



## **Grants Committee Roles & Responsibilities – 2021-2022**

### **Role:**

The Impact100 Grant Committee manages the process that results in a slate of Martin County nonprofit finalists being presented to the Impact100 Martin membership for a vote to select those to receive that year's grant award(s). **Responsibilities (All Committee Members):**

- Participate in training sessions for Foundant, the online application system used by Impact100 Martin
- Attend Grants Committee meetings (November through March)
- Thoroughly review and score the Letters of Intent (LOI) submitted by nonprofits
- Actively participate in the committee's discussion and selection of organizations to invite to submit a full application (from among those that submitted LOIs)
- Review grant applications and identify questions that need to be answered or additional information that needs to be supplied prior to site visits
- Participate in site visits for each of the semifinalists
- Actively participate in the committee's discussion to select finalists to bring before the membership--based on applications, additional information/answers supplied and site visits
- Sign and abide by the required Confidentiality and Conflict of Interest documents.

### **Responsibilities (Co-chairs):**

- Preside over all meetings
- Prepare and present to the Impact100 Martin Executive Committee a recommended Grants Committee annual plan
- With the Community Foundation, prepare a committee schedule for the coming year
- Work with the Community Foundation to schedule site visits for each semifinalist
- Schedule and lead a committee wrap-up meeting to review the year's activities and make recommendations for the coming year
- Prepare and present a final committee report to the Impact100 Executive Committee
- Keep members and the Executive Committee apprised of the Grant Committee activities
- After the wrap-up meeting, convene summer subcommittees to address specific topics, if needed

\*These roles and responsibilities may be adjusted, as needed.