**Section III.H. - Tax Credit Grant Procedures**

**III.H.1.** At scheduled monthly School Council meetings and upon request, the Tax Credit and Finance Committee shall provide a report of available tax credit funding, the purposes for which the funds may be spent, and a date by which a written proposal must be submitted. Tax credit grant requests should be submitted at least two week’s prior to the school council meeting using the approved process and form as available on the school council website.

**III.H.2. PROCEDURE FOR UHS SCHOOL COUNCIL GRANTS**

**III.H.2.1. THE GRANT APPLICATION MUST BE SUBMITTED TO THE TAX CREDIT AND FINANCE COMMITTEE CHAIRPERSON NO LATER THAN THE LAST FRIDAY OF EACH MONTH.**

**III.H.2.2. THE TAX CREDIT AND FINANCE COMMITTEE WILL REVIEW THE GRANT PROPOSAL DURING ITS MEETING ON THE FIRST WEDNESDAY OF EACH MONTH. THE GRANT APPLICANT SHOULD BE PRESENT AT THE MEETING TO EXPLAIN THE PROPOSAL AND ANSWER QUESTIONS.**

**III.H.2.3.** The Tax Credit and Finance Committee will review all submitted requests and submit its recommendation as A**n ACTION ITEM** ~~resolution~~ for ~~the~~ School Council **RESOLUTION.** ~~to accept or reject.~~ **THE GRANT APPLICANT SHOULD BE PRESENT AT THE MEETING TO EXPLAIN THE PROPOSAL AND ANSWER QUESTIONS.**

 **III.H.3. IF THE GRANT IS APPROVED BY THE SCHOOL COUNCIL,**

 **THE CHAIRPERON OF THE TAX CREDIT AND FINANCE**

 **COMMITTEE SHALL NOTIFY THE APPLICANT THE FOLLOWING**

 **DAY AND ADVISE THE APPLICANT TO OBTAIN A COPY OF THE**

 **MINUTES OF THE SCHOOL COUNCIL MEETING IN WHICH THE**

 **GRANT WAS APPROVED. THE COPY OF THE MINUTES, ALONG**

 **WITH A COPY OF THE INVOICE DETAILING COSTS (E.G. TRAVEL**

 **EXPENSES, EQUIPMENT, REGISTRATION FEES, ETC.).**

**III.H.4.** ~~The Tax Credit and Finance Committee will notify requestors of the disposition of requests within one week of the School Council meeting.~~ **THE GRANT APPLICANT IS RESPONSIBLE FOR NOTIFYING THE TAX CREDIT AND FINANCE COMMITTEE WHEN FUNDING HAS BEEN COMPLETED.**

**III.H.5.** The Tax Credit and Finance Committee will be responsible for following up on tax credit expenditures and will report to the School Council on the effectiveness, value and impact of approved funds. **(Res 28-35, 3-8-2016)**