

# Grant Cycle Timeline

## Annually End of Year

- Program Director develops a tentative competitive grant cycle calendar that is released to all boards.
  - **Note to board chairs:** *To ensure an adequate timeline for award availability consider counting back X number of weeks from when you wish to award the grant funds.*

## Grant Cycle Preparation

### **14 Weeks before grants are awarded (10 weeks before the cycle opens for applicants to apply)**

- Board votes on which funds and amounts for grant cycle.
- Program Director circulates list of charities to board to review for changes to list.

### **13 Weeks before grants are awarded**

- Program Director sends chair of affiliate board the following documents for approval:
  - Grant Guidelines
  - Application
  - Rubric
- Program Director makes any necessary changes.
  - Please Note: *The minimum amount required to run grant cycle is \$3,000 and the minimum grant award amount is \$250. For the USD grant cycles, these numbers do not apply.*

### **11 Weeks before grants are awarded**

- Affiliate Chair\* identifies or confirms Grants Review Committee, ideally two affiliate board members and three community members. A *Grant Liaison/Review Committee Chair* is also appointed, may or may not serve on the committee but supports the communication between Review Committee and Program Director.
  - **Please note:** It is best practice to not include persons from an applicant organization, board or staff due to a conflict of interest.

## Grant Award Preparation

### **7 Weeks before Grants are awarded**

- Program Director receives list of persons to serve on Review Committee with email and phone number.
- Program Director sends requests to community members on to complete Conflict of Interest and Confidentiality Form if not on file.

### **4 Weeks before Grants are awarded**

- Program Director sends announcement to area charities (*If board provided updates to area charities those have been made*).

- Affiliate board promotes the opening of the grant cycle in their community.
  - **Please note:** An organization that is not a 501(c)(3) may apply under a supporting organization if the supporting organization agrees, for example, a community group that works in local parks may apply under the City's tax status.

### **3 Weeks before Grants are awarded**

- Program Director sends link to the Grants Review Committee for scoring applications. Reviewers have approximately 10 days to score.
- If a Review Committee member has a Conflict of Interest (spouse works at the organization, for example), they should notify Program Director to remove them from that application as to not skew the scores.

### **2 Weeks before Grants are awarded**

- When Grants Review Committee scoring is complete, Program Director and Review Committee may meet to allocate funds. It is the expectation for the Committee to award funds based on the ranking of average scores based on the rubric.
  - **Please Note:** Recommendations outside of sequentially ranked recommendations may be explored, if valid consideration of score impact is identified.
- After allocations are made, Program Director creates a spreadsheet with the formal recommendation of recipients to receive award and the amounts.
- Program Director sends this spreadsheet to the chair of the board for board approval, via email or in person.
  - **Please note:** The Board (CKCF or Affiliate) is expected to honor the Review Committee recommendations and not make changes to what is presented. If a substantiating circumstance warrants the board to override the recommendation as presented such alternative must be substantiated with rationale and presented back to the Review Committee as a courtesy before Recipients are notified.
- If a recipient fails due diligence including charity check, the Program Director will communicate to organization that their status was revoked. Board members who were part of the Review Committee will determine if funds should be allocated to another organization, if situation needs taken back to the board or if the revoked organization will be given an extension to present reinstatement. These funds, however, cannot be carried over into the next year.

### **Grant Award Process**

- All applicants are notified by the Program Director via email. Award letters are sent to recipients and regret letters to those not awarded.

- Agreement letters and grant checks are mailed to the recipients or presented at an awards ceremony coordinated by the board.

CKCF, affiliates, and recipients are encouraged to announce this news via social media and a media release.

### **Follow-Up: Grant Success and Measures**

Approximately 9 months after receiving agreement letter and grant check:

The grant follow-up form is due from recipients. If a form is not received the organization is not eligible to apply for the next two years.

**Please note:** If an organization applied with a supporting organization and the follow-up form is not completed by the deadline, both the organization AND the supporting organization are ineligible to apply for two years. On rare occasions an exception is made but these are taken on a case-by-case basis.

\*If the affiliate community foundation has a director, that individual is included in all communication with the board and board chairperson. For CKCF specific grants the CEO shall be copied.

\*\*Date ranges are proven as essential to a well-managed grant cycle. This is a guideline and there are occasions modifications to specific timelines are made, for instance if a holiday falls within a grant planning period. Maintain close communication for planning with the Program Director for a successful grant cycle.