

**Spirit of Life Charitable Foundation
Award Life Cycle Timetable**

Process Step	Timetable	Method of Acceptable Delivery	Fax Number	Email Address
Trustee receives applications for grant award in the form of Project Proposal.	Trustee will receive Project Proposal Applications by March 1, 2026. Project Proposal Applications will not be accepted after March 1, 2026.	USPS, UPS, FedEx, fax, email	618-842-5849	trust@fnbcommunitybank.com
The Foundation Advisory Board reviews applications and selects an award recipient.	This process will be completed by May 1st each year.	N/A	N/A	N/A
The Foundation Advisory Board will notify the Foundation Trustee which student is receiving an award for the current year.	This process will be completed by May 1st each year.	email	N/A	N/A
The Foundation Trustee contacts the student to inform them of the award.	This process will be completed by May 15th each year.	email	N/A	N/A
The Foundation Trustee issues an award check for 75% of the project cost or 75% of \$7,000, whichever is less, to the recipient student.	This process will be completed by May 31st each year.	USPS	N/A	N/A
The Foundation Trustee receives the student's report. The report should follow the template provided on SOLF website; www.spiritoflifefdn.org .	<u>It is our expectation that student experiences will take place in the summer after receiving the award, e.g. June - September. An exception to the timing of the experience may be granted on a one-on-one basis. Contact the trustee at trust@fnbcommunitybank.com to open dialogue on any exception. Unless an exception has been granted, the student's report is due by December 15th each year.</u>	email	N/A	trust@fnbcommunitybank.com
The Foundation Trustee determines whether the student's report includes all elements included in the template provided on the website. Any deficient reports will be returned to the student for reworking and resubmission.	This process will be completed by December 20th each year.	email	N/A	N/A
The Foundation Trustee issues an award check for 25% of the project cost or 25% of \$7,000, whichever is less, to the recipient student after the project report is approved.	This process will be completed by December 24th each year.	USPS	N/A	N/A
The student's report is released to the Website architect who adds it to the "Past Awardees" website tab.	This process will be completed by December 31st each year.	email	N/A	N/A
Foundation Trustee presents annual report to the FCC Advisory Board including investment results and the student's report.	This process will be completed by May 1st each year.	In person	N/A	N/A