

Standard Operating Procedure (SOP) for Funding Requests from External Partners to Marathon County AOD Partnership

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to establish a clear and consistent process for handling funding requests from external partners. This ensures that all funding requests are evaluated fairly, transparently, and in alignment with Marathon County AOD Partnership's mission and strategic goals.

Scope:

This SOP applies to all funding requests made by external partners, including corporations, foundations, government agencies, and individuals, to Marathon County AOD Partnership.

Responsibility:

- **Staff Support:** Primary responsibility for receiving, reviewing, and processing funding requests.
- **Executive Committee:** Responsible for assessing the alignment, feasibility, and impact of the funding request.
- **Board of Directors:** Final approval of funding requests and funding agreements.
- **AOD Partnership Treasurer, Staff Support:** Responsible for financial oversight, disbursement of funds, and monitoring of expenses.

Procedure:

1. Submission of Funding Request

1.1 Eligibility Criteria

External partners must meet the following criteria to submit a funding request:

- The request must align with Marathon County AOD Partnership's mission and strategic goals.
- The requesting organization must be a legal entity or established coalition with a fiscal agent (e.g., nonprofit, business, government agency).
- The request must comply with applicable laws and regulations.

1.2 Request Documentation

External partners must submit a formal funding request that includes the following documents:

- **Funding Request Application Form:** including the following elements.
 - **Organizational Information:** A description of the requesting organization, including mission, history, and financial health.
 - **Alignment with AOD Partnership:** A description of the project's alignment with CADCA's 7 Strategies, the AOD Partnership Strategic Plan, the AOD Partnership Core Values, and the AOD Partnership Mission.
 - **Project Proposal:** A detailed description of the project or initiative that requires funding, including objectives, outcomes, timelines, and budget.

- **Previous Impact Reports or Case Studies (if applicable):** Evidence of the organization's ability to achieve measurable results.
- **IRS Determination Letter (if applicable):** For nonprofit organizations, proof of tax-exempt status.

Requests should be submitted via email and directed to AOD Partnership Staff Support.

2. Initial Review and Acknowledgement

2.1 Acknowledgement of Receipt

Upon receipt of the funding request, Staff Support will send an acknowledgment email to the external partner, confirming receipt of the submission and outlining the next steps.

2.2 Initial Screening

The AOD Partnership Executive Committee will conduct an initial review to ensure the request includes all required documentation and meets the eligibility criteria outlined in Section 1. If any documentation is missing or unclear, the applicant will be notified and asked to submit the necessary information.

3. Detailed Evaluation

3.1 Evaluation Team

The Executive Committee will assess the funding request based on the following criteria:

- **Alignment with Mission:** How well the proposed project aligns with AOD Partnership's mission and strategic priorities.
- **Impact Potential:** The expected outcomes and measurable impact of the proposed project.
- **Feasibility:** The likelihood of successful project implementation, based on the request's budget, timeline, and organizational capacity.
- **Sustainability:** Whether the proposed project can sustain long-term impact, both financially and programmatically.
- **Budget and Financial Viability:** A detailed review of the project's budget to ensure it is realistic and that the external partner has the capacity to manage the funds.

3.2 Additional Information or Clarification

If needed, the evaluation team may request further clarification or additional information from the external partner. The requesting party will have [X] days to respond to any follow-up inquiries.

4. Approval Process

4.1 Recommendation for Funding

Based on the evaluation, the Executive Committee will prepare a recommendation for the approval or rejection of the funding request. This recommendation will be presented to AOD Partnership's Board of Directors for final approval.

4.2 Board/Leadership Review

The Board of Directors will review the Executive Committee's recommendation and make a final decision within 5 business days.

4.3 Decision Communication

Once a decision has been made, Staff Support will send a formal written response to the external partner, either:

- **Approval Letter (email):** Detailing the funding amount, terms of the funding, and any conditions or expectations associated with the grant.
- **Rejection Letter (email):** Offering feedback on why the request was not approved and suggesting potential areas for improvement or future collaboration.

5. Funding Agreement and Disbursement

5.1 Agreement Terms

If the funding request is approved, the AOD Partnership and the external partner will sign a funding agreement that outlines:

- The total amount of funding.
- Payment schedule (e.g., one-time payment or installments).
- Reporting requirements (e.g., progress reports, financial reporting).
- Any conditions or restrictions on how funds can be used.

5.2 Disbursement of Funds

Funds will be disbursed in accordance with the terms of the signed agreement. The payment process will be managed by Staff Support and AOD Partnership Treasurer, and the external partner will be notified when funds are sent.

6. Monitoring and Reporting

6.1 Progress Reports

The external partner will be required to submit regular progress reports according to the schedule outlined in the funding agreement. These reports should include:

- Updates on project implementation.
- Financial reports detailing how funds have been spent.
- Key outcomes and impact metrics.

6.2 Final Evaluation

Upon completion of the funded project, the external partner will submit a final report, including:

- A summary of the project's outcomes and impact.
- A financial reconciliation report.
- Any lessons learned or recommendations for future initiatives.

6.3 Internal Review

AOD Partnership will conduct an internal review to evaluate the effectiveness of the funded project and ensure that the objectives were met. This review will inform future funding decisions and partnerships.

7. Record-Keeping and Compliance

7.1 Documentation

All documentation related to funding requests, evaluations, approvals, agreements, and reports will be maintained in a secure and organized manner by Staff Support for a period of 7 years, in accordance with Marathon County Health Department's record retention policy (fiscal agent of Staff Support).

7.2 Compliance

AOD Partnership will ensure that all funding activities are in compliance with applicable laws, regulations, and internal policies. The organization will also maintain transparency in the use of funds and in reporting to stakeholders.

7.3 Review

This SOP should be reviewed annually or as needed to ensure its continued effectiveness and alignment with Marathon County AOD Partnership's goals and mission.

Version History:

- **Version 1.0:** [Date] – Initial SOP implemented.

Adopted 4/11/2025

End of SOP