

## GRANT REVIEW COMMITTEE TASKS

### January –

- Follow up with any grantees from the previous calendar year who have not yet submitted a final Grantee Summary Report. Consider scheduling a Committee meeting to review Grantee Summary Reports.
- Early Jan. - Email new year annual grantees to remind them about the upcoming Lincoln City Council meeting and attach the generic Grant Agreement for their review prior to the meeting. Ask them to confirm who from their organization will attend the City Council meeting.
- Late Jan. – On the 4<sup>th</sup> Tuesday of the month, attend the City Council meeting when annual grant checks will be awarded. Before the meeting, each grantee is to sign a Grant Agreement, and a letter summarizing what we expect from grantees will be handed out. Obtain a photo of the grantees for the website.

February – Email grantees to encourage support of our Bingo fundraiser in March.

May – Remind annual grantees about the mid-year Grantee Summary Report due June 30<sup>th</sup>. If they haven't already, ask them to provide a short story, photo, or video. (May be done by LCF board liaison).

### July –

- Follow up with any annual grantees who have not submitted a mid-year Grantee Summary Report (may be done by LCF board liaison).
- Since the fiscal tax year ended on June 30, total all grants awarded during the fiscal year. Prepare fiscal year-end grant summary for tax purposes. Start a new spreadsheet file for the new fiscal year of grants.
- July – Review and revise all grant documents for the upcoming annual grant year. Schedule Committee meeting if needed. The Annual Grant Application, Mini Grant Application, and Grantee Summary Report shall be reviewed. The LCF Grant Agreement shall also be reviewed.

September – Sept. 1 – 30 is the annual grant application open submittal period for the upcoming new year. Be ready for questions from potential applicants.

October – Obtain the new annual grant applications from Secretary Mathus. Schedule a Committee meeting to review the new year annual grant applications and determine an initial recommendation to the Board for the November LCF Board meeting. Ask the Treasurer for the amount of grant funds available. Ask Secretary Mathus to forward the applications and recommendations to the Board.

November – After the Board of Directors vote on the new year annual grant applicants, send an email letter of acceptance or denial to each applicant (cc LCF board liaison). Request confirmation of receipt and to whom to make the grant checks payable. Update all grant summary information lists to provide to LCF President for City Council presentation in January.

### December –

- Compile a list to send to Secretary Mathus of to whom to make the grant checks payable. She also creates the individual Grant Agreements for each grantee to sign at the City Council meeting in January.

- Remind current year annual and mini grantees about the final Grantee Summary Report due Dec. 31st. If they haven't already, ask them to provide a short story, photo, or video. (May be done by LCF board liaison).

Year-round – Be prepared for reviewing and responding to Mini Grant Applications. Work on updating grant records and any other grant-related correspondence. Thank Secretary Mathus for her help with everything, especially all the direct communication and handling of applications, agreements, checks, and summary reports with prospective grantees.