

**POTTER PARK ZOO DOCENT AND VOLUNTEER ASSOCIATION (PPZDVA)**  
**POLICY ON GRANTS AND EXPENSE REIMBURSEMENT**  
**(July 16, 2018)**

This policy covers the criteria and procedures for awarding grants and disbursement of funds from the PPZDVA.

CRITERIA

Grants:

Grants should **directly** benefit the zoo's conservation and education programs. Examples of grants include funding an animal exhibit; funding the purchase, transport, or other expenses needed to bring an animal to PPZ for exhibit. Grants can be awarded to provide education tools such as books, supplies, and equipment needed for the PPZ education programs

Reimbursement of Funds:

This covers things such as the supplies and items purchased for fund raising activities, and for the reimbursement of costs for awards, plaques, and memorial gifts from the PPZDVA.

PROCEDURE

Grants:

Grants must be requested in writing. In addition, an oral presentation to the association members outlining the grant request is recommended for requests of amounts greater than \$250. The grant request shall include the details and/or outline of the zoo program needs and an estimate of costs needed to fund the program. A report out of the usage of the grant funds will be required after the program is implemented or completed. The PPZDVA treasurer shall award the funds in the form of a check or pay the costs with a proof of purchase.

Reimbursement of Funds:

Expense reimbursement for supplies and items needed for activities and gifts from PPZDVA need to have a form of receipt or proof of purchase. Supplies or items with costs greater than \$250 need prior approval from the PPZDVA board and the association members.

For reimbursement of costs, the requester must fill out the Monetary Request Form. The Monetary Request Form is located on-line in the Falcons Nest. The method of expense reimbursement such as check number or CASH needs to be noted on the Monetary Request Form. The Monetary Request Form must be signed by the PPZDVA treasurer, and signed by a witness who is on the PPZDVA board and is not the person receiving the reimbursement.