Grant Review Timeline 2022

GiVE 365 members are given the opportunity to further engage in the grant making process by reviewing applications and making thoughtful and objective grant finalists recommendations in teams. In addition to attendance at two required meetings (listed in bold below), grant reviewers report needing an *average* of one hour per application for individual review. There are usually around 8 -10 applications assigned to each team.

In order to participate on a grant review team, register for one of two <u>required</u> Grant Review Orientation sessions (listed below) by January 28.

Participation on a grant review team requires:
➢ Being a current member of GiVE 365;
➢ Attending required meetings listed in **bold** below;
➢ Reading, signing, and adhering to conflict of interest and confidentiality documents;
➢ Independently reviewing all assigned grant proposals and scoring them objectively according to given criteria.

<u>DECEMBER 2021</u>
- December 14: Grant theme announced
- January 4: Sign up opens to participate on grant review by registering for one of two Grant Review Orientations

<u>JANUARY 2022</u>
- January 28: Last day for GiVE 365 members to sign up to serve on a grant review team

<u>FEBRUARY 2022</u>
- **February 15, 5:30-6:30 pm: Grant review team orientation (1)*** **OR**
- **February 17, 12:30-1:30 pm: Grant review team orientation (2)*** *(*choose one)*
  > *** Optional Grant Review Training will be held 30 minutes before <u>each</u> orientation session. This training is STRONGLY recommended for first-time grant reviewers and acts as a great refresher for past grant reviewers.**
  At the orientation, you will:
  o Meet your team,
  o Make decisions as a team about member roles, communication, and if you plan to meet as a team before the Grant Review Finalists Selection Meeting,
  o Receive brief overview of the GiVE 365 grant making process, and
  o Receive website login instructions so that you can access your team's assigned applications.

<u>MARCH 2022</u>
- **March 22, 5:30 – 7:30 pm: Grant Review Finalists Selection Meeting,** where all review teams convene to discuss and recommend grant finalists to present to the full membership at The Finals

<u>APRIL 2022</u>
- April 12: The Finals event, where Finalists will present proposals to membership
- Immediately following The Finals through April 29, members vote on grant awards online

<u>MAY 2022</u>
- May 3, 5:30 – 6:30 pm: Team captain meeting to review grant awards and voting analysis
- May 17: GiVE 365 grant awards announced at the Community Foundation's Annual Meeting