**To:** Impact 100 Seattle

**From:** Impact 100 Seattle Grant Leadership Team (Heidi Narayan, Amy Shelton, Stephanie Reents, Ginny Rice)

**Re:** Joining 2026 Grant Review Team

We are excited to be entering our seventh year of grantmaking with Impact 100 Seattle! Over the past six years, we have developed and evolved a grant review process that provides unrestricted grants to remarkable community-centered organizations while working to minimize the burden on them.

We want to highlight that broad participation in the grant review team plays a key role in reducing bias in the grant making process. Unlike some funders who limit grant review participants, we encourage more women to join and ensure their voices are heard, helping to create a more inclusive and fair process for everyone

Joining the grant review team is a great opportunity to connect with other women and to learn more about the many nonprofits doing important work in our community.

We would love for you to join! Please login to the member page and sign up for the grant review team [here](https://mms.impact100seattle.org/members/mlogin.php?org_id=SEAT&bounce=%2Fmembers%2Fmembers.php%3Forgcode%3DSEAT) or email grants@impact100seattle.org. If you join by March 1st you can participate in the first round of review or join us later in the review cycle.

**Grant Review Team Requirements and Dates:** Participating in the Grant Review Team is a commitment, and we want to clarify what is required as you spend time preparing for and reviewing applications. We now allow members to join at any phase of the review as long as you complete the bias training and read the applications for the review phase you participate in.

**Key Dates:**

|  |  |  |  |
| --- | --- | --- | --- |
| **When** | **What** | **Where** | **Commitment** |
| Mar 3 (Tue) | Kick off mtg | Zoom | 1.5 hours, 7-8:30 pm |
| Mar 3 – 17 | Application review and vote for top 15 | On own | 8 – 12 hours in total |
| Mar 24 (Tue) | Top 15 discussion and vote for semifinalists | Zoom | 2 hours, 7-9 pm |
| Apr 28 (Tue) | Semifinalist pitch, discussion and vote for finalists | Zoom | 2 hours, 7-9 pm |

We believe it will be well worth your time but want to be explicit about the reality of the commitment. We hope you will consider joining us on this journey!

**More Detailed Timeline:**

|  |  |
| --- | --- |
| **Legend for grid below** | |
|  | Informational |
|  | GRT meeting |
|  | Work on own |

|  |  |  |  |
| --- | --- | --- | --- |
| **When** | **What** | **Where** | **Commitment** |
| Jan 8 – Feb 20 | Grant application open to nonprofits | Online | n/a |
| Feb | Bias training: videos and pre-reads | Online | 1 hour |
| Mar 3 (Tue) | Kick off meeting | Zoom | 1.5 hours, 7-8:30pm |
| Mar 4 - 17 | Application review and vote | Online | 8-12 hours in total |
| *Mar 13 (Fri)* | *Happy Hour for GRT* | *TBD* | *Optional 5:30-7:30pm* |
| March 19 (Thu) | Announce top 15 applicants | Via email | Read applications not in original list before mtg on 3/25, ~2 hours |
| Mar 24 (Tue) | Top 15 applicant discussion and vote for semifinalists | Zoom | 2 hours, 7-9pm |
| Mar 25 (Wed) | Semifinalists announced + request for financial records | Via phone and email | n/a |
| Mar 25 – Apr 22 | Profile writing and financial review | Zoom | *Optional*, need 3-6 volunteers for 2-4 hours of work |
| Apr 28 (Tue) | Pitch, review and discuss semifinalists | Zoom | 2 hours 7-9pm |
| Apr 29 (Wed) | Voting for finalists | Online | 15 minutes |
| Apr 30 (Thu) | Finalists notified | Phone | n/a |
| May 4 - 22 | Finalists’ videos shot and edited then sent to all member | In person and via email | n/a |
| Jun 2 (Mon) | All member vote ahead of Annual Celebration | Metropolist | 6-9 pm |
| **Total Time** | **Estimated between 12-18 hours** | | |