

screening and review. That is, the directors or officers should consider all the applications. They should see:

1. Whether the applications fall within the purpose of the foundation.
2. Whether the applications are covered by the existing grant program.
3. Whether the standards of the grant program are met.
4. Whether applicant both qualifies for the grant and looks like a good recipient.

5. One officer or director usually chooses the best or the best of the applicants for final screening by the board of directors. The board of directors reviews the recommendations of the president or other officers. A decision to grant or not to grant is then made.

6. A person in charge of the grant program should then notify the winners and the losers by letter. The winner should be informed of the next procedures to be taken, depending upon the nature of the grant program.