

THE HERB SOCIETY OF AMERICA, INC.
GRANT FOR EDUCATORS COMMITTEE
Approved June 2004, Amended June 2014

The Grant for Educators Committee awards grants for herb-related educational projects that further the mission of The Herb Society of America.

The HSA Executive Director will discuss the terms of the contract with the grantee and ensure the signed contract is on file at the national headquarters before any funds are disbursed

Responsibilities:

- Report to the education chair
- Submit a report to the education chair at least one month before each board meeting
- Annually review all grant information, application forms and contracts and provide current copies to HSA headquarters
- Publicize the grant program
- Review applications after the December 31 application deadline in order to announce grant recipients to the board by April 1
 - The committee chair will collect the reviews and facilitate review discussions and candidate interviews
 - The committee may meet electronically, by conference call or at any HSA event that the members may coincidentally be attending
 - The committee chair may interview finalists and/or their references
- Notify all applicants of the success or failure of their proposals by April 1
- Notify the secretary, HSA newsletter editor, and the *Herbarist* editor of the grant recipient(s) for inclusion in the newsletter and as a potential author resource
- Supply information regarding the grant recipient's project to headquarters for use on the website, Facebook, and other social media
- Monitor the progress of the grant recipient(s) and authorize release of remaining funds only upon completion of the project and final report. Electronic copies of signed grant contracts to be provided to committee chairs
- Maintain records of all communications
- Upon completion of the project, send all records, including evidence of the project's conclusion, to archives for possible preservation