



Team & Organizational Cash Grant Program

Grant Cycle Timeline

	June Cycle	December Cycle
Application Cycle Opens	April 15	October 15
Application Cycle Deadline	June 15	December 15
Applications Reviewed	~2-3 weeks <u>after</u> June 15	~2-3 weeks <u>after</u> December 15
Complete Pending Issues Outreach <i>Incomplete application resolution deadline</i> <i>(signature issue, direct deposit documentation issue, etc.)</i>	~3-4 weeks <u>after</u> June 15	~3-4 weeks <u>after</u> December 15
Final Preparations for Board of Directors Meeting*	~2-3 weeks <u>prior</u> to BOD Meeting*	~2-3 weeks <u>prior</u> to BOD Meeting*
Grants Paid <i>ACHs initiated & printed checks mailed</i>	~1-2 days <u>after</u> BOD Approval*	~1-2 days <u>after</u> BOD Approval*

*MidwayUSA Foundation Board of Directors meets twice per year, usually in early February (December Cycle) and early August (June Cycle). Grant payout dates will vary based on these biannual meetings.

SMApplly Email Distribution

1. Upon submitting the application, the applicant will receive a confirmation email
2. Upon review of the application:
 - If pending issues, the applicant will receive an explanatory email, along with resolution options
 - If no pending issues, the applicant will receive an email notifying them all is complete and it is pending BOD approval – next steps will be communicated as far as the payout timeline and notification
3. Upon BOD approval/payout initiation, the applicant will receive a notification email letting them know funds are on the way