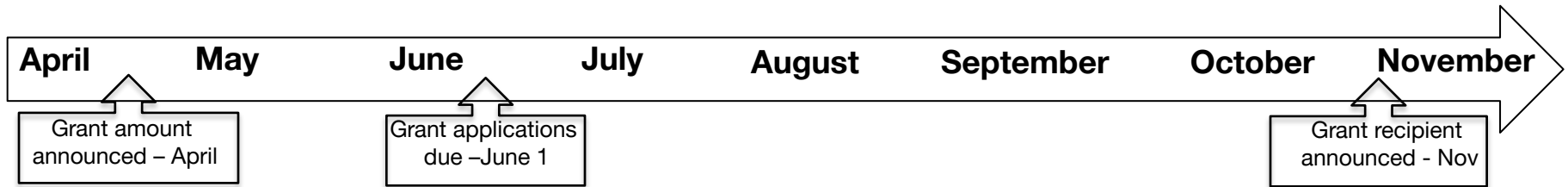


# Serving on a Focus Area Committee

\*FAC

**IMPACT** *100*  
*Jersey Coast*

## Grants Application and Review Process



### 1. Grant Application Process

- Grants announced approx April 2
- Nonprofit applicant information sessions.
- Review committees confirmed
- FAC trainings conducted.
- Grant application period April - June.

### 2. Grant Review Process

- Members review applications and determine semi-finalists.
- Financial Review Team analyzes proposed semi-finalists' financials.
- Site visits conducted.
- Finalists are selected

### 3. Grant Decision Process

- Finalists present at annual meeting to the entire membership.
- Membership votes are tallied.
- Grant recipient is announced.

*Grant recipients will sign a Grant Agreement, outlining all reporting requirements. Our reports coordinators and grantee liaison will stay in regular contact with the organization throughout the grant period. Interim and final reports will be reviewed and shared with membership*

# Grants Team Members

## *FAC Leadership Team*

- **Cristie Ritz-King**  
*FAC Leadership Chair*
- **Holly Deitz & Mary Anne Donahue**  
*FAC Leadership Co-Chairs*
- **Focus Area Committee Chairs (5)**
- **Focus Area Committee Vice-Chairs (5)**

## *Financial Review Team (FRT)*

- **Tricia Frankenfield**  
*FRT Chair*
- **Deborah Schlipf**
- **Nichol McManus**
- **Liz MacNeill**
- **Cheryl Anne Bliss**
- **Veronica Allora**

## *Grants Operations*

- **Rowena Crawford-Phillips**  
*Grants Chair*
- **Mary Riley**  
*Grants Operations & Strategy Chair*
- *Grant Recipient Liaisons*
- *Grants Events Coordinator*

## *Grants Communications*

- **Betsy McKnight**  
*Nonprofit Coordinator*
- *Nonprofit Outreach Liaison*

## Why Serve on a Focus Area Committee (FAC)?

- Deeper understanding of our communities' needs
- Indepth insights into non-profits' operations and projects
- Opportunities to connect to organizations including possible future volunteer opportunities
- A unique philanthropic experience providing long lasting personal growth
- Truly making an **IMPACT** through collective action

## Five Focus Areas

- **Arts and Culture:** Projects that develop greater artistic or cultural opportunities and improve participation in the arts or arts education in our communities.
- **Children and Families:** Projects that strengthen the lives of children and families in our community.
- **Education:** Projects that advance or improve learning opportunities for children and/or adults in our communities.
- **Environment & Sustainability:** Projects that promote a positive and sustainable relationship between humans and their environment, preserve or enhance open and public spaces, or support environmental education and awareness in our communities.
- **Health and Wellness:** Projects that improve the physical and/or mental well-being of people living in our communities.

## Steps of the Grant Review Process

### **Step 1: FAC Placement** (by early June)

- Interested volunteers complete online FAC Interest Form to rank FAC preferences and disclose any potential conflicts. Forms due by May 14<sup>th</sup>

### **Step 2: New (and gaps) Member Training**

- Learn about the process and procedures for being on a FAC. Evaluation forms, site visit presentation and all other standardized info.

