

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 6006

SUBJECT: SOLICITING FUNDING FROM OTHER THAN CATHOLIC CHARITIES

POLICY: All administrators and division directors must inform and receive written approval before soliciting funding from any outside organization, foundation, business' or individual.

PROCEDURE:

- 1) A program plan and budget will be given to the associate or executive director must be written identifying the amount of funding sought and the funder.
- 2) A written approval must be received by the administrator or/division director prior to submitting a request for funding to any organization.
- 3) When a new program is proposed, the board of directors must review the program to determine if the program would be in line with the strategic plan of the agency.
- 4) The budget for any funding application must be prepared by or approved by the Controller or Finance Director of Catholic Charities.
- 5) A copy of the application must be provided Central office.

AUTHORIZED DATE: 02/20/01

REVISED DATE: 06/25/09