AAWGT GRANTS COMMITTEE CHARTER

December 2017

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.

PROCEDURES
1. The committee consists of a Chair and Assistant Chair and additional members that meet position requirements. The President and/or Vice President shall be 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.
3. The Chair shall call monthly Committee meetings in the fall (Sept, Oct, and Nov) and special meetings as needed, and advise members of the time and place of these meetings as early as possible.
4. After the conclusion of the grants selection process, the Chair shall invite Committee members to a debrief meeting and to participate in workgroups to discuss possible changes to the process for the next year. These special workgroups shall make recommendations for approval by the Committee at its regular meetings.
5. 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.
6. Prepare meeting agendas and distribute them to members prior to the meeting.
7. Ensure that minutes are kept and distributed to members within two weeks of the meeting.
8. Identify qualified and available candidates (including themselves) for future Committee leadership positions and provide suggestions to the LD&N Committee as requested by LD&N, during the time period between March and September each year.
9. By November 30 of each year, provide a budget proposal to the Treasurer to be incorporated into the annual AAWGT budget.
10. As necessary review and revise this Charter in coordination with the Governance Committee.

11. At any transition of leadership of the Committee, the outgoing Chair shall review the Charter with the incoming Chair/Assistant Chair.

TASKS AND TIMELINES
1. **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 proposed revisions to the grant guidelines with the CFAAC.
   c) Recruit members for the Committee, Reviewers, and Team Leaders and collect their Conflict of Interest Disclosure Forms.
   d) Meet with the Grants Systems Committee to review potential software changes to Foundant to be implemented during the grant cycle.
2. **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) Provide public information on the AAWGT website regarding the application process and the Applicant Workshop.
   c) Recruit and train Reviewers to serve on the grant application review teams.
   d) Answer any applicant questions.
3. **In January**
   a) Plan and conduct a workshop for potential grant applicants explaining all aspects of the application process
   b) Plan and implement a workshop for new Reviewers and Team Leaders to review the application guidelines and process.
4. **In February**
   a) In coordination with the Grants Systems Committee, plan and implement software training for Reviewers and Team Leaders.
   b) Receive applications and ensure that they are 501(c)(3) organizations in good standing as a Maryland charitable organization and a Maryland business.
   c) Assign applications to review teams consistent with the AAWGT Conflict of Interest Policy.
   d) Assign Reviewers and Team Leaders to a team. Each team reviews their assigned applications and schedules during at least one meeting to evaluate applications and decide which organizations require site visits. Team Leaders and Reviewers are encouraged to read all the applications.
   e) Team Leaders create an initial team consensus report which is distributed to the rest of the Team Leaders for review.
5. **In March**
   a) Team Leaders (Reviewers' presence optional) meet to compile a list of additional questions for applicant organizations and to determine the need for site visits. Meetings are attended only by participants in the grant review process with the addition of the President and/or Vice President. Two members from each review team plus the Grants Committee Chair and Assistant Chair are eligible to vote. Organizations will receive a site visit if the Team Leaders decide that it is necessary to gain additional information in order to make a decision to put the applicant on the ballot.
6. **In April to early May**
   a) A second Team Leader meeting is held to identify the organizations that will be presented to the AAWGT membership for voting at the May General Meeting. Organizations must receive a unanimous vote from the voting participants in order to be included on the ballot.
   b) The Grants Committee Chair presents the list of organizations to be included on the ballot to the Steering Committee for approval.

c) CFAAC, with assistance from the Chair, notifies those organizations whose applications were not recommended for the ballot and, if so requested the Chair provides general guidance to them regarding weaknesses in their application as recorded by the review team.

d) The Chair/Assistant Chair with the assistance of the President obtains the approval of the CFAAC Board for all applications which will be on the ballot.

e) The Chair/Assistant work with the Secretary and the WEB/IT group to email AAWGT members a ballot and a summary of each recommended application that includes the name of the project, the lead organization, a description of the application, and the grant amount requested. (Online voting is permitted).

f) The Chair/Assistant Chair coordinate with the LD&N Committee, the President, and the Events Coordinator on the agenda, venue and plan for the General Membership Voting Meeting.

7. **At May Voting Meeting**

a) The Chair/Assistant Chair present the slate of recommended applicants prior to casting of ballots.

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

c) The Chair/Assistant Chair 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.

8. **Following the Membership vote**

a) AAWGT President calls successful applicants immediately following the meeting to provide early notification.

b) If the recommendation is to partially fund the next application, the Chair contacts that organization to determine if they can present a plan to utilize the remaining funds. If not, the funds are applied to the next year's grant pool.

c) CFAAC, with the assistance of the Chair, officially informs successful and unsuccessful applicants and begins work to issue grant contracts.

9. **Throughout summer and fall**

a) Coordinate with the PGEC and the Grants Systems Committee to ensure that grantee files and records are completed and transferred for PGEC use.

b) 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.

POSITION REQUIREMENTS

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

2. Committee Members must have participated as a Team Leader or Reviewer in the current or 2 prior grant cycles. Preference is for service in the current grant cycle.

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

4. 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.