Grant Making Procedures

(08/2010)

All Foundation grant making committees shall follow the below grant making procedures.

1. The Foundation will provide each committee member a meeting packet containing:
    A. Minutes from previous meeting
    B. Meeting agenda
    C. Qualified applications/proposals
    D. Current applicant's prior funding evaluation forms (see attached example) and copy of meeting minutes containing impact assessment discussion if applicable.
    E. Funding evaluation forms and correspondence submitted by prior grant recipients since the last Grants meeting.
    F. Site visit information if applicable.

    The content of the meeting packet is confidential. Questions regarding the applications/proposals should be directed to the Foundation. The committee is requested not to contact the applying organization to discuss the application/proposal.

2. Committee members will review applications and contact the Foundation Staff (at least one week prior to the evaluation meeting) if supplemental information is needed from an applying organization.

3. The Foundation will review the committee's request for supplemental information. As needed, the Foundation will arrange site visits for committee members to meet with applicants, invite applicants to the committee's evaluation meeting and/or work with applicants to modify/enhance project per the committee's comments.

4. Committee evaluation meeting
    A. Evaluate grant information available for each proposal (may include one or more, but not limited to: application, supplemental information, correspondence, site visit evaluation, organization's prior grant impact assessments, applicant presentation)
    B. Review funding recommendations from Advisory Committee if applicable.
    C. Review grantable dollars available and donor intent for available funding.
    D. Make funding decision; fully fund, partially fund, offer matching funding, conditional funding, deny funding or determine further investigation is needed.
    E. Review newly submitted grant evaluations and correspondence from non-applying organizations to assess impact. If applicable: presentations, site visits and other methods determined by the Foundation to evaluate grant impact.
    F. When appropriate and funds are available, Committees may make proactive grants to qualified organizations.

5. Foundation will contact applicants and process grants in FIMS.

6. Grants are presented to the Board of Trustees.