AAWGT GRANTS COMMITTEE CHARTER

December 2019

PURPOSE

The purpose of the Grants Committee is to manage the process for selecting grantee organizations for each fiscal year, as described in Article VI, Section 3 of the Bylaws of Anne Arundel Women Giving Together ("AAWGT").

RESPONSIBILITIES

1. The Grants Committee meets a minimum of 3 times a year. The purpose of the meetings is to make decisions on policy and procedure changes for the grants cycle that starts in January of the following year. These policy and procedure changes include but are not limited to:

   a) Application – questions and forms
   b) Timeline for grants process
   c) Size of grants
   d) Types of grants such as multi-year
   e) Voting procedures
   f) Content of applicant and reviewer workshops
   g) Software changes
   h) Criteria for grants

2. Work with the Grants Systems Committee on integration of the process with the grants management software (Foundant) including applications, report forms, emails, Reviewer and Team Leader software access.
3. Oversight and management of the AAWGT application submission, application review, site visit, selection for the ballot and voting process for selecting AAWGT grantees.
4. Maintenance and adherence to the AAWGT Grants Committee Tasks and Timelines, a document maintained in Grants Committee files.

COMPOSITION OF COMMITTEE AND QUORUM

1. The committee consists of a Chair and Assistant Chair, current Team Leaders and Reviewers. The President and/or Vice President shall be non-voting *ex officio* members.
2. A quorum is a majority of the members of the Committee who are eligible to vote. Decisions by the Committee shall be made by majority vote of the members present and voting.

PROCEDURES

1. The Chair shall call Committee meetings in the summer and fall and special meetings as needed, and advise members of the time and place of these meetings as early as possible.

2. After the conclusion of the grants selection process, the Chair shall invite Committee members to a debrief meeting which may result in changes to the process for the next grant cycle.
3. Except for routine reports, provide detailed agenda reports and/or recommended grant process changes to the AAWGT President at least one week prior to a Steering Committee meeting.
4. Prepare meeting agendas and distribute them to members prior to the meeting.
5. Ensure that minutes are kept and distributed to members within two weeks of the meeting.
6. Identify qualified and available candidates (including themselves) for future Committee leadership positions and provide suggestions to the LDN Committee as requested by LDN, during the time period between March and September each year.
7. By November 30 of each year, provide a budget proposal to the Treasurer to be incorporated into the annual AAWGT budget.
8. As necessary review and revise this Charter in coordination with the Governance Committee.
9. At any transition of leadership of the Committee, the outgoing Chair shall review the Charter with the incoming Chair/Assistant Chair.

POSITION REQUIREMENTS

1. Chair and Assistant Chair for the upcoming grant cycle must have participated in at least one grant review cycle as a Team Leader/Reviewer in the just completed or 2 prior grant cycles.

2. Assistant Chair must be willing to serve as Chair the following year.

3. Time requirements for the Chair and Assistant Chair positions are significant during the grant application and review cycle (8-10 hours per week). In addition attendance is required at all Grants Committee meetings and monthly Steering Committee meetings.

4. Committee Members authorized to vote at summer/fall meetings must have participated as a Team Leader/Reviewer in the just completed or 2 prior grant cycles.

AAWGT GRANTS PROCESS TASKS AND TIMELINES

September 2019

TASKS

Each fiscal year, the Chair and Assistant Chair shall:

a. Review and revise, as appropriate, all forms, guidelines and other documents used in the grant application and evaluation process.

b. Discuss any pertinent proposed revisions to the grant guidelines with the CFAAC.

c. Recruit Reviewers and Team Leaders for the upcoming grant year and ensure they have followed the Conflict of Interest Disclosure procedures.

d. Meet with the Grants Systems Committee to review potential changes to the Foundant software to be implemented during the upcoming grant cycle.

d. Follow the steps described in Grants Committee documents including the Charter, the Tasks & Timelines, and the To Do List.

TIMELINES

1. **In December,** the Chair and/or Assistant Chair shall:

   a) In coordination with the CFAAC, email invitations to 501(c)(3) organizations announcing the new AAWGT grant cycle.

   b) Announce the opening of AAWGT grant cycle to interested organizations via email, print or social media.

   c) Provide appropriate information to be posted on the AAWGT website regarding the grant application process and the workshop for prospective grant applicant organizations.

   d) Plan an early January workshop for potential grant applicant organizations.

   e) Plan training workshops for Reviewers and Team Leaders who are scheduled to serve on the grant application review teams.

   f) Respond to any applicant questions.

2. **In January,** they shall:

   a) Conduct a workshop for potential grant applicants explaining all aspects of the application process.

b) Conduct a workshop for Reviewers and Team Leaders to review the grant application guidelines and process.

