



Committee: Grants

Role: Co-Chair

Time Commitment: Varies with core commitment clustered around small and large grant cycles and theme panel event; – as many as 10 hours per month

Job Description:

- Schedule and facilitate meetings
- Lead drafting and editing small and large grant request for proposals
- Conduct conflict checks and make review assignments to committee
- Prepare score sheets for both grant cycles
- Assist board in planning theme panel
- Communicate with every applicant as many as three times during the proposal review period
- Ensure RFP goes to appropriate communities, maintain and update relevant contact lists
- Ensure grants process is “above reproach”
- Review all proposals in case committee members do not complete assignments
- Set up communications requests, online voting, ballots
- Large grant presentations to membership at December membership meeting
- Assist board in theme panel meeting (summer) including gathering information needed for RFP, sourcing some panelists, preparing questions, avid note taking at event
- Ensure mid-year and end of year reports are received; provide summary report to board and membership
- Communicate with board
- Work with Finance/TCF to get required information for funds disbursement to grantees

Tips:

- Need a solid calendar and clearly documented review process
- Written member expectations
- Good to have some leadership with nonprofit experience/grant making

Challenges:

- Lots of process, not all reviewing
- Never know how many proposals you will receive and how many members will be active, workload could be massive or moderate