



TEXAS J REGIONAL ADVISORY COUNCIL

PO Box 60028 • Midland, Texas 79711 • (432) 563-5554

www.texasjrac.org

Standard Operating Procedure

FINANCIAL SOP:	RAC Grant
SOP NUMBER:	F # 5
SOP EFFECTIVE DATE:	5/07
SOP REVIEWED:	6/08; 6/09; 11/09; 8/10
SOP REVISED:	6/09; 6/09; 11/09; 8/10

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article IX.1 The Board of Directors may authorize any Officer or agent of the Organization to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Organization. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

OPERATING PROCEDURE:

1. Executive Committee budgets a portion of the total revenues collected for the RAC Grant program.
 - Total amount of the grant allocation is dependent on the total amount of monies received from the Tobacco Endowment Fund, the 3588/1131 Fund and the 911 Fund.
 - These amounts vary each distribution period, thus the amount available for grants will also vary.
2. RAC Grant application packet will be reviewed annually and updated as needed. The most current forms will be available on the Texas J RAC website.
3. RAC Grant is NOT a reimbursement grant.
 - Grant cannot be used to “pay back” for equipment, supplies, training etc. that have been purchased outside the grant period of September 1st through July 1st.
4. Only Participating entities in “Good Standing” may apply. Individuals may not apply for the grant.
5. Application packet must be returned to the Texas J RAC Office with original signatures.
 - Application must be completed according to directions.
 - Signing the application constitutes a binding agreement between the applying entity and the Texas J RAC; therefore, the submission of the application holds the entity liable for completion of the process even if the original signer is no longer with the applying entity.
6. All the applications will be reviewed in Executive Session.
 - Applications will be given priority based on need of the applicant.
 - All applicants will be notified by email of the review date and may address the board either in person or by a scheduled conference call.

- Entity representative may be permitted to address the Committee immediately prior to the review of their application, on the merits of the project and answer any questions the Committee may have.
7. It is the sole responsibility of the applicant to verify receipt of the application by the Texas J RAC Office. Absolutely NO applications will be accepted by fax or email. Refer to the Application Process.
 8. All grant funds must be spent as allocated.
 - Requests for substitution must be submitted in writing to the Texas J RAC office to be reviewed by the Executive Committee for approval by May 15th prior to the purchase.
 - Any funds misallocated will result in the applying entity being held liable for the reimbursement of those funds and disqualified for funding for the next application period.
 9. Any funds awarded, but not spent, **must** be returned to the Texas J RAC prior to the deadline listed in the Grant application.
 - Failure to return the unspent funds in the specified time frame will result in the applying entity being disqualified for the next Texas J RAC Grant application period.
 10. Grant Expenditure Summary and copies of all receipts must be submitted to the Texas J RAC Office before the deadline listed in the application packet.
 - Failure to complete the Summary in its **entirety** will result in the applying entity being liable for the entire amount of the award, as well as being disqualified for the next Texas J RAC Grant application period.
 11. Receiving entity will have possession of the tangible asset on a permanent basis and will be solely responsible for the maintenance and upkeep of the item(s).
 - **Texas J RAC assumes no liability for the items purchased.**
 12. All decisions made regarding the allocation, funding and distribution of the RAC Grant Program rests with the Texas J Regional Advisory Council Executive Committee.
 - **All decisions are final.**