



## 2012 Grant-making Committee Member Responsibilities

The Women's Foundation of Arkansas' grant-making program will be used to promote ideas and support projects and programs that assist Arkansas women and girls in achieving their full potential. WFA will use specific criteria in evaluating grant requests to ensure that grants fulfill the parameters of its mission. Grant-making committee members will receive training in understanding WFA grant guidelines, evaluating requests, and making site visits.

### Time Commitments include:

- Attend Kick-off/Orientation meeting (mandatory for new members)
- Review 1 – 5 Letters of Interest
- Attend Pre-Screening Meeting (mandatory)
- Participate in Site Visit training (mandatory for new members)
- Site visits (conducted in teams; mandatory; teams self-schedule)
- Attend final grant review meeting (mandatory)

### Meetings Calendar:

#### Central Committee: Little Rock; WFA Office

|  |                                 |                        |
|--|---------------------------------|------------------------|
| November 28  | Kick-Off/Orientation            | 11:30 a.m. – 1:00 p.m. |
| January 23   | Pre-Screening selection meeting | 11:30 a.m. – 1:00 p.m. |
| May 21   | Site visit orientation/training | 11:30 a.m. – 1:00 p.m. |
| <b><i>Site visits between June 1 and August 20</i></b> |                                 |                        |
| August 28  | Grant Review meeting            | 11:30 a.m. – 1:00 p.m. |

#### Northwest Committee: Fayetteville; site TBD

|  |                                 |                  |
|--|---------------------------------|------------------|
| November 29  | Kick-Off/Orientation            | 5:30 – 6:30 p.m. |
| January 24   | Pre-Screening selection meeting | 5:30 – 6:30 p.m. |
| May 22   | Site visit orientation/training | 5:30 – 6:30 p.m. |
| <b><i>Site visits between June 1 and August 20</i></b> |                                 |                  |
| August 2   | 9 Grant Review meeting          | 5:30 – 6:30 p.m. |

#### Northeast Committee: TBD – Jonesboro?

|   |                                 |                        |
|---|---------------------------------|------------------------|
| December 1  | Kick-Off/Orientation            | 11:30 a.m. – 1:00 p.m. |
| January 26  | Pre-Screening Selection meeting | 11:30 a.m. – 1:00 p.m. |
| May 24  | Site visit orientation/training | 11:30 am. – 1:00 p.m.  |
| <b><i>Site visits between June 1 and Aug 20</i></b> |                                 |                        |
| August 3  | 1 Grant Review meeting          | 11:30 a.m. – 1:00 pm.  |

#### Southeast Committee: Pine Bluff, site TBD

|  |                                 |                        |
|--|---------------------------------|------------------------|
| November 30  | Kick