

three purposes:

1. They establish valid information to make a proper determination on the application by the board of directors.
2. They lend credence to the actual award and lend status to your foundation's activities.
3. They publicize your foundation's grant program without cost.

In fact, many subsequent applications are made through such third-party references once these references discover that the grant program exists.

3. Action Control - This part of your grant's procedures depends entirely upon your need for "crutches" in completing procedures. In this case, action control procedures include a check list of proper steps concerning every grant application. This check list would be attached to every file and application. The applicant's papers would be considered by the proper persons in the proper order, and notations would be made on every activity or action taken