

Ottumwa Legacy Foundation

Bright Ideas Community Enrichment Fund

Grants Committee Description

Committee Overview: The Committee reviews funding requests (grant proposals) primarily from charitable organizations serving Ottumwa and the surrounding region. The Committee is comprised of members from the Ottumwa Legacy Foundation (OLF) board of directors and volunteer members from the community at large. An OLF board member will serve as chair of the committee with assistance from OLF staff persons who will coordinate the functions of the committee.

Bright Ideas Community Enrichment Grants Review Committee Member Expectations: An effective grant making committee requires a certain level of commitment and engagement by its committee members. The following are minimal expectations required of each volunteer who participates on the committee.

Duties:

- Trimester review of grant proposals submitted by local charitable organizations for potential funding by OLF's Bright Ideas Community Enrichment Grants Fund. Review process includes the following:
 1. With username/password, login to OLF grants management system to review assigned application.
 2. After thoughtful review, score each application by assigning ratings to each of the predetermined questions.
 3. Submit "approve" or "decline" recommendations with ratings and comments to OLF staff by assigned deadline dates.
- Attendance during committee meetings to discuss funding recommendations with the entire committee. While conflicts of schedules are a fact of life, active participation is imperative to this process. Therefore, attendance of less than 66% during a calendar year will be discussed with the committee chair.
- It is understood that the information attained in conjunction with this role is confidential in nature, this includes both the information secured within the grant application as well as discussions held within committee meetings. It is a further expectation that decisions of the committee are not revealed until such time as they have been finalized by the OLF Board of Directors.
- The recommendations determined by the Bright Ideas Community Enrichment Grants Review Committee are presented to the OLF Board of Directors by the committee chair during the corresponding OLF board meeting for final approval.

Service: Committee participation is for a term of 3 years. The maximum participation is two consecutive terms, or 6 years. A former committee member must wait a period of 1 year from their last meeting before being eligible for committee participation.

Meetings: Three times per year - April, August and November