3. **In February,** they shall

a) Receive applications and ensure that they are 501(c)(3) organizations in good standing as a Maryland charitable organization and a Maryland business.

b) In coordination with the Grants Systems Committee, conduct software training for Reviewers and Team Leaders.

c) Assign Reviewers and two Team Leaders to each team, consistent with Conflict of Interest Disclosures and Policy.

d) Have each team review their assigned grant applications during at least one meeting to evaluate applications and recommend those which merit further consideration. Prior to this meeting, all Reviewers are encouraged to read at least 3 applications in addition to their team assignments.

e) Have Team Leaders create an initial team consensus report to be circulated to other Team Leaders and to review all applications assigned to other teams prior to the March Team Leader Meeting.

4. **In March,** they shall

a) Meet with the Team Leaders to decide which applications should advance to the semi-final round by receiving at least one favorable vote. The Chair, Assistant Chair, and each Team Leader may vote. A Team Leader may be represented at the meeting by a proxy agreeable to the Chair, Assistant Chair, and the co-Team Leader, such proxy to have voting rights. The President, Vice President and Reviewers may attend but may not vote. When appropriate, attendees compile a list of one or more additional questions for the applicant organizations and determine whether the questions will be posed by telephone, email, or at a site visit.

b) Have Team Leaders contact applicants to ask the follow-up questions in the agreed-upon format.

c) Coordinate with CFAAC, which, with assistance of the Chair, notifies those organizations whose grant applications were did not advance.

5. **In April to early May**

a) A second Team Leader meeting is held to identify the grant application finalists, which are then presented to the AAWGT membership for voting at the May General Meeting. The Chair, Assistant Chair, and each Team Leader may vote. A Team Leader may be represented at the meeting by a proxy agreeable to the Chair, Assistant Chair, and the co-Team Leader, such proxy to

have voting rights. The President, Vice President and Reviewers may attend but may not vote. Grant applications must receive a majority (51%) of those present and eligible to vote in order to be included on the ballot.

b) The Chair presents the list of ballot finalists to the Steering Committee for approval.

c) The Chair and Assistant Chair prepare the ballot and summaries of all grant application finalists.

d) CFAAC, with assistance of the Chair, notifies those organizations whose grant applications were not recommended for the ballot.

e) The Chair or Assistant Chair, with the assistance of the President, obtains the approval of the CFAAC Board for all applications which are to be listed on the ballot.

f) The Chair or Assistant Chair coordinate with the LDN Committee, the President, and the Events Coordinator on the agenda, venue, and plan for the May General Membership Voting Meeting.

g) The Chair or Assistant Chair work with the Secretary and the WEB/IT group to email AAWGT members an electronic ballot and a summary of each grant application which includes the name of the project, the lead organization, a description of the application, and the grant amount requested.

h) The general membership may cast their ballot electronically, and the Web/IT Committee oversees the digital tabulation of the electronic ballots.

6. **At May Voting Meeting**

a) The Chair or Assistant Chair present the slate of recommended applicants prior to the casting of paper ballots by those members who have not voted online.

b) The Chair or Assistant Chair combine the totals of online and paper votes.

c) Applicant organizations are approved for funding in the order of the highest votes until there is insufficient funding for the organization with the next highest vote.

d) The Chair or Assistant Chair shall make a determination based on the amount of funding remaining whether to recommend that the next application be partially funded or that the remaining funds be applied to the next year's grant pool. Those present at the Voting Meeting vote to approve the recommendation.

7. **Following the Membership vote**

a) The AAWGT President calls all applicants the day following the meeting to provide early notification.

b) If, based on the voting results, the result has been to recommend to partially fund the application with the next fewest votes, the Chair shall contact that organization to determine if they are interested in presenting a plan to utilize the remaining funds. If they decline, the funds are applied to the next year's grant pool.

c) The Chair or Assistant Chair works with the Marketing and Communication Committee to develop a report of the results of the voting meeting for newsletter.

d) The Chair or Assistant Chair shall coordinate with the Post Grants and Grants Systems Committees and CFAAC to begin work to issue grant contracts and to ensure that appropriate grantee files and records are completed and transferred for Post Grants use.

e) CFAAC, with the assistance of the Chair, officially informs successful and unsuccessful ballot finalists. If requested by an applicant who was not included on the ballot, the Chair provides general guidance to the organization regarding how their application could be improved in the future based upon the discussions and analysis that occurred during the March and April Team Leaders meetings.

8. **Throughout summer and fall**

   a) Conduct the annual grants criteria review process and if necessary, implement procedural changes to the process. Policy changes are to be recommended to the Steering Committee for approval and, as appropriate, voted on by the General Membership. This process includes the holding of one or more meetings of the Grants Committee.

   b) Review, update, and create, if necessary, materials to announce and implement the upcoming grants cycle.