

WOMEN IN PHILANTHROPY

GRANT CYCLE

A. Theme Selection (Spring/Summer)

1. Committee discusses possible themes relevant to:
 - Mission and vision of Women in Philanthropy
 - Response/Relevance to current events
 - Response/Relevance to community needs in Beaufort County
2. Theme suggestions (up to three) selected by consensus of the committee
3. Advisory Board approves theme suggestions
4. Theme survey is sent to membership for voting by simple majority (Summer)
5. Theme selected by membership vote (Summer)

B. Application Process (Fall)

1. Grants Committee Members Welcome
 - Review of selected theme for any adjustments or clarifications
 - Refresh Grants Committee Liaison procedure for grant committee updates
2. Application Review Process
 - Review of guideline criteria and grant evaluation process
 - Review of application package and applicant requirements
 - Review of grant funds available and determination of grant level
 - Review of applicant list for Request for Proposal (RFP) notification
 - Presentation of Theme at Fall semi-annual membership meeting
3. Grant Application Notification
 - Email distribution of RFP letter to nonprofits by the CFL (early November)
 - Deadline set for the second business Friday in January
 - Communication by CFL of WIP grant application opportunity
 - Inclusion of CFL grant training session in notification, if requested by nonprofits
 - Application posted on WIP portal of CFL website

C. Application Review Process (Winter)

1. Receipt of applications (deadline is usually the second business Friday in January)
 - Applications received and assigned identification numbers by the CFL
 - Submitted grants applications acknowledged by CFL
 - Committee meeting holiday hiatus
2. Committee review process begins
 - Grants Committee member passwords are coordinated with CFL
 - Applications are sent electronically to committee members for review
 - First culling of applications (Note: on average a third of the applicants are usually deleted for various criteria reasons)
 - First ranking of applications takes place
 - “Deep Dive” Reader(s) assigned to remaining applicants (Note: Readers are NOT advocates for their assigned grants applicants)
3. Mid-evaluation reviews take place
 - “Deep Dive” Reader(s) provide update on previously assigned applications
 - Closer examination of the applications yields a list of semifinalists
 - Semi-finalists are interviewed by committee in a full day session
 - Finalists are selected and, if deemed helpful, site visits are scheduled as needed
4. Selection process is completed
 - Site visits are made as determined earlier
 - Ranking of finalists takes place
 - Final Grants Committee discussion and review
 - Grants Committee decisions are made and finalists selected
 - Committee Liaisons with grantee organizations are assigned
 - Recommendations are prepared for Advisory Board meeting (March/April)
 - Previous year grantee Power Point presentation parameters are reviewed

D. Presentation of Finalists (Spring)

1. Advisory Board votes on Grants Committee recommendations
 - Grantees are informed (usually by phone call) and invited to Spring semi-annual membership meeting
 - Decline Letter sent to non-grantees
 - Previous year grantees are asked to prepare and send to CFL a brief Power Point presentation about the implementation and results of their previous year’s grant for presentation at the Spring Membership meeting
 - CFL prepares and prints updated grants brochure including grant history
 - Presentation checks are printed for new grantees
 - Grantees sign Terms of Grant Agreement before checks are issued by CFL

2. Annual Membership Meeting Program

- Nametags and place cards prepared for all nonprofit representatives
- New and previous year grantees (with any organization guests) are placed around the room with committee liaisons to inform/interact with WIP members
- Grants Committee Chair provides overview of grants process
- Previous year grantees are introduced and invited to make their presentations
- New grantees are introduced with announcement of award amount and brief project description
- New grantees are given a presentation check and photo is taken
- Press release is prepared with photo of grantees
- CFL shares publicity with media contacts

E. Final Grants Reports (Spring)

- Previous year grantees are reminded to complete a final grant report on the CFL website

F. Hiatus (Summer)