



Grants Committee Roles & Responsibilities

Roles:

The Impact100 Grant Committee manages the process of evaluating nonprofit organization proposals for grants and selecting the finalists to be considered by the full membership. The process begins in the fall with an announcement inviting proposals and ends in late March/early April with the Grants Awards Celebration, when the finalists present their proposals to the full membership who vote to determine which organizations will receive Impact Grants.

Responsibilities of Members:

- Sign and abide by the required Confidentiality and Conflict of Interest documents
- Participate in training sessions for Foundant, the online application system used by Impact100 Martin
- Attend monthly Grant Committee meetings (November through April)
- Review and score the Letters of Intent (LOI) submitted by nonprofits seeking grants
- Participate in the Committee's discussion and selection of organizations that will be invited to submit full applications and videos
- Review and score grant applications and videos from the semifinalists
- Identify questions that need to be answered or additional information that needs to be supplied before deadline
- Participate in the Committee's discussion to select finalists to be considered by the entire membership

Responsibilities (Co-chairs):

- Prepare the Grant Committee Annual Plan
- Update last year's committee schedule and action plan for the coming year
- Lead the committee through the grant process from start to finish
- Preside over all committee meetings
- Attend monthly Executive Board meetings, apprising members of relevant information
- Survey nonprofit community and Grant Committee membership for feedback purposes
- Convene summer subcommittees to address any topics, as needed