



LaGrange County Community Foundation

GRANTS ADVISORY COMMITTEE

Purpose

The LaGrange County Community Foundation administers the *Community Impact Grants Program* with established guidelines and criteria through which eligible nonprofit organizations may apply for funding. The Grants Advisory Committee is responsible for reviewing funding requests and proposals and recommending funding approval to the Board of Directors.

Committee Membership

The committee consists of five to seven voting members: community volunteers and board members. Community Foundation staff participate as non-voting members and review grant applications objectively to determine if the request meets the Foundation's grant guidelines. All members must sign a Conflict-of-Interest Statement and adhere to its policy.

Term

Committee members will serve a three-year term with a maximum of two consecutive terms.

Meetings

The Grants Advisory Committee will meet as needed.

Committee Chair

The Foundation Executive Director will appoint the chair of the Grants Advisory Committee. The chairperson will serve a one-year term, renewable up to a maximum of three consecutive years.

Key Responsibilities

- Attend scheduled meetings.
- Prepare for meetings by reviewing each proposal, documenting feedback on the application rubric, and reviewing summary and recommendations prepared by staff.
- Assist in the research of a proposal. This may include a site visit and meeting with representatives of the applicant organization.
- Participate in the meetings, giving all members the benefit of your education, community, and personal expertise.
- Share your honest opinions even if they differ from other's thoughts, so all points of view can be considered.
- Recommend grant requests and funding amounts that best meet the Foundation's vision, goals and objectives.
- State any conflicts of interests openly during discussions and recuse yourself from voting.
- Notify the committee chair or the Foundation staff if you are unable to attend the scheduled meetings.