

Grants and Contracts – Policy and Procedures

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Policy

Our policy at UUCA is to ensure that all entries into or terminations of grants or contracts are characterized by (1) timely notification to the Board, (2) sufficient assessment of the quality of the contract/grant being entered, and (3) avoidance of any appearance of conflicts of interest which would undermine the congregation's trust of its staff or leaders.

Procedures

I. Timely notification to the Board is ensured by the following procedures:

- a. By virtue of our budget-approval process. No contract can be entered into unless there's a budget line item for it, and the Board approves the budget.
- b. By virtue of the weekly Board Officer-Executive meeting or the monthly Board Finance Committee meeting. Any contract/grant terminations are discussed at this time.

II. To ensure that we have sufficient assessment of the quality of a contract/grant being entered into, we observe the following process:

Grantor and Contractor Assessment Process

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The executive shall not fail to adequately assess the qualifications and capacity of a grantor or contractor to fulfill their responsibilities as identified in a grant or contract:

In cases where the grantor or contractor is new, UUCA staff will:

- Check to see if the grantor or contractor is in sympathy with our UU and UUCA values and ends.
- Check with the Better Business Bureau to determine if there are any complaints against the grantor or contractor
- Check at least two references
- Seek out at least one alternative bid (the ideal is two)
- Seek out expert counsel in the congregation, where necessary

In cases where the grantor or contractor is one we have worked with previously, and the grantor or contractor proved to live up to their responsibilities successfully, UUCA staff will feel free to work with them again unless (1) during the interval there has been a management change, or (2) the duration of the interval is 36 months or more. In such cases, UUCA staff will treat the grantor or contractor as new and will follow the evaluation process laid out above.

III. To avoid conflicts of interest, our general practice is to look to businesses that are not associated with UUCA congregants and staff. In cases we're convinced that the best contract comes from a business that IS related to a UUCA congregant or staff person, we undertake due diligence in backing up our conviction so that, if our action is questioned, we are able to defend the integrity of our decision. This due diligence includes: (a) seeking out alternative bids, (b) utilizing relevant expertise in the congregation as a source of advice and counsel, and (c) seeking out counsel from other religious institutions using the item/service we are considering. Finally, in cases where we do business with a UUCA congregant or staff person, we diligently adhere to the principle of impartiality and expect of it the same things that we would of any other business. If its products or services end up being inferior, we will not hesitate in turning to another business.