

Grants Committee Charter

Purpose of Committee:

To evaluate projects for potential funding by NorCal and make recommendations to the Board. The ultimate decision to fund grants rests with the Board.

Composition of Committee:

For recommendations from the committee to the board, each member group must be represented by at least one member of the committee.

A member of the Board will be designated the Delegate to the Grants Committee and facilitate coordination between the Grants Committee and the Board.

Committee members, in addition to deliberating the applications for annual grants, should make themselves reasonably available (via email and/or phone, primarily) for mini-grant deliberation as necessary throughout the year.

Categories of Grants:

There are two types of Grants: Annual Grants and Mini-Grants. Annual Grants will be selected and funded once per year (or as determined by the Board). Mini-Grants (one-time payments up to \$300 to meet an urgent need) may be considered throughout the year.

Philosophy Guiding the Committee:

We look for varied project opportunities in different regions of the world, benefiting different groups of people, in keeping with the spirit and idea of Peace Corps.

We encourage projects to be submitted by Returned Peace Corps Volunteers and current Peace Corps Volunteers from Northern California.

We look for opportunities to totally fund a project, to complete the necessary funding so that the project can get started, or to expand or replicate a successful project.

Persons requesting funds must demonstrate commitment to the project by providing community labor, monetary contributions, local resources and/or training.

Project funding does not guarantee availability of future funds.

Funding will not be provided for individuals (salaries), scholarships, personal travel or general operating expenses.

Criteria for Grants:

Prospective projects will include as many as possible of the following:

- Be technically and economically feasible
- Improve the general welfare of the community
- Ensure that all those actively involved in the project will benefit from the results

- Address community need
- Facilitate the transfer of technology, skills and knowledge to others
- Foster self-sufficiency

Submitting Proposals for Annual Grants and Mini-Grants:

Interested parties must submit a proposal which contains the following information:

- Name and address of the organization. Local contact, address, and phone when organization is overseas. Contact information for individual in Northern California who is knowledgeable of organization and project (if applicable).
- General description of the organization, including goals, purpose, a brief history of previous and current work, and sources of funding.
- Organization budget: last year's yearly income and expenditures including salaries and administrative expenses (audited report if available); projected budget and source of funding.
- Project title and detailed description. How project meets Criteria for Grants (outlined previously). Project time-line: how project will phase out or become self-sufficient.
- Key personnel and their responsibilities for the project.
- Project budget in detail: income and expenditures of proposed project (e.g., cost of materials), community contribution, etc.
- Amount and purpose of funding requested from NorCal.
- For projects overseas, how funds will be transmitted to project.

Procedure for Annual Grants:

The Grants Committee, in conjunction with the Board and Treasurer, will set a date to receive grants applications and advertise this information in the newsletter and the list-serve.

The Committee will work closely with the Treasurer to get the most up-to-date amount of funds available for disbursement prior to the Committee deliberations.

The Committee will deliberate and prepare a recommendation for funding for the Board. In its decision, the Grants Committee will rank order 2-3 projects to receive any extra money that comes in during the same fiscal year.

The Delegate and the Committee Chair will present the recommendation to the Board meeting and work with the Treasurer to disperse the funding when the Board makes a decision.

Whenever possible, the funds available for Grants will be dispersed by the end of the fiscal year.

Procedure for Mini-Grants:

The Board will set a mini-grants budget each year with \$300 maximum/project. This amount should be examined and adjusted, if necessary, every five years by the Board.

A current NorCal member, representing the project, will approach the Board Delegate on the Grants Committee and propose funding for the project.

The Grants Committee will discuss the merits of the project in a regular meeting or via e-mail and provide a recommendation within two weeks. A simple majority agreement is required.

The Delegate, on behalf of the Grants Committee, will take the recommendation to the Board.

Commitment by Grants Recipients:

Recipients will provide a report to NorCal that details the use of the funds, photos, and other information when the project is completed.