

Tithing System

Frequency and Timing

- Nominations of and distributions to grant recipients would occur twice each year, on a predetermined schedule.
- Nominations for grant recipients would be received from January 1 through 31, and again from July 1 through 31.
- The parish council would have the opportunity to veto only those nominations whose mission or work conflicts with the values of the Sts. Clare and Francis Community at its meetings in February and August.
- Voting by the SCF community for grant recipients would happen between March 1 through 31 and again from September 1 through 30.
- Payments would be sent to grant recipients in April and October.

Nominating Grant Recipients

- Nominations would be received and compiled by a designated SCF member (currently Marilyn Tenholder) (the "Nomination Receiver"). These will be solicited via an email blast to all SCF members as well as newsletter announcements. (A separate SCF email address will be set up to receive these nominations.)
- Nominating Criteria and Process
 - All nominations to be submitted either in email or in writing.
 - Nominations to be limited to 501(c)(3) entities, provided however that if the entity is a church or religious order, it is preferred that the nomination and subsequent grant (if approved) be specifically designated for ministries under the umbrella of that church or religious order.
 - Nominations to include the name of the entity, its website if it has one, the contact person and address, two sentences describing the mission of the entity, one sentence describing why that entity is being nominated, and the amount of the suggested grant (the minimum grant amount is \$100 and the maximum grant amount is \$1,000).
 - Nominations will not be accepted for entities whose mission or work conflicts with the values of the Sts. Clare and Francis Community. (Determination of whether there is such a conflict will be made by the parish council via the veto process identified further below.)
 - SCF members who hold a position of being able to direct or control donated funds (such as an officer, director, etc.) in an entity are ineligible to nominate such entity.
- Nominations that do not provide all of the requested information (identified above) and/or not meeting these criteria would not be accepted, and the Nomination Receiver would communicate that to the person submitting the recommendation.
- If the same entity is nominated by more than one person, but with different suggested grant amounts, the higher grant amount will be used.
- The Nomination Receiver would compile the nomination information and make it available to the parish council prior to its next meeting.

- The parish council will have the opportunity to veto only those nominations whose mission or work conflicts with the values of the Sts. Clare and Francis Community. If such a veto occurs, the parish council will explain its reason for the veto in writing to the person who submitted the nomination.
- Entities that received grants in the immediately preceding distribution would be removed from the next nomination list, but are eligible to be re-nominated and added back onto the list of nominations. (For example, assume Organization XYZ received a grant of \$500 in April, 2015. It would not automatically be included in the nomination list for the September, 2015 vote. However, if Organization XYZ was nominated again in July, 2015, it would be included in the nomination list for the September, 2015 vote.)
- Entities that did not receive grants in the immediately preceding distribution would automatically be included in the next nomination list, but thereafter removed unless nominated again. (For example, Organization ABC did not receive a grant in October, 2015 so it is automatically included in the nomination list for the March, 2016 vote. Regardless of whether Organization ABC received a grant in March, 2016, it would not appear in the nomination list for the September, 2016 vote unless nominated again in August, 2016.)

Selecting Grant Recipients

- Nominations (including the name of the entity, website, description of mission, reason for nomination, and suggested grant amount) will be compiled by the Nomination Receiver into Survey Monkey or its equivalent.
- Announcement of the voting period will be made via an email blast to all SCF members as well as bulletin announcements. Accommodations will be made for those who do not have access to the Internet. This announcement will identify the grant recipients and amounts from the previous voting (e.g. the entities that received grants in April would be identified in the announcement for September voting).
- Each SCF member who votes will be allowed to select up to three of the nominated entities (three different entities, i.e. voting more than once for the same entity would not be allowed) to receive the suggested grant amount.
- Voting results will be compiled by the team of two designated SCF members (currently Marilyn Tenholder and Clarence Heller) (the “Voting Compilers”).

Awarding Grants

- The total amount of funds to be distributed will be a function (illustrated through the example below) of the voting results, provided however that it shall not exceed the amount in the Tithing Fund as of the end of February or August, as applicable.
- If there is a tie in the number of votes for the grant that will reach the limit of the funds to be distributed, the Parish Council will use its discretion to resolve the tie, such as reducing the grant amounts to one or more of the recipients who are tied, awarding to some but not all of the tied entities, choosing not to award to any of the tied entities, etc.

- Grant award checks would be issued by the middle of the April or October, as applicable.
- Grant recipients and amounts would be announced in via email blast to all SCF members.

An Example

In all following example, the total amount of funds available to be granted is \$3,000 and it is assumed that 30 SCF members vote (each making three selections). In this example, because there is a tie for the number of votes for Prospective Recipients J and N (and either of these would trigger reaching the total amount to be awarded), the Parish Council used its discretion to reduce the grant amounts to both Prospective Recipients to \$250.

Prospective Recipients	Votes	Grants
L (\$500)	20	\$500
H (\$1,000)	18	\$1,000
M (\$500)	13	\$500
E (\$500)	9	\$500
J (\$500)	7	\$250
N (\$1,000)	7	\$250
F (\$300)	4	\$0
G (\$300)	4	\$0
D (\$1,000)	3	\$0
K (\$1,000)	2	\$0
A (\$1,000)	1	\$0
B (\$500)	1	\$0
C (\$300)	1	\$0
I (\$500)	0	\$0
Total	90	\$3,000