

Honoraria Policy for Community Members (XYZ Fund, 2024)

We provide honoraria to guest speakers, panelists, and community members who participate in Board meetings, advisory groups, staff meetings, and convenings, as well as those who share their voices in decision-making processes (e.g., grant review committees). This includes compensating individuals for sharing their experiences and materials with us. Honoraria are a gesture of respect and acknowledgment but are not intended to match professional billable rates. In situations where this may be necessary, an invoice can be considered. Individuals may decline honoraria if their employer prohibits acceptance.

Staff at the officer level and above, along with ad hoc teams, have the autonomy to budget for and approve honoraria. Careful consideration is given when the engagement aligns with a professional's job duties or their organization is well-funded. When honoraria are needed for larger groups (e.g., advisory panels or grant review committees), they should be planned in advance due to the additional budget and logistical needs.

Honoraria of \$140/hr will be offered when an individual meets one or more of the following criteria:

- Represents a community most impacted by racial equity/inequity.
- The individual is not in the traditional economy and has a valued perspective (e.g., represents parent/family perspectives or lived experience).
- Provides content for projects outside of a grant funded by us.
- Provided training or content as part of a revenue strategy for the organization.
- Advises on internal strategic work beyond a direct funding decision.
- Is a professional whose time with us takes them away from billable work.
- Invests significant time (e.g., reviewing multiple grant applications, attending extended meetings/review panels).
- Participates outside of regular business hours (e.g., evenings, weekends, holidays).
- Incurs out-of-pocket costs to engage with us (e.g., local travel, childcare).
 - Out-of-state direct travel expenses or mileage exceeding one hundred miles round trip will be directly reimbursed in addition to the honorarium.

If total payments to an individual during a calendar year total \$600 or more, 1099 will be provided. Honoraria rates should include recipient preparation time.