

ROCHESTER WOMEN'S GIVING CIRCLE
GRANTMAKING COMMITTEE CHARTER

Purpose

The Grantmaking Committee's purpose is to solicit, review and evaluate all grant proposals received by the Giving Circle as part of the annual grantmaking process, and make decisions regarding annual grant awards, subject to review and comment by the Leadership Team and the membership.

Strategic grantmaking is the responsibility of the Strategic Grantmaking Committee.

Membership

The Committee will have at least ten (10) committee members in addition to the Committee's Co-Chairs. In selecting Grantmaking Committee members, the Committee's Co-Chairs shall strive for a balance on the committee, considering grantmaking experience as well as committee membership turnover, and seek to give all interested members the opportunity to participate and be actively involved in the grant review and evaluation process. Committee members will be expected to have good organizational skills in order to complete assignments at each stage of the review process, and the ability to analyze and synthesize proposal information and make concise presentations to the Committee.

Meeting Frequency

The Grantmaking Committee will meet on a regular basis during the grantmaking cycle, as determined by the Co-Chairs.

Responsibilities

- Follow a rigorous, organized process for grant review and evaluation, including a structured, uniform grant application and site visits, assuring that all of the full Committee's review and evaluation activities are completed in the April-May timeframe, or such other timeframe as may be recommended by the Grantmaking Committee to the Leadership Team.
- Inform the Leadership Team and membership of such processes from time to time.
- Interact with The Community Foundation on matters related to the solicitation and receipt of grant applications.
- Develop a set of grant awards consistent with the Giving Circle's mission, for review and comment by the Leadership Team and the membership on an annual basis.

Chair Qualifications and Responsibilities

The Grantmaking Committee will ordinarily have two Co-Chairs, appointed by the Leadership Team. The Co-Chairs will be responsible for the following:

- Developing and implementing an annual plan and calendar of events, activities and initiatives to achieve the Committee's responsibilities;
- Submitting the plan to the Leadership Team for its review each year on a schedule to be determined by the Leadership Team;

- Recruiting and appointing Committee members, ensuring that the Committee includes a sufficient number of members among which to distribute the anticipated workload, with the skill sets needed to accomplish the Committee's goals;
- Scheduling Committee meetings, distributing meeting schedules to the Committee members, establishing agendas for meetings, and facilitating Committee meetings (including the joint meeting with the Leadership Team for presenting grantmaking recommendations);
- Developing strategies to build the pool of grant applicants, and conducting outreach to potential new applicants;
- Communicating with The Community Foundation each year to ensure that it has the most current application forms, instructions and calendar, and that they are publicized on a timely basis;
- Coordinating with The Community Foundation to obtain applications, identify any missing elements, and follow up to request those elements;
- Reviewing all applications, becoming fully familiar with the applications, and preparing summaries for the Grantmaking Committee;
- Preparing and sharing thorough information with the Committee concerning the grantmaking process, including items such as contact information, eligibility criteria, voting methodologies, and grantmaking history;
- Ensuring that all applications, supporting documentation, written evaluations and summaries are made readily available to Committee members on a timely basis;
- Assigning tasks for each step of the grantmaking review process to Committee members and confirming they are completed on a timely basis;
- As part of facilitating Committee meetings, asking relevant questions that may not be addressed by presenters, providing any relevant input from the Partner Committee, and providing guidance to the Committee to assure it reaches consensus in its recommendations;
- Communicating with prospective grantees and with grant applicants on a timely basis concerning the status of their applications, and collaborating with The Community Foundation to notify applicants of the decisions on their applications, and, upon request, providing feedback to unsuccessful grant applicants;
- Providing information and summaries about grantees to the Communications Committee, Leadership Team and the Giving Circle Co-Chairs for communication to the membership and external audiences, and for presentation at the grant awards event.
- Interfacing with The Community Foundation to facilitate matters relevant to grantmaking, including but not limited to ensuring that contracts with and payments to grantees are processed on a timely basis;
- Serving as members of the Leadership Team, maintaining open communication with the Leadership Team concerning the Committee's activities and seeking approval as needed;
- Maintaining open, ongoing communications with the Partner Committee Chair(s);
- When engaged by the Partner Committee Chair(s), assisting in reviewing and discussing issues that may arise with grantees over the course of the year, and providing input in discussion of resolution of issues such as grant modifications;
- Providing information to the Communications Committee about the Committee's activities for dissemination to the membership, and as appropriate, to the community;
- Documenting the Committee's processes, as updated from time to time;

- Providing information to Knowledge Management concerning the Committee's activities or decisions that may be useful to maintain for future reference or to be available to others within the Giving Circle; and
- Evaluating the Committee's processes and its achievement of its responsibilities, and initiating process and system improvements to improve the Committee's effectiveness.

Committee Member Responsibilities

- Have a working knowledge of the Giving Circle's mission, funding guidelines, grantmaking criteria, and grantmaking process.
- Attend and actively participate in all meetings of the Committee.
- Carry out all Committee assignments thoroughly and on a timely basis, including review of grant proposals, scheduling and conducting site visits of grant applicants, preparing written summaries of evaluations and site visits, and presenting information and recommendations to the Committee.
- Engage actively and respectfully in the Committee's discussion of grant proposals.
- Report on and acknowledge any conflicts of interest they may have with respect to grant applicants, and maintain neutrality during the review and discussion of proposals where a conflict exists.
- Attend and participate in a joint meeting with the Leadership Team for the presentation of the Committee's grantmaking recommendations.
- Attend the Giving Circle's annual grantmaking event.

Decision Making Authority

- All decisions on grants to be awarded shall be made by the Grantmaking Committee, subject to review and comment by the Leadership Team and the membership.
- The Grantmaking Committee will have discretion to determine how it will fulfill its responsibilities and may change the grantmaking processes from time to time, however, any significant changes should be reviewed and approved by the Leadership Team.

Committee Charter Amendments

All amendments to this Charter must be approved by the Leadership Team. The Leadership Team will consult with the Committee Chairs prior to making any amendments.

Effective Date

This Committee Charter was approved by the Leadership Team on November 12, 2025