

(5-15-06)

Guidelines for Operation
Hearing Loss Outreach Fund
of the Hearing Loss Association of Washington

1. General Guidelines

A Hearing Loss Outreach Fund (HLOF) Committee oversees the HLOF initially established by Ben Gilbert in 2005 and manages the grant application/award process described in this guideline.

2. HLOF Management Objectives

The HLOF is intended to provide funds via grant approval for outreach projects that are deemed to be worthy of pursuing and need funding support to be carried out. The vision of the HLOF Committee is that funding be available for projects over a period of many years, with the majority of the original funds earning income and the minority of the funds remaining available to disbursement. This proportion may change in future years as grants are awarded. As a starting point, the HLOF Committee has determined that \$5000 be immediately available and \$20,000 be invested in low-risk vehicles such that about \$5000 is available in each calendar year for grant awards. The HLOF Committee is responsible for periodic reporting of the fund status to the Hearing Loss Association of Washington (HLA-WA) Board of Trustees and has authorized the HLA-WA Treasurer to administer the funds.

3. HLOF Grant Application Process

The goal of the HLOF is to assist HLA-WA entities in reaching out, directly or indirectly, to persons with hearing loss who are not presently aware of or involved in Hearing Loss Association of America (HLAA) activities. Any HLA-WA member or group may apply for a grant for an outreach project. The following grant application guidelines apply:

- a. The grant request should be submitted to the HLA-WA HLOF Committee at the mailing address of HLA-WA or delivered to any HLOF Committee member.
- b. The HLOF Committee shall acknowledge receipt of the grant request in writing to the contact person listed in the request.
- c. The grant request should include the following items pertaining to the proposed project. No specific form, format or length of request is necessary.
 - 1) A summary of the project in one paragraph.
 - 2) A detailed description of the components of the project with the estimated cost of each component.
 - 3) A general timeline of the project.
 - 4) The intended objective of the project including the target population and the intended results.
 - 5) An acknowledgement that a follow-up report is required to be submitted to the HLO Committee summarizing the actual results and reporting the actual cost of the project.

- 6) A contact person responsible for the project.

4. HLOF Grant Review/Disposition Process

Upon receipt of a HLOF grant request, the HLOF Committee Chair shall oversee the following general evaluation process:

- a. Acknowledge in writing receipt of the grant request.
- b. Ensure that all members of the HLOF Committee receive a copy of the request.
- c. Establish a date for the first committee discussion and evaluation of the request.
- d. Collect written committee member comments prior to the first committee discussion and evaluation.
- e. Complete an evaluation of the grant request. This may involve correspondence with the request contact person, the collection of independent information, the scheduling of follow-up evaluations, etc. The target evaluation period is thirty (30) days or less.
- f. Approve any part or the entirety of the grant request or disapprove the request.
- g. Report the results of the evaluation to the grant request contact. When funds approval is involved, the HLOF Committee Chair shall authorize the HLA-WA Treasurer to transfer funds at the appropriate time.
- h. Report the results of the grant request evaluation to the President of HLA-WA.

5. HLOF Committee Composition and Operation

The HLOF Committee shall consist of between three (3) and five (5) persons, a majority of whom are members of the HLA-WA Board of Trustees. This committee shall elect a Chair (and Vice-Chair, if desired) to oversee the processes outlined in this guideline. The length of committee service and membership on the committee are determined on a case basis by the HLOF Committee members.

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