

IMPACT100 DC 2025 GRANT REVIEW PROCESS

“HANDBOOK”

(Mostly everything you need to know. Please print or save this document!)

We encourage those of you who have the time to join a Focus Area Committee (FAC) or the Finance Committee. It's a wonderful way to learn about the work of nonprofits in our community.

FIRST IMPORTANT DATE: Wednesday, January 8 from 12:00 to 1:00 PM on Zoom: “Welcome to the 2025 Impact100 DC Grants Cycle.” Learn more about your 2025 membership and the overall year ahead, and ask questions about participation in the grants process. [Sign up HERE](#). A recording will be available for those who can't attend.

Key Points about participation on Focus Area Committees (FAC) and the Finance Committee

- The FAC and Finance Committee sign up period runs from January 2 through January 16 (a hard and fast deadline).
- Committees meet at specific dates and times. Please make sure you choose a committee that fits with your availability. (See below for individual FAC and Finance committee details.) You do NOT need to choose a committee based on your particular expertise. Many members have found significant value in the experience of serving on different FACs from year to year. You can also specify when signing up whether you are flexible about which committee(s) you are interested in. We try very hard to balance reviewers and applications.
- All meetings take place on zoom. Site visits, which happen later in the process, occur in person. It's not necessary for all FAC members to attend these.
- No particular experience or expertise is needed -- just a willingness to learn more about the resources in our community for addressing vital

needs. We train all FAC members, and you will receive support from FAC chairs and experienced reviewers.

Process, Calendar, and Time Commitment

Orientation Sessions

- Tuesday, January 21: All FAC participants will receive introductory emails from their committee chairs.
- Thursday January 23 from 6:00 - 7:00 PM: All-member orientation session** (zoom). We will cover the fundamentals of grant review (ethics, guidelines, and priorities), an introduction to the grant review software, use of the scoring rubric, mitigating unconscious bias, and more. Please be on the lookout for an email to sign up for this important meeting.
- Week of January 27: Committee level orientation meetings (zoom). This session focuses on member introductions, a sample grant evaluation walk-through, individual assignments, and more.

**Participation in the above orientations is highly encouraged for a successful start to our review process. Recordings will be available for those with unavoidable conflicts.

Committee Review Meetings (all by zoom)

The review process has three phases: (1) an initial review by FACs; (2) a review by the Finance Committee of applications recommended by the FACs; and (3) site visits and final review by FAC and Finance Committee members.

- Phase 1: Week of February 3 to March 14 - Initial review by FACs. Committee members evaluate proposals in their areas. A lead reader and secondary reader are assigned to each application for review and presentation to the group. No prior grant evaluation experience is necessary; we will train you. Committees narrow applications down to three nonprofits to send to the Finance Committee.

Time estimate: Over the 6 week time period, members may spend up to four hours on the applications they are assigned to review and report on. Meetings to present and discuss applications will likely take place once a week, with perhaps the need for an additional meeting at the end.

- Phase 2: March 15 to April 17 - Finance Committee review. FAC members have a hiatus while the Finance Committee members perform a deep dive into the nonprofits' financial information and reports. Approved applications are sent back to FACs for site visits.

Time Estimate: Members on the Finance Committee can expect to spend 1-2 hours reviewing each application. This includes a review of the application proposal, proposal budget, financial reports, and performing initial analysis and documentation of review. As described above, the Finance Committee will review the 15 applications selected by the FACs.

- Phase 3: April 21 to May 9 - FAC Semi-finalist site visits and final deliberations. FAC and Finance Committee representatives conduct site visits of semi-finalists (in-person are strongly suggested) and report to the full committee. The work ends with final discussions and promotion of one finalist per FAC to the full membership for a vote.

Time Estimate: Members volunteer to attend site visits, which last up to an hour and a half. After site visits conclude there will be a final meeting or two to deliberate and vote.

Committee Descriptions and Meeting Times

Each committee has chosen a particular time and day of the week to meet. Members will need to select a committee based on interest AND also on whether they are available to meet at the designated day/time. We appreciate those who are flexible with regard to assignments. We try hard to balance applications and reviewers!

Arts & Culture

Chairs: Pat Neuman and Sophie van Gilder

Meeting days and times: Wednesdays 5:30 -7:00 PM

Projects that foster greater exposure to or participation in the arts, expand arts education, or use art as a medium for creative expression. Priority will be given to programs that target residents in underserved communities that have lacked access to quality arts programs.

Education

Chairs: Janelle Haskell and Analya Cespedes

Meeting days and times: Thursdays 6:00 - 7:30 PM

Projects that expand or improve learning opportunities for students who lack access to a quality education, including projects focused on providing early childhood education, language and literacy skills training, and tutoring and mentoring, as well as programs to increase high school graduation rates and/or enrollment in higher education, especially for populations that have experienced systemic racism or discrimination.

Environment, Preservation, and Recreation

Chairs: Dana Hirschenbaum and Heller An Shapiro

Meeting days and times: Tuesdays 5:30 - 7:00 PM

Projects that focus on improving or preserving the natural and/or built environments; promoting environmental justice, fighting climate change, and/or conserving natural resources; creating, restoring, or revitalizing recreational facilities or spaces; and enhancing community safety, particularly in communities which disproportionately lack green space and access to natural resources, recreational facilities, and safe communities, due to disinvestment and inequitable development.

Family

Chairs: Francine Lamoriello and Tamara Carrera

Meeting days and times: Wednesdays 6:00 - 7:30 PM

Projects that support the lives of individuals, children, families, and seniors, especially but not limited to immigrant communities and people of color who have been the subject of systemic racism, focusing on housing, living wage, food insecurity, job skills training, and other basic needs.

Health & Wellness

Chairs: Heather Johnson and Sarah Keefe

Meeting days and times: Tuesdays 6:00 - 7:30 PM

Projects that address access to health care and that seek to improve the physical or mental health of people who experience discrimination, including people of color, the disabled, and incarcerated individuals, as well as projects that foster healthy living habits and holistic wellness.

Finance Committee

Chairs: Meagan Van Orden and Britt Haxton

Meeting days and times: Wednesdays 5:30 - 7:00 PM & Saturdays 10:00 - 11:30 AM

This committee differs from the other focus area committees as it will focus on the evaluation of nonprofit financial statements. These committee members will interact with all five of the focus area committees to conduct an in-depth financial review of the FAC committees' identified applicants. Familiarity with financial statements or evaluation procedures is helpful but not required. We will hold an initial training for all committee members to walk through our review process. Committee work will take place March 15 to April 17, following initial FAC deliberations.

Questions?

Please email Grants Chairs Dorothy Durden at ddurden@impact100dc.org and Kate Rodgers at krodgers@impact100dc.org