

**THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS**

Per the Organizing for Settlement Fund Guidelines approved by the Education Minnesota Governing Board, please adhere to the following:

Post-Settlement and Grant Procedures

1. All unused funds from the loan shall be returned to the Organizing for Settlement Fund within 60 days of the ratification (by both the local/affiliate and administration) of the contract.
2. Within 60 days of ratification of the contract, the local affiliate shall submit a financial report detailing all expenditures, supported with original receipts and sign-in sheets (where required). Expenses that lack proper documentation, or do not follow Organizing for Settlement Fund policies, will not be reimbursed. An extension may be granted if circumstances make compliance difficult.

**The unused portion of the loan and the financial
report with receipts should be mailed to:
Education Minnesota Organizing for Settlement Fund
41 Sherburne Ave.
St. Paul, MN 55103**

3. Following review of the financial report for policy conformance, the Organizing for Settlement Fund Committee will forward a recommendation to the Governing Board converting 80 percent of the total approved expenses to a grant. Twenty percent of the approved expenses will be paid by the local/state affiliate.
4. In no case will Organizing for Settlement Fund assistance exceed 80 percent of the total cost incurred as determined by the final financial report prepared at the conclusion of the crisis unless otherwise specified in the guidelines. Locals unable to pay their balance due in full may set up a payment plan with the Education Minnesota secretary-treasurer.
5. Costs incurred more than 60 days after the ratification of the contract will ordinarily not be considered reimbursement from the Organizing for Settlement Fund. **An extension may be requested.**