

To: Impact 100 Seattle

From: Impact 100 Seattle Grant Leadership Team (Gretchen Boehm, Krista Davis, Elizabeth Geri, Heidi Narayan, Megan Patino, Katrina Russell)

RE: Joining 2023 Grant Review Team

We are excited to be entering year four of grantmaking with Impact 100 Seattle! Over the past three years, we have developed a grant review process that provides unrestricted grants to phenomenal community-centered organizations while attempting to minimize the burden on them. Last year, 26 women joined us in this endeavor.

We hope that 2023 will continue to provide a fantastic learning experience that connects members with each other and with the local nonprofit community. We would love for you to join! **We will be hosting an information session on Wednesday January 18 to share more details about the grant review team and the application review process.** Please register [here](#).

Ready to join? Please email gretchen_boehm@impact100seattle.org by January 31 to let us know if you'd like to participate on the Grant Review Team!

Grant Review Team Requirements and Dates:

Participating in the Grant Review Team is a commitment and we want to better clarify what is required as you will spend up to 20 hours preparing for and reviewing applications to work through how to identify finalists.

Prior to March 2 (required) Time commitment ~2 hrs	Bias training pre-read
March 2, 7:30-9pm Zoom meeting (required) Time commitment = 1.5 hours	Bias Training and Kick-off Zoom Meeting for the Grant Review Team to align on the process as well as how to identify and respond to bias during the review process.
March 8, view video (required) Time commitment ~30 min	Grant Review Scoring – video
March 9-19 application review Time commitment ~ 7-15 hours	Review and comment on all received applications. Conduct additional research as needed. Reviews MUST BE SUBMITTED BY MARCH 19.

March 28 and 30, 7-9pm (required) Time commitment - 4 hours	Semi-finalists selection meetings
March 31-April 26, semi finalist review (optional)	Opportunities to participate in semi-finalists interviews and financial review.
May 3, 7-9pm (required) Time commitment ~ 4 hours, including prep	Finalist selection meeting
June 5 - Annual Meeting (optional, but encouraged)	We will gather as a full membership, learn about grantee finalists, and vote as a membership on how to allocate our collective funds.

With a little math, you will notice this adds up to 25-30 hours of invested time. 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!