



2020 Grant Cycle – Grants Committee Member Application

The Grants Committee plays a critical role for Impact100 Metro Denver - reviewing all Request for Proposal (RFP) submissions against our granting criteria and participating in the collaborative process of making a recommendation to the membership of the finalists for our \$100,000 transformational grant. Committee members:

- Read and evaluate at least three, but typically as many as five grant applications against strategic criteria
- Participate in a collaborative, discussion-based decision process on semi-finalists and finalists
- May lead and/or participate in site visits to the semi-finalist nonprofit organizations
- Provide to the entire Impact100 Metro Denver membership three stellar finalists from which to choose

Expectations for Grant Committee Members:

- Ability to attend at least 3 of the 4 mandatory meetings (see below)
- Respond in a timely manner to all communications and assignments
- Recuse yourself from any conflicts with applying nonprofits
- Participate in grant committee conversations, and provide a fair and unbiased review of the applicants
- Time commitment can be 30 to 40 hours – January to May
- No prior background in grant reviewing, non-profit management or finance is required
- One to three-year term (Jan to Dec). Longer is possible depending upon organization need

The 35 -40 member grants committee is made up of a cross-section of Impact100 Metro Denver members who are energized and open to serve in this way.

Grant Committee Applications Accepted: August 1, 2019 to December 7, 2019

- Complete 2nd page of this document
- Email to: Grants@Impact100MetroDenver.org
- Or mail to Rebecca Richardson, Vice Chair Grants Committee, 830 Sherman St., #501, Denver, CO 80203

2020 Grants Committee members will be selected to provide a diversity of tenure on the grants committee from none to multiple years. Our mission includes empowering and educating members on philanthropy. To this end we will be accommodating new GC members so they have the opportunity to participate and learn our Grant review process. If we have an abundance of applicants we may invite those with tenure to take a break from the committee to allow for these new participants. All 2020 grant committee applicants will be notified by December 20, 2019 of their status.

2020 Mandatory Grant Committee Meetings

Date	Meeting/Activity	Purpose
Jan 7 2020	GC Meeting 1	Welcome, purpose, RFP review
Feb 12, 2020	GC Meeting 2	Conflict of Interest signed, Instructions, Grant assignments
Mar 5, 2020	Grant Evaluations Due	All written grant evaluations must be submitted
Mar 10, 2020	GC Meeting 3	Selection of Semi-Finalists
May 5, 2020	GC Meeting 4	Selection of Finalists; evaluation of process and suggestions for improvements



2020 Grant Cycle – Grants Committee Member Application

Due Dec. 7, 2019 (Please Print or Type)

Name:

Phone:

Preferred Email:

Mailing Address:

I have been an Impact100 Metro Denver Grant Committee member the following grant cycles (*please check all that apply*)

- 2019 (Awards Luncheon)
- 2018 (Awards Luncheon)
- 2017 (Awards Luncheon)
- 2016 (Awards Luncheon)

Skills inventory. What skills do you have that might help the Grants Committee? These will not be used to make committee member selections, but may help the committee function more efficiently. Please check all that apply.

- Like to meet and greet people.
- Know and use spreadsheets
- Project management
- Writing and/or editing
- Financial document review. Understand audited financial statements.
- Could teach others about financial statements and financial document review
- Know, use, understand Google Drive and documents
- Know and use Gmail. Can send notices, set calendars, create mailing lists
- Analytic review
- Have a positive, can do attitude
- Presentation skills

Please return application by email to: Grants@Impact100MetroDenver.org or mail to: Rebecca Richardson, 830 Sherman St., #501, Denver, CO 80203