



## **GRANT APPLICATION REVIEW POLICY**

### **Summary:**

Delaplaine Foundation Board members who join the Grants Committee are expected to review and evaluate grant applications that are assigned to them in a careful and thorough manner. The evaluator should be able to describe in general terms the mission of the nonprofit applying for grant funding and be very familiar with the proposed program or project for which money is being requested. If questions remain after review of the application, the evaluator should conduct additional research by reaching out to the nonprofit, fellow Board members, a Community Advisory Council member, and/or a Delaplaine Foundation staff member to gain additional information to aid in their evaluation. Afterwards, the evaluator should be prepared to make a funding recommendation to the Grants Committee based on his or her review. Following the grant season, for the grant applications they reviewed, Board members should make efforts to attend any site visits that are scheduled, and particularly for those nonprofits whose grant they reviewed, and should also review and evaluate those progress reports submitted during the third quarter of the calendar year, ~~using metrics~~ to determine whether the program or project resulted in beneficial impact.

### **Evaluation Process:**

As described more fully in the Grants Committee Charter (Section 2.5), the Grants Committee will meet once a year during the grant cycle, either in person or virtually, after the grant application deadline of October 1<sup>st</sup> to review applications.

Prior to the full meeting of the Grants Committee, each Committee member will be electronically assigned a certain number of grant applications to personally review. Application assignments will be made by the Chair of the Grants Committee in consultation with the Executive Director and Director of Grantmaking. Board Members shall capture their evaluations in the Foundant software system. As part of the review process, Committee members will submit to the Grants Committee Chair a preliminary

“Do Not Fund” list of grant applications that they do not think should be considered for funding.

Applications received from nonprofit organizations that are named on the designated list (Executive Committee Pre-Approval Grant Applications) for review by the Executive Committee as previously requested and approved by the full Board will be assigned/directed to the Board President to be reviewed with the Executive Committee. The Executive Committee will meet to make pre-approval decisions that will be brought before the Grants Committee and full Board for review to be ratified and approved.

At the full meeting of the Grants Committee, members will provide funding recommendations for each grant application assigned to them. The entire Grants Committee will provide its recommendations for funding to the full Delaplaine Foundation Board for approval.

After the conclusion of the grant cycle, Grants Committee members are encouraged to participate in scheduled onsite visits to nonprofit locations during the year to evaluate how a grant award has impacted a program or project. Grants Committee members are also encouraged to review progress reports for the grant applications they reviewed to gauge the effective impact of the grant and also help determine if the nonprofit should be considered for future funding.

### **Evaluation Tools:**

Delaplaine Foundation staff will prepare a written rubric that can be used during the review. Grant Committee members are welcome to use this rubric in their evaluation. The rubric can be found in Section 5.13.

Grants Committee members also have access to a Grant Application Review Due Diligence Checklist, located in Section 5.14. This checklist offers a series of questions that allow for assessment of a nonprofit organization and its grant application.

Grants Committee members can review grant applications based on their own criteria, as long as those criteria acknowledge Delaplaine Foundation’s eligibility standards, funding sectors, and mission statement.

Grants Committee members are strongly encouraged to consider and utilize the subject matter expertise of Community Advisory Council members when reviewing their grant applications.