



KENOSHA WOMEN'S NETWORK

KWN Mini Grant Committee Guidelines 2023

Committee Selection and Responsibilities:

The Mini Grant Committee will be chaired by the current KWN Secretary. Serving on the committee must be the current Board President, current Board Secretary / Co-Secretaries. The committee should not total more than 7. (2023 we will have 9 members).

- Selection of committee should be decided on or before the 2nd Friday of May
- Communications with the committee before May KWN meeting.
- Selection of grant awards should be conducted and ready for announcement by the second Friday of August.
- An email of award should be sent to the recipients after announcement at the August meeting.

Funding Focus: The focus of the KWN mini grant is to promote and/or help provide assistance to Kenosha County nonprofit organizations that benefit women and/or children.

Awards: The amount available for the awards depends on the monies raised at our fundraising events. Greater consideration will be given to those applicants/organizations who participate in helping raise the funds and/or participation in KWN activities.

Review Criteria:

- Does the nonprofit organization meet the eligibility criteria?
- Is their purpose/mission clear and concise?
- What is the nonprofit organization's grant history with KWN (number of grants awarded in the past three years)?
- Does the program/project request meet the funding focus?

- Is the budget request clear and focused on the program/project?
- Quality of application: Clean and concise, guidelines followed, and all documents requested well-prepared?

Review Process:

All applications will be rated on these criteria using a scoring tool, reviewed by the KWN Mini Grant Committee, and approved and/or declined by this committee.

While the nonprofit organization would not be excluded from consideration, funding preference is given to nonprofits that have not been funded in the three previous funding cycles. Mini grant awards are not guaranteed to be the full amount requested, and applying for the grant does not guarantee an award.

Any member of the committee who is affiliated with a nonprofit applying for a grant will abstain from voting on that application.

Committee Chair (Secretary) Responsibilities:

Secretary will help plan and execute the selection committee meeting.

Secretary will send award certification letters for grant recipients to newsletter chair for inclusion in the newsletter.

Secretary will follow up with grant recipients on funding report needed by March of succeeding award year.

Committee Co-Chair Responsibilities:

If there is a Mini Grant Committee Co-Chair, she will:

Ensure receipt of all grant applications by Mini Grant Committee in appropriate time for discussion at the selection meeting.

Send award/decline letters by end of the month of announcement month (August). Form letters are available.

Help plan and execute the selection committee meeting.