

ARTS COUNCIL OF GLEN ROCK

Micro Grants Policy

Approved on December 16, 2025

1. Purpose

The purpose of this policy is to establish clear and transparent procedures for handling grant applications from Arts Council of Glen Rock (ACGR) members, board members and their relatives. This policy aims to:

- Ensure all grant decisions are made objectively and in the best interest of the ACGR.
- Manage and mitigate conflicts of interest and the appearance of impropriety
- Comply with all applicable federal, state and local laws, including IRS regulations for public charities

2. Scope

This policy applies to all grant applicants, members of the ACGR board and any committee members involved in the grant decision process. This includes, but is not limited to the following potential beneficiaries:

- Board members
- Immediate family members of the board

3. Requests Supported by Micro Grants

- Classes to expand skill set
- Materials
- Entrance fee for a showcase, film festival or other showcasing opportunities and platforms (exhibits, galleries, museum) that are not revenue-generating.
- The Micro Grants committee may approve a type of request yet to surface.
- All requests must support the mission of the ACGR.

4. Micro Grants Annual Budget & Timeline for Applications

- At the annual budget planning meeting the board shall decide the amount to be budgeted overall for Micro Grants, and the amount per applicant.
- The board will designate the opening date and closing date for grant applications.

5. Micro Grant Approval Process for Members Not on the ACGR Board

- Applicant must be a current, paid member of ACGR, 16 years of age or older.
- Grantee must be a current, paid member of the ACGR when the check/grant payment is issued.
- Applicant must submit a complete application for review.
- The grant committee will review the application for approval or rejection.
- The grant committee will communicate this decision to the applicant.
- The grantee must submit their receipt(s) within 90 days of being awarded their Micro Grant.
- A micro grant can be awarded only once every two years to an individual artist or group.

6. Micro Grant Approval Process for ACGR Board Members

- Board member must be a current, paid member of the ACGR.
- If grant is approved, the board member must be a paid member of the ACGR when the check / grant payment is issued.
- Board member will only be allowed to apply for a grant during the designated closing month for applications, if there are funds remaining in the Micro Grants budget.
- Applicant must submit a complete application for review.
- The grant committee will conduct the first review of the application and determine if there are any conflicts of interest in issuing the grant.
- The committee will then go before the ACGR board of disinterested members and present the grant application, along with its proposed determination.
- A vote will be taken where the board member applicant is NOT PRESENT to determine if grant will be approved or rejected.
- If approved, the grantee must submit their receipt(s) within 90 days of being awarded their Micro Grant.
- A Micro Grant can be awarded only once every two years to a board member. If the applicant was a board member for the first application but is not a board member in the subsequent application, the same policy applies; only once every two years.

7. Disclosure of Interest

- Any board member who becomes aware of a potential conflict of interest related to a grant application must fully disclose the nature of the conflict/relationship to the board or the grantmaking committee.
- All recusals and disclosures must be thoroughly documented in the ACGR meeting minutes. The minutes must reflect that the vote to approve, or deny, a grant application was taken by the majority of disinterested board members.