



Policy for Inactive GIFT Program Participants

Organizations who participate in Community Knights' GIFT Program need to remain active with-in all facets of the program to be eligible for GIFT Grants. Failure to comply with the following components of the program will result in your organization's status becoming inactive.

- Engaging in Community Knight's Community through:
 - Committee Participation
 - A member representing your Organization needs to be engaged with a minimum of one of our committees. If your organization is facing extenuating circumstances, please reach out to Community Knights leadership and we will work with you on this component.
 - This is designed to be an asset to your organization. Networking and collaboration occur at these meetings.
 - Collaboration within the Broader Community
 - We require GIFT Participants to challenge themselves to help us build capacity within our community through collaborating with GIFT Program Participants and beyond. This is an ongoing growth goal for all of our program participants.
- Remaining in Good Standing with the IRS if you are a non-profit Organization
 - Filing your 990 each year and staying up to date with all paperwork
 - Communicating with Community Knights if you have any issues with your status
- Meet all deadlines for GIFT Grant Close Out Statements
 - Complete all Close Out Statements within 180 days of Grant Announcements
 - Pick up GIFT Grant Checks within 180 days of Grant Announcement
- **Use of Grant Funds to incentivize members of your organization to participate in fundraising activities within your organization, or with any other organization such as Community Knights, Inc. is not permitted. If Community Knights discovers this is happening, your organization will receive one warning to stop this practice. If the practice is not stopped your organization will be dropped from the GIFT program.**

Failure to be engaged within the Community Knights' community for 365 consecutive days will result in your status being changed to inactive. Your organization will have to go through the following steps to become reactivated:

- Send a representative to an Orientation Meeting
- Complete all outstanding paperwork and have it reviewed and approved by Community Knights
- 90 day waiting period before a GIFT Grant request can be submitted so organization has time to demonstrate commitment to becoming active participant in community.