



# **Ladies Ancient Order of Hibernians, Inc.**

## **Office of Missions & Charities**

### **Appeals for Aid Grant Process Policy**

#### **Purpose:**

To define the requirements for completing the Appeals for Aid Grant Application, define decision-making by the Committee, and disbursement of funds.

#### **Policy Description:**

Appeals for Aid are intended to provide limited aid to charities at the National Convention. All Appeals for Aid requests must come from the organizations as defined by the Ladies Ancient Order of Hibernians (LAOH) Constitution and submitted to the Missions & Charities Officer 60 days prior to the Convention. The Missions & Charities & Appeals for Aid Committees will bring these recommendations to the National Convention delegates for approval.

#### **Grant Selection Process:**

1. The Missions & Charities Officer (or her designee) should complete and submit the Appeals for Aid Grant Application as stated in the Grant Application.
  - a. The charity must meet the requirements as defined in the LAOH National Constitution.
  - b. Each LAOH entity must request a specific dollar amount and define how the dollars are to be utilized by the charity. All funds will be distributed at each National Convention.
2. Each Application must be completed in full to be eligible for consideration.
  - a. Completed applications must be submitted to the National Missions & Charities Officer no later than 60 days prior to the scheduled National Convention.
  - b. Every application shall be reviewed by the committee.
  - c. Due to the available resources, not every completed application may be approved for funding.

#### **Grant Decision Process:**

1. The National Appeals for Aid Committee will review the eligible applications and the recommended funding per grant recipient.
2. These recommendations will be included in the Appeals for Aid Committee Report to be brought for a vote by the delegates at the National Convention. The National Treasurer will prepare the checks for the approved grant recipients.
3. These checks are to be given to the National Missions & Charities Officer prior to the close of the National Convention.
4. The National Missions & Charities Officer shall distribute the grant recipients' checks appropriately with a personal letter on LAOH Letterhead. The manner of the grant distribution shall be monitored by the National Missions & Charities Officer

**Supporting Documents:** Application Form (see attached)