



## Grant Review Timeline 2019

GiVE 365 members are given the opportunity to further engage in the grant making process by reviewing applications and making thoughtful and objective recommendations based on grant criteria. Grant reviewers report needing an *average* of an hour per application for individual review. There are usually between 8 and 11 applications assigned to each team.

Specifically, team members are asked to:

- Be current members of GiVE 365
- Fill out a grant review team interest form online between December 11, 2018 and February 1, 2019
- Read, sign, and adhere to conflict of interest and confidentiality documents
- Independently review all assigned grant proposals and score them objectively according to given criteria
- Attend meetings listed below, most importantly the meeting on Tuesday, March 19

### DECEMBER 2018

- December 11: Grant theme announced at the GiVE 365 holiday party
- December 11: Sign up for grant review teams opens
- December 18: Grant application goes live

### FEBRUARY 2019

- February 1: Last day for GiVE 365 members to sign up to serve on a grant review team
- February 7: Nonprofit grant applications due
- **Wednesday, February 13, 5:30-7:00 pm: Grant review team orientation I\* OR**
- **Tuesday, February 19, 5:30-7:00 pm: Grant review team orientation II\* (*\*choose one*)**

At the orientation, you will:

- Meet your team,
- make decisions as a team about member roles, communication, and if you plan to meet as a team before the final grant review meeting,
- receive brief training on grant review and the GiVE 365 grant making process, and
- receive website login instructions so that you can access your team's assigned applications.

### MARCH 2019

- **Tuesday, March 19, 6:00 – 8:00 pm: Grant review team meeting**  
To be on grant review, you must be able to attend this meeting since Finalists are chosen.

### APRIL 2019

- **TBA: The Finals event – applicant finalists will present proposals to GiVE 365 membership**
- Immediately following The Finals through April 23, members vote on grant awards online
- Tuesday, April 30, 5:30 – 6:30 pm: Team captain meeting to review grant awards and voting analysis

### MAY 2019

- TBA: GiVE 365 grant awards announced at the Community Foundation's Annual Meeting