

2023 Grant Review Committee Member Responsibilities & Calendar

Grant Review Committees (GRC) 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.

GRC members are expected to:

- Attend one in-person committee orientation and training session (2 hours) on January 26 or January 28, 2023
- Read grant guidelines, review assigned proposal documents, and complete the Grant Evaluation for each of the proposals. Review includes exploring each non-profit organization (NPO) website to familiarize members with mission and activities (3- 4 hours)
- Attend #1 GRC 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 GRC meeting to select Impetus Grant Finalists (2 - 3 hours)
- Attend Meet the Finalists presentation and vote (2 hours)

General Qualifications

- Be an 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 just and 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
- Possess basic computer skills and internet access

KEY EVENTS FOR GRANT REVIEW COMMITTEE MEMBERS	DATES
Grant Review Committee Registration Deadline	12/01/22
2023 Membership contribution final deadline	1/12/23
Impact100 Sonoma Annual Meeting	1/21/23
Grant Review Committee Training (required to attend one session)	1/26 PM or 1/28AM
GRC Meeting # 1 window (attend one meeting)	2/14 through 2/18/23
Site Visit Window*	2/20 through 3/24/23
GRC Meeting #2 window (attend one meeting)	3/28 through 4/1/23
Meet the Finalists (10AM-12Noon)	4/15/23
Grant Awards Celebration (2PM-4PM)	4/29/23
GRC and FRC Party on the Plaza	June TBD

*=You must be generally available for site visits during this window.

All dates subject to change. Locations TBA.