APPENDIX B: Small Grant Funding Guidelines

This document explains how funding is dispersed to project teams.

Once you are awarded a Small Grant, you will need to establish a regular meeting time with the SAF Program Coordinator. During your first meeting you will go over your budget and decide how you will go about purchasing the awarded items. There are three common options:

1. Purchase online with SAF Credit Card
2. Purchase through a local vendor with the SAF Credit Card
3. Using a Purchase Order

Purchasing Online with SAF Credit Card
The easiest way for most grant items to be purchased will be through the Sustainable Action Fund credit card. We find it really efficient to purchase items that can be found online through a reputable and secure website. During one of your first team meetings with the SAF Grant Program coordinator, the team will sit at a computer together and make the purchase. Depending on the delivery time, the items requested will then be delivered to the SAF Grant Program Coordinator’s office. At this time you can proceed to work with your stakeholders to continue to implement your grant proposal.

Purchasing through a Local Vendor with an SAF Credit Card
You may find the item you wish to purchase cannot be found online, or it may be impractical to purchase the item online (due to the nature of the item). If this is the case, then you can plan a trip with the SAF Grant Program Coordinator to purchase the item(s) through a local vendor. Before planning the trip, you should go to the store/vendor in advance and know exactly which items you plan on purchasing, how much they cost, and how much tax will add to the total cost. You should also be aware if this vendor accepts credit cards or not. When on the official purchasing trip, the SAF Grant Program Coordinator will then use the SAF Grant Program credit card to make the purchase.

Using a Purchase Order
If a vendor does not take credit cards, a Western Washington University purchase order can be placed. This process will take more time for all parties involved (the grant program, you, and the vendor). Let us know if this is the purchasing route necessary for your awarded items and we will do our best to facilitate the purchase order process.

Grant Funding Dos and Don’ts
- Do not go out and purchase items with your own money with the hopes of being reimbursed
- Do comparison shopping before you apply for the grant. Visit different vendors (online or in store) to find out which items you want to request.
- Do remember the additional cost of tax (8.7% for Washington State) and shipping.
- Do apply for your grant knowing all of the details about how to purchase your desired items
- Do ensure all of your team members and stakeholders are in agreement with the items that your team will be purchasing
- Once awarded your grant your project team will want to quickly establish your meeting schedule with the SAF Grant Program Coordinator
- Come to your first meeting with a complete list of items you will need to purchase, where they can be purchased from, and the cost of each item.