**Policy and Procedure for Disbursement of Grant Funding Revenue**

**Purpose**: To establish written guidelines for distribution of Trempealeau County Alliance for

 Youth grant funding resources within collaborative partnerships.

**Policy**: It is the belief that grant funding revenue will be made available for disbursement to

 collaborative partners for the purpose of promoting and advocating for the

 Trempealeau County Alliance for Youth associated programs and services within

 Trempealeau County. The Trempealeau County Alliance For Youth checking account

 is to maintain a balance of $500.00.

**Procedure:**

1. Revenues will not be released until assets are available for disbursing.
2. Any Individual/Agency wishing to be considered for funds disbursement will be required to submit a written “Request for Funding Consideration” to the Trempealeau County Alliance for Youth Coalition Committee.
3. The Trempealeau County Alliance for Youth Coalition Committee will review the written request for funding.
4. Additional supporting documentation may be requested by the Committee to further evaluate funding requests.
5. The Committee will present recommendations to the Trempealeau County Alliance for Youth Coalition for final approval or denial.
6. All funds must be utilized for the purpose of promoting and advocating for the Trempealeau County Alliance for Youth associated programs and services within Trempealeau County.
7. All decisions of the Committee are final.
8. The Trempealeau County Alliance for Youth Chairperson will provide written approval/denial to the applying entity upon Committee decision.
9. The Trempealeau County Alliance for Youth Treasurer will issue disbursement checks upon final approval.
10. Individual/Agency will be required to submit a written final report and complete any necessary documentation for reimbursement.
11. Final report(s) will be reviewed with the Trempealeau County Alliance for Youth Coalition Committee for completeness.