### **Step 3: In Committee Training** FAC Meeting #1 (by end of June)

- Review application materials, how to access application online (Foundant), evaluation process including tools & budget review

### **Step 4: Evaluate Apps** Post Meeting #1 (Self-paced before Mtg. #2)

- FAC members will review applications independently and submit scores via online Evaluation Tool prior to Meeting #2

### **Step 5: Select Site Visits:** Meeting #2 (by end of July)

- Site Visit candidates selected & Site Visit teams identified

## Steps of the Grant Review Process

### **Step 5: Conduct Site Visits** (August/September)

- Site Visits are scheduled and conducted for select applicants
- Site Visit Teams submit evaluations after site visit

### **Step 6: Select Finalists:** FAC Meeting #3 (by early October)

- Site visit teams present findings to FAC
- Finalists selected by members of FAC
- Identify team that will support final candidate through preparation for Annual Membership Meeting

*Members will convene at the Annual Membership Meeting in November to hear finalist presentations and vote for our 2021 grant recipients. Members who cannot attend are asked to vote via absentee ballot \**



## **What's Involved for Me?**

*At the core of Impact 100 Jersey Coast are the 5 FACs reviewing applications and selecting the most worthy projects for vote.*

### **Responsibilities of FAC participants include:**

- Attend all 3 FAC meetings
- Review and evaluate grant applications
- Select site visit candidates
- Attend and report on multiple site visits
- Select finalist and provide support in preparation for annual meeting
- Uphold confidentiality to maintain integrity of the process while upholding Impact's values of transparency and fairness



# FAC Meeting Dates

<p><b>Arts &amp; Culture</b></p> <p><i>Anne Yeh &amp; Nicole Adler</i></p>	<p><b>Children &amp; Families</b></p> <p><i>Beth Hobson &amp; Nancy Sutsko</i></p>	<p><b>Education</b></p> <p><i>Vanessa Grier &amp; Melissa Murray Bailey</i></p>	<p><b>Environment Parks &amp; Rec</b></p> <p><i>Rosie Catalano &amp; Lauren Seiwert</i></p>	<p><b>Health &amp; Wellness</b></p> <p><i>Linda Lautenberg &amp; Jenny Glover</i></p>
<p><b>Wednesdays</b></p> <p>June 16 July 21 September 29</p>	<p><b>Tuesdays</b></p> <p>June 15 July 20 October 5</p>	<p><b>Thursdays</b></p> <p>June 17 July 22 October 7</p>	<p><b>Tuesdays</b></p> <p>June 15 July 20 October 5</p>	<p><b>Mondays</b></p> <p>June 14 July 19 September 27</p>



## **How do I sign up?**

- **Complete the online FAC Interest Form (an email with a link to the form will be sent via email in May)**
  - a. Confirm your availability for committee meeting dates
  - b. Rank your committee preferences
  - c. Review Conflict of Interest Policy and list any significant affiliations
- **Look out for the deadline to submit FAC Interest Forms**
- **You will receive an email with your preliminary FAC placement beginning of June**

## Resources and Support

- Your FAC Chair and Vice-Chair
- Grants Committee [grants@impact100jerseycoast.org](mailto:grants@impact100jerseycoast.org)
  - Website - [www.impact100jerseycoast.org](http://www.impact100jerseycoast.org)

Eligibility reqs and nonprofit information session ppt & webinar

- **Members Portal on Website** (Password: ImpactJC)  
Presentations, FAC Handbook, key policy forms/documents  
(Evaluation tool, Site Visit Form, Meeting Summary forms);

# Q&A

We've gathered members of our Grants Team that include former FAC members to answer some frequently asked questions.

Their experience is invaluable so at the end of their discussion, we'll take any other questions you may have. Either type in the chat box or just give a wave and we'll unmute for you to ask away.