

## Grant Applications Review and Recommendation Process

### Letter Of Intent Review

Currently, the Community Foundation's competitive grants are for general operating support rather than focused on specific projects and programs in order provide the greatest flexibility to grantees in uncertain times. As a part of this change, we have also eliminated the need for applicants to submit letters of intent.

### Grant Application Review

Some grant programs are now in development or being reviewed which may result in changes to our review criteria. The following description is still an accurate overview of our decision-making process.

- Each member of the Grants Distribution Committee receives a full copy of each proposal. (Any interested donors are also given a brief description of each proposal and are encouraged to partner with us in making grants.)
- The committee has three weeks to read all the proposals, make site visits and submit an initial scoring, using our Grant Review Criteria.
- We try to visit each applicant organization to get a fuller, first hand sense of what is involved in the proposed program, answer any questions, allow for greater nuance and detail to be expressed and get a feel for the people who will carry out the project, if funded.
- At the end of the review period, each committee member submits scores for each proposal which are totaled to create an overall preliminary score. Staff does not score any applications and does not vote on the recommendations to the board.

### Grant Recommendation Process

Once all scores are compiled, the committee meets to make recommendations to the board.

- The scoring of each proposal is reviewed to ensure committee agreement. We specifically question significant scoring differences for any proposal.
- We review and share impressions of the site visits for the benefit of committee members who could not attend.
- After discussing each application, members have the option to change their scores.
- Once scores are agreed upon, we begin with highest-rated proposal and fully fund it, following that process until all funds are expended.
- Typically, we have more highly-rated proposals than we have grant funds. There is no standard process for deciding tied scores. Often, factors such as track record, organizational capacity and geography are weighed in deciding ties.