

# AAWGT POST-GRANTS EVALUATION COMMITTEE CHARTER

December 2017

## PURPOSE

The purpose of the Post-Grants Evaluation Committee (“PGEC”) is to serve as the ongoing point of contact for recipients of AAWGT grants and to ensure that grant monies are directed appropriately by the Grantee toward the successful completion of the funded program or project.

## RESPONSIBILITIES

1. The Post-Grants Evaluation Committee meets several times a year generally following the completion of required Grantee and/or Liaison reports. The purpose of the meetings is to review the financial status and performance of the Grantees, to identify any issues or challenges to successful performance of the grant and to make recommendations on potential grant modifications as appropriate. These recommendations include but are not limited to:
  - a) Extensions of grant periods
  - b) Modifications of the grant line item budgets
  - c) Changes in program or project from what was described in the grant application
  - d) Refunds of grant money
  - e) Cancellation of grants
2. Work with the Grants Systems Committee on integration of the PGEC process with the grants management software (Foundant) including Grantee contracts and correspondence, grantee report forms, emails, Liaison reports and software access.
3. Provide oversight and management of the AAWGT process for Liaisons to monitor, conduct site visits, evaluate, and report on grants after award.
4. Arrange for brief articles and photos of Grantee activities for the AAWGT Newsletter and Website.
5. Create programming for the Grants Showcase (September AAWGT General Meeting), including the following:
  - a. develop and implement program, program timeline, and speakers, if any
  - b. work with Events Coordinator on meeting staging
  - c. write copy for meeting announcement (for Wild Apricot) and send to Web Events Coordinator(s), President, and Vice President four weeks prior to meeting, noting that the entire mailing list should receive the announcement, location of meeting, parking information, and availability of refreshments;
  - d. provide meeting information (topic, key questions, presenter bios, date/time/location, etc. to Marketing and Communications Committee for program flier and meeting promotion;
  - e. write a short article (4 or 5 paragraphs) recapping meeting highlights and send to newsletter and website contacts within one week after meeting.
6. Plan and implement the “Grants-in-Action” field trip for Members to visit one of the current Grantee’s operations.

## PROCEDURES

1. The Committee consists of a Chair and Assistant Chair as well as at least twice the number of members as the number of grants awarded in each grant cycle. These members, serving in teams of two, act as Liaisons for specific grant recipients. 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 regular Committee meetings and special meetings as needed, and advise members of the time and place of these meetings as early as possible.
4. Except for routine reports, provide detailed reports of any pertinent issues or recommendations relevant to the status of Grantees to the AAWGT President at least one week prior to a Steering Committee meeting.
5. Prepare meeting agendas and distribute them to members prior to the meeting.
6. Ensure that minutes are kept and distributed to members within two weeks after the meeting.
7. 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.
8. By November 30 of each year, provide a budget proposal to the Treasurer to be incorporated into the annual AAWGT budget.
9. As necessary review and revise this Charter in coordination with the Governance Committee.
10. 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 post grant evaluation process.
  - b) Discuss any proposed revisions to the grant evaluation guidelines, reporting forms and report timing with the CFAAC.
  - c) Recruit members for the Committee to serve as Liaisons and collect their Conflict of Interest Disclosure Forms using them to make Liaison assignments.
  - d) Meet with the Grants Systems Committee to review potential software changes to Foundant to be implemented during the post grant cycle.
  - e) Provide summaries from the Interim and Final Grantee Reports and Liaison Reports as requested by the Grants Committee.
  - f) Prepare a final report for the Steering Committee that identifies successes and/or challenges that occurred with each grant funded by AAWGT. This report will be prepared after the close of the grant period in July and completed no later than December 31 of each year.
2. **In May**, the Chair and/or Assistant Chair shall:
  - a) Meet with the Grants Chair/Assistant Chair and the Grants Systems Committee to arrange for application and other relevant information on funded Grantees to be shared with the PGEC members.
  - b) Recruit and train sufficient Liaisons to serve on the grantee evaluation and review teams for the current cycle.
3. **In June/July/August**
  - a) Make Liaison assignments for the current grant cycle.
  - b) Liaisons introduce themselves to their assigned Grantee and convey information to Grantees concerning site visits, reporting requirements and the AAWGT post grant evaluation process.
  - c) By July 31, Liaisons assigned to prior grant cycle grantees read and evaluate their Grantee's Final Report which is submitted on line to AAWGT using the Foundant software Grants Management System. Liaisons submit their Final Evaluation forms to the PGEC Chair/Assistant Chair no later than August 15.
  - d) In August, begin planning for Sept. Showcase.
  - e) Select and confirm site for "Grants-In-Action" Fall Field Trip.
4. **In September**
  - a) The Chair/Assistant Chair coordinate final preparations with the President and Events Coordinator for the Grants Showcase, including securing a 1-day liquor license if alcoholic beverages will be served.

- b) A PGEC Committee meeting is held to review Final Reports from Grantees and Liaisons concerning Grantee performance and results of Grantees from the prior grant cycle.
5. **In October/November**
- a) Liaisons conduct site visits to their current Grantees as appropriate. Liaisons read and evaluate their Grantee's Interim Report which is submitted online using the Foundant software program by November 15.
  - b) The Chair/Assistant Chair complete a final report to the Steering Committee summarizing the performance of all the prior cycle Grantees.
6. **In December**
- a) Liaisons submit their completed Interim Evaluation Forms on current Grantees to the PGEC Chair no later than December 31, including identifying issues and making preliminary recommendations concerning the grant.
  - b) The PGEC meets to review Grantee performance and discuss recommendations for any follow-up with a Grantee or grant modification requests identified. Requests for additional information from a Grantee may be initiated by the Liaison for subsequent review by the PGEC.
7. **January through May**
- a) The Chair/Assistant Chair recommend an organization to the Steering Committee for the AAWGT Membership Grants-in-Action field trip and decide on a date for the event. They subsequently plan and implement the field trip with the selected Grantee.
  - b) Grantee organizations which are identified with issues which may require modification of their grants are required to submit written requests for such to the PGEC Chair with written documentation detailing the rationale for the proposed modification, the amount of funds affected, line-item budget changes greater than 10%, how the modification in scope or purpose will affect the Grantee's program activities, any extension of time required to complete the grant, or other information to fully support the request.
  - c) The Chair/Assistant Chair shall review the submission and make a recommendation to the Steering Committee no later than the next Steering Committee meeting. Extensions of time greater than one year will not be approved.
  - d) If a modification is approved by the Steering Committee, the PGEC Chair and the AAWGT President will review the matter with the CFAAC and make appropriate written notification to the Grantee.
8. **Throughout summer and fall**
- a) Coordinate with the Grants Systems Committee to ensure that Grantee files and records are completed and stored in the Grants Management System.
  - b) Conduct a review of the post grants 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 and necessary, voted on by the General Membership.

## **POSITION REQUIREMENTS**

1. Chair and Assistant Chair must have participated in at least one post grants evaluation cycle as a Liaison or served as a Team Leader or Reviewer on the Grants Committee in the current or 2 prior grant cycles.
2. Prior experience in grant making for PGEC members serving as Liaisons is desirable but not required.
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 May through January (4-6 hours per week). Effort throughout the entire calendar year is required to monitor the annual grant cycle. In addition attendance is required at all PGEC meetings and monthly Steering Committee meetings.