



Tree Research & Education Endowment Fund Policy/Procedure Statement

Subject: Grant Retention Policy

Policy No: 17-BOD

Purpose: To provide some nominal back-end leverage to ensure that research grant reports and other related grant terms and conditions are completed in a timely, compliant fashion. This Grant Retention Policy would not apply to scholarships or public/community program awards.

<u>Grant Size</u>	<u>Retention</u>
\$1 to \$4,999:	No funds retained
\$5,000 to \$9,999	\$400 retained until completion of final report and approval of expenses (effective impact 4.0% to 8.0%)
\$10,000 to \$19,999	\$800 retained until completion of final report and approval of expenses (effective impact 4.0% to 8.0%)
\$20,000 to \$49,999	\$1,600 retained until completion of final report and approval of expenses (effective impact 3.2% to 8.0%)
\$50,000+	6.0% of total award retained until completion of final report and approval of expenses

Issued by:

Date revised:

Board Action (give date of vote) December 8, 2015

-or-

TREE Fund Chairman's Signature _____

-or-

President/CEO's Signature _____