## Exhibit A

	Procedure: Fundraising and Grantseeking by Staff of ECC									
Step	Person	Content								
1.	Originator	<ul> <li>Written proposal should include:</li> <li>Description of project (e.g., dates, scope, people served, personnel involved)</li> <li>Goal and measurable results</li> <li>How will this benefit the church as a whole?</li> <li>Estimated cost (provide detail)</li> <li>Why are funds being sought (e.g., why not included in the operating budget?)</li> <li>Identify potential donors who will be asked</li> </ul>								
2.	Canon or Chief	<ul> <li>Review with Originator</li> <li>Review with CFO for accuracy and clarity of funding sought</li> </ul>								
3.	Executive Leadership Team	<ul> <li>Review and approve</li> <li>If rejected by ELT, no further action shall be initiated by Originator, Canon or Chief</li> </ul>								
4.	Executive Council	<ul> <li>Present to EC if over \$10,000</li> <li>If rejected by EC, no further action</li> </ul>								

**Procedure: Fundraising and Grantseeking by Members of General Convention Activities** (including General Convention Office; Executive Council; Interim Bodies; Archives; General Board of Examining Chaplains)

Step	Person	Content							
1.	Originator	Written proposal should include:							
		<ul> <li>Description of project (e.g., dates, scope, people served, personnel involved)</li> </ul>							
		Goal and measurable results							
		How will this benefit the church as a whole?							
		Estimated cost (provide detail)							
		• Why are funds being sought (e.g., why not included in the operating budget?)							
		Identify potential donors who will be asked							
		<ul> <li>Present to Executive Officer of GC and Chair of an appropriate EC Standing</li> </ul>							
		Committee (copying the PB and PHOD)							
2.	Executive Officer GC	Review with Originator							
	and Chair of EC	Review with Treasurer of General Convention for accuracy and clarity of funding							
	Standing Committee	sought							
		Review with appropriate Chief or Canon to ensure adequate staffing							
		Discuss with Chair of Finance Committee who shall provide, in writing, any serious							
		objections or questions							
3.	EC Finance Committee	Approve, reject or further question the EC SC Chair and modify							
4.	<b>Executive Council</b>	If FIN rejects, Originator and SC Chair may appeal and seek consideration by full							
		Executive Council							
		If rejected by EC, no further action shall be initiated by Originator or SC Chair							

	GEN	NERAL CONVENTION	( ) DINIO I CI (DILIIDI	10 GCIDELL'ILD		
			Unsolicite	ed Donations		
	**	Cash		**	Bequest	
	Unrestricted	Existing budgeted expense item	Non-budgeted area	Unrestricted	Existing budgeted expense item	ricted Non-budgeted area
Acceptable	OK	OK	OK	OK	OK	OK
Prior Approval required	NA	NA	NA NA	NA	NA NA	NA
Deposited where	Checking	Checking	Short-term Custodial account	TF 927	Existing or New TF if needed	
How Used	Immediately available for general budget; credited to appropriate income line	Immediately available for general budget; credited to appropriate income line	Available for the specific unbudgeted purpose IF approved by ELT	Dividends available for budget	Dividends available for budget	Dividends available for non-budgeted area
Notes		Will not increase current spending in specific department.				
Examples	NA	Staff costs	Sharing Way of Love; Cuba pensions; Emergency assistance for refugees; Treasurer- approved discretionary funds			
		Donatio	ons Solicited by Staff			
		Cash	•		Bequest	
	Unrestricted	Rest	ricted	Unrestricted	Resti	ricted
		Existing budgeted expense item	Non-budgeted area		Existing budgeted expense item	Non-budgeted area
Acceptable	OK	OK	OK	OK	OK	OK
Prior Approval required	ELT	ELT	ELT	ELT	ELT	ELT
Advise EC if > \$10,000	Yes	Yes	Yes	N/A	Yes	Yes
Deposited where	Checking	Checking	Short-term Custodial account	TF 927	Existing or New TF if needed	Existing or New TF if needed
How Used	Immediately available for general budget; credited to appropriate income line	Immediately available for general budget; credited to appropriate income line	Available for the specific unbudgeted purpose pre-approved by ELT	Dividends available for budget	Dividends available for budget	Dividends available for non-budgeted area
Notes		Will not increase				
		current spending in specific department.				
Examples			Sharing Way of Love; Cuba pensions; Emergency assistance for refugees			
Examples	Donat	specific department. Staff costs	Love; Cuba pensions; Emergency assistance for refugees	cil or Interim Bodies		
Examples		specific department. Staff costs  tions Solicited by Member Cash	Love; Cuba pensions; Emergency assistance for refugees		Bequest	
Examples	Donat Unrestricted	specific department. Staff costs  tions Solicited by Member Cash	Love; Cuba pensions; Emergency assistance for refugees	cil or Interim Bodies Unrestricted	Bequest	ricted Non-budgeted area
Examples  Acceptable		specific department.  Staff costs  tions Solicited by Membo Cash Rest Existing budgeted	Love; Cuba pensions; Emergency assistance for refugees ers of Executive Counce		Bequest Restr Existing budgeted	
	Unrestricted	specific department. Staff costs  tions Solicited by Member Cash  Rest Existing budgeted expense item	Love; Cuba pensions; Emergency assistance for refugees ers of Executive Counce ricted Non-budgeted area	Unrestricted	Restr Existing budgeted expense item	Non-budgeted area
Acceptable Prior Approval required from EC Deposited where	OK FIN Checking	specific department.  Staff costs  Staff costs  Cash  Rest Existing budgeted expense item  OK FIN Checking	Love; Cuba pensions; Emergency assistance for refugees  ers of Executive Counce ricted Non-budgeted area  OK FIN Short-term Custodial account	OK FIN TF 927	Bequest  Restriction Existing budgeted expense item  OK FIN Existing or New TF if needed	Non-budgeted area  OK FIN  Existing or New TF if needed
Acceptable Prior Approval required from EC	Unrestricted  OK FIN	ions Solicited by Membo Cash Existing budgeted expense item OK FIN	Love; Cuba pensions; Emergency assistance for refugees  ers of Executive Counce ricted Non-budgeted area  OK FIN Short-term Custodial	Unrestricted OK FIN	Bequest Resti Existing budgeted expense item OK FIN Existing or New TF if	Non-budgeted area OK FIN Existing or New TF
Acceptable Prior Approval required from EC Deposited where	OK FIN Checking Immediately available for general budget; credited to appropriate	ions Solicited by Member Cash  Rest Existing budgeted expense item  OK FIN Checking Immediately available for general budget; credited to appropriate income	Love; Cuba pensions; Emergency assistance for refugees  ers of Executive Counce ricted Non-budgeted area  OK FIN Short-term Custodial account Available for the specific unbudgeted purpose pre-	OK FIN TF 927 Dividends available for	Bequest  Restricting budgeted expense item  OK FIN Existing or New TF if needed Dividends available	Non-budgeted area  OK FIN Existing or New TF if needed Dividends available for non-budgeted