: P4-01
TITLE: Grant Applications PAGE: 1/2

ORIGINAL DATE: November 28, 2001 Revised April 21, 2004
AMENDED DATE: May 23, 2007
AMENDED DATE: March 30, 2009
AMENDED DATE: October 25, 2010
AMENDED DATE: April 25, 2011
AMENDED DATE: May 6, 2018

PROCEDURES

1. The Foundation Board authorizes the Philanthropy Committee to review all grant requests received by the designated deadline.
2. The meetings of the Philanthropy Committee shall be held at the discretion of the Philanthropy Chairman.
3. All grant applicants shall be verified as legitimate 501 (c) (3) or 170(b)(1)(A)(v) or 170(c)(1) organizations, and the Philanthropy Chairman shall review and verify all financial information of selected grantees. The Foundation's CPA should be consulted if necessary.
4. Copies of all qualified grant applications shall be given to Philanthropy Committee members at the first meeting.
5. The Philanthropy Chairman shall review the report of the Grantee Review Committee (see Policy P8-01) before final decisions are made on future recipients.
6. The Philanthropy Chairman will present a list of all grant requesting agencies to the Foundation Board at the first fall meeting of the even-numbered year for review. Conflict of Interest forms must be signed by the Foundation Board members.
7. A grant application can be discarded only by vote of a majority of voting members of the Philanthropy Committee.
8. The Philanthropy Committee may, at the discretion of the Philanthropy Chairman, have a site visit or a presentation by a representative from the grant applicants.

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MANUAL:	Organizational	POLICY:	P-4
SECTION:	Philanthropy	PROCEDURE:	P4-01
TITLE:	Grant Applications	PAGE:	2/2

9. The Kappa Kappa Gamma National Foundation and Houston Alumnae Panhellenic Foundation shall be recognized as permanent Grantee recipients. These two recipients shall still be subject to the grant application and review process.
10. The Philanthropy Committee will convene at the close of the Pilgrimage after the final amount to be distributed has been approved by the Foundation Board.
11. After all site visits and presentations, if taken, are completed, the Committee will vote by written ballot to determine the final approved grantees from the selected projects that fit within the Board approved distribution amount.
12. The Philanthropy Chairman shall cast the deciding vote in case of a tie.
13. The Philanthropy Chairman will present to the Foundation Board the recommended agencies and distribution amounts for approval no later than March of odd-numbered years.
14. After approval by the Foundation Board, the list of Grantees shall be announced to the Association Board and then to the Association at a general meeting, followed by an announcement in the Keynotes, on the Kappa Kappa Gamma Houston Alumnae Association website and any other electronic communication methods chosen.

REVIEWED: May 6, 2018

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MANUAL:	Organizational	POLICY:	P-5
SECTION:	Philanthropy	PROCEDURE:	P5-01
TITLE:	Response to Applicants	PAGE:	1/1

ORIGINAL DATE: November 28, 2001
AMENDED DATE: October 25, 2010

POLICY STATEMENT:

It is the policy of the Foundation that upon approval by the Foundation, the Philanthropy Chairman shall write each applicant informing them of the decision of the Board.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: P-5
SECTION: Philanthropy PROCEDURE: P5-01
TITLE: Response to Applicants PAGE: 1/1

ORIGINAL DATE: November 28, 2001
AMENDED DATE: May 23, 2007
AMENDED DATE: October 25, 2010

PROCEDURES

1. A standard form of the award letter shall be approved by the Foundation's CPA and attorney prior to being sent to any grantee.
2. The President of the Foundation and the Chairman of the Philanthropy Committee shall sign each letter of response to applicants.
3. Copies of each letter shall be sent to the President of the Foundation.
4. A standard form of the letter to the grant applicants who were not selected as grantees shall be approved by the Foundation's CPA and attorney prior to being sent to any grant applicant.
5. Copies of both of these letters shall be kept in the Philanthropy Chairman's notebook.
6. The Philanthropy Chairman may, at her discretion, contact any or all applicants who were not selected as Grantees. In addition, if any applicant contacts a member of the Philanthropy committee they will be directed to the Philanthropy Chairman.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	P-6
SECTION:	Philanthropy	PROCEDURE:	P6-01
TITLE:	Contact with Applicants	PAGE:	1/1

ORIGINAL DATE: November 28, 2001
AMENDED DATE: October 25, 2010

POLICY STATEMENT:

It is be the policy of the Kappa Kappa Gamma Charitable Foundation that the Philanthropy Chairman and the President of the Foundation shall be the contacts between the Foundation and the grant applicants and grantees.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: P-6
SECTION: Philanthropy PROCEDURE: P6-01
TITLE: Contact with Applicants PAGE: 1/1

ORIGINAL DATE: November 28, 2001
AMENDED DATE: April 28, 2008
AMENDED DATE: March 30, 2009
AMENDED DATE: October 25, 2010
AMENDED DATE: May 6, 2018

PROCEDURES

1. The Philanthropy Chairman shall contact all selected grantees for their review of printed material to be used for Pilgrimage or any other related Foundation needs.
2. On behalf of the Foundation, the Philanthropy Chairman shall invite the selected grantees to a presentation ceremony for the distribution of grants.
3. A Distribution Event, *Kappa Gives a Gift*, will be held in April of the odd numbered year. This is a Foundation Event. The Philanthropy Committee is responsible for the planning of the event.

REVIEWED: May 6, 2018

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MANUAL:	Organizational	POLICY:	P-7
SECTION:	Philanthropy	PROCEDURE:	P7-01
TITLE:	Donor Designate	PAGE:	1/1

ORIGINAL DATE: November 28, 2001

POLICY STATEMENT:

It is the policy of the Kappa Kappa Gamma Charitable Foundation that each selected grantee shall sign a donor designation contract, which has been signed by the President of the Foundation.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: P-7
SECTION: Philanthropy PROCEDURE: P7-01
TITLE: Donor Designate PAGE: 1/1

ORIGINAL DATE: November 28, 2001
AMENDED DATE: April 25, 2011

PROCEDURES

1. A sample of the contract shall be reviewed by the Foundation's CPA and attorney and shall be kept in the Philanthropy Chairman's notebook.
2. The only variation of these contracts shall be the specific restrictions that shall vary from grantee to grantee.
3. No monies are disbursed to a grantee until the contract is signed and returned.
4. No monies shall be disbursed to an agency which is under legal investigation.
5. The original signed contracts shall be kept in the Foundation President's notebook.
6. Copies of these signed contracts shall be kept in the Philanthropy Chairman's notebook and in the Grantee Review Chairman's notebook.

REVIEWED: May 6, 2018

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MANUAL: Organizational POLICY: P-8
SECTION: Philanthropy PROCEDURE: P8-01
TITLE: Funding Compliance PAGE: 1/1

ORIGINAL DATE: November 28, 2001

POLICY STATEMENT:

It is the policy of the Foundation to ensure that all funds awarded to Grantees are expended as agreed to in the contract signed by the appropriate representatives of the Foundation and the Grantee Organization.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: P-8
SECTION: Philanthropy PROCEDURE: P8-01
TITLE: Funding Compliance PAGE: 1/1

ORIGINAL DATE: November 28, 2001
AMENDED DATE: May 23, 2007
AMENDED DATE: March 30, 2009
AMENDED DATE: October 25, 2010
AMENDED DATE: April 25, 2011
AMENDED DATE: May 6, 2018

PROCEDURES

1. A Grantee Review Chairman will be appointed by the outgoing Philanthropy Chairman with approval of the Foundation President by April of the odd- numbered year.
2. The Grantee Review Chairman may choose to act alone or select a committee no later than the May Foundation meeting of the odd-numbered year following the fund-raising event.
3. Chairman and Committee appointments shall be for a period of one year. Committee members shall be members in good standing in the Association. The outgoing Philanthropy Chairman shall be a committee member if a committee is chosen.
4. The Philanthropy Chairman shall oversee the work of the Committee.
5. Committee members shall be assigned Grantees by the Grantee Review Chairman.
6. All visible projects shall be visibly verified by the assigned Committee member.
7. All non-visible projects shall be verified by reviewing financial records pertaining to the project.
8. The Grantee Review Committee members will check to see that all reports are completed and returned by the grantees in a timely manner.
9. Formal reports shall be presented to the Foundation Board at the October Foundation meeting of the odd-numbered years and the April Foundation meeting of the even-numbered years. Additional reports will be presented to the Board as necessary.

REVIEWED: May 6, 2018

Kappa Kappa Gamma Charitable Foundation of Houston

Philanthropy “Calendar”

ODD YEAR:

January/February

Philanthropy Committee meets after receiving confirmation of amount to be distributed from Pilgrimage.

February/March

Philanthropy Committee presents recommended agencies and distribution amounts to Foundation Board for approval.

April

Completed contracts due from grant recipients.
Kappa Gives a Gift Event. Grantee Review Chair is named.

May

Grantee Review Committee is selected (if desired by Chairman)

October

Interim Reports due to Grant Review Chair from grant recipients.
Grant Review Chair presents update to Foundation Board.

Fall

Luncheon – Proceeds to be held for distribution with following year’s Pilgrimage.

EVEN YEAR:

February/March/April

Foundation President places notices in Keynotes and on website seeking members interested in serving on Philanthropy Committee (deadline May 1).

March/April/May

Philanthropy Chair places notification of grant application and deadline (August 15) in Keynotes and on website.

April

Final Reports due from Recipients of funds from previous Pilgrimage.

June

Philanthropy Chair announces members of Philanthropy Committee.

August 15

Deadline for grant applications

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August/September

Philanthropy Chair presents lists of all applicant agencies to Foundation Board at first Fall meeting.
Foundation Board members sign Conflict of Interest forms.

Fall

Philanthropy Committee meets, reviews grant requests, makes site visits, and schedules presentations from grant applicants if necessary.

November

Philanthropy Chair presents updated (narrowed down) list of potential grant recipients to Foundation Board.

December

Holiday Pilgrimage

REVIEWED: May 6, 2018