

GRANTS COMMITTEE

MASTER OPERATING MANUAL (MOM)

November 2019

1. **General.** This Operating Manual describes the background, governance, committee member qualifications, appointments and terms of office, and the purposes of the Grants Committee.
2. **Background.** The Photographic Society of America, Inc. (PSA) only receives approximately one-third of its operating revenue from membership dues. This amount is more than matched by contributions from the investment and endowment funds created from Grants, donation and bequests from PSA members and others. To ensure PSA will not only remain viable but can enhance and expand its services and benefits to members, it is important that monies to grow the endowment and investment funds continue to be contributed.
3. **Statement of Purposes.** The purpose of the Grants Committee is to solicit financial Grants on behalf of PSA and to recommend the treatment of the funds for approval by the Executive Committee. Funds can be added to the investment or endowment accounts, can be applied to general use or can be restricted to a specific purpose specified by the Grantor, or can be used immediately to support ongoing operations
4. **Approach.** The approach and role of the Committee will be to:
 - Seek funds from organizations, individuals, and foundations. interested in supporting PSA or can be convinced to support PSA by:
 - Creating publicity for the website, *PSA Journal* and PSA events such as the annual Photo Festival to seek Grants and donations
 - Soliciting directly from high-wealth individuals
 - Soliciting directly from organizations and foundations whose policies and goals align with PSA and who would be supportive of PSA's Mission.
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5. **Governance.** PSA is governed by a Board of Directors (BOD). By approval of the BOD, management of the Society's operations and the administration of its affairs shall be vested in an Executive Committee, which includes the oversight of all funds of PSA. The President of PSA appoints members to the Grants Committee. The Grants Committee reports to the PSA Treasurer.
6. **Committee Composition.** The Grants Committee should have representation from individuals with a background in areas such as wealth management, grant writing, or fund raising, but most importantly, some experience in successfully seeking grants. At least some of the Committee members should have a sense of institutions likely to provide a one-time or ongoing grant to PSA. It would be helpful to have an Oklahoma member who would be more familiar with institutions in close proximity to PSA Headquarters. The chair of the Committee will be determined by the PSA Treasurer and PSA President. The President and Executive Vice President will be ex-officio members.
7. **Committee Membership Terms.** The Grants Committee will have a membership of three (3) members. Membership will be for three (3) years but will begin on a staggered basis so that one (1) member is replaced, or renewed, every year. If a member resigns

or is unable to continue or is removed by the President, the President appoints a person to fill the unexpired term.

8. **Budget.** It is not anticipated the Grants Committee will have any expenses. However, if expenses are necessary, they will be part of the PSA Treasurer's budget.
9. **Recognitions.** The Headquarters staff is to maintain a record of all grants. In addition, a letter under the PSA President's signature acknowledging the grant should be sent which would include an appreciation for the gift or donation, a statement providing support for tax purposes and if appropriate, a confirmation of how the funds will be used. Input from the Grant Committee will be needed for the use of funds. At least semi-annually, a list of grant providers should be published in the *PSA Journal*.
10. **Sunset Review.** Given the financial needs of PSA may change over time, the Committee should review the changes every two years beginning in 2022 to see if any changes are necessary in its procedures and membership.