

## Impact100 Sonoma Grant Committee Member Responsibilities & Calendar

Grant Review Committees are established annually for the winter/spring grant review season. Committee members read and review grant applications and participate in a thorough vetting process that leads to recommending finalists to be voted on by the entire membership. Members will devote a total of **approximately 20 to 25 hours** of time between the end of January to early April, 2023.

### Committee members are expected to:

- Attend one in person committee orientation and training session (2 hours) on January 26 or 28, 2023.
- Read grant guidelines, review assigned proposal documents, and complete the Grant Evaluation for each of the proposals. Review includes exploring each NPO website to familiarize members with mission and activities (2 - 3 hours)
- Attend #1 grant team meeting to review proposals and select site visit candidates (2 - 3 hours)
- Attend at least 3 (but preferably more) site visits, approximately 2 - 3 hours each
- Attend #2 grant team meeting to select Impact Grant Finalists (2 - 3 hours)
- Attend Meet the Finalists presentation and vote (2 hours)

### General Qualifications

- Impact100 Sonoma member in good standing for current membership year, see membership contribution date below.
- Desire to ensure Impact100 members' money is used wisely and represents Impact100 Sonoma's best interests for a thriving Sonoma Valley.
- Enjoy working in a group setting with other equally motivated women.
- Ability to set aside personal preferences and prejudices to objectively select NPO proposals best positioned to utilize our funds and help contribute to a thriving Sonoma Valley.
- Basic computer skills and internet access.

KEY EVENTS FOR GRANTS REVIEW COMMITTEE MEMBERS	DATE
Grant Review Committee Registration deadline	12/01/22
Membership contribution final deadline	1/12/22
Grant Review Committee Training (required to attend one session)	1/26 PM or 1/28 AM
Impact100 Sonoma Annual Meeting	1/21/23
#1 Grant Review Committee Meetings	2/7 to 2/11/23
Site Visits	2/21 to 03/23/23
#2 Grant Review Committee Meetings	3/28 to 4/1/23
Meet the Finalists Event	4/15/23
Grant Awards Celebration	4/29/23

Note: all dates subject to change. Locations TBA.