

**To:** Impact 100 Seattle

**From:** Impact 100 Seattle Grant Leadership Team (Gretchen Boehm, Katrina Russell, Manuela Noske, Heidi Narayan)

**RE:** Joining 2024 Grant Review Team

We are excited to be entering our fifth year of grantmaking with Impact 100 Seattle! Over the past four 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, 21 women joined us in this endeavor. We hope that 2024 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! Please register [here](#) or email [gretchen\\_boehm@impact100seattle.org](mailto:gretchen_boehm@impact100seattle.org) before March 1<sup>st</sup> to let us know 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 clarify what is required as you spend time preparing for and reviewing applications.

When	What	Where	Commitment
Feb 20 – Mar 5	Bias training – videos and pre-reading	On own	2 hrs or less
Mar 5	Kick off mtg	Zoom	2 hrs, 7-9 pm
Mar 6 – 17	Application review	On own	7 – 15 hrs
Mar 25	Semifinalist selection – review, debate, vote	Zoom	2 hrs, 7-9 pm
Mar 27	Semifinalist announcement	Zoom	30-45 mins, 7-8 pm
Apr 2-22	<i>Optional opportunity to participate in semifinalist interviews and financial review. Approx 2-4 hrs.</i>		
May 1	Finalist selection – review, debate, vote	Zoom	4 hrs (2 hrs prep + 2 hrs mtg) 7-9 pm
<b>Total time</b>	<b>Estimated 20-30 hours</b>		

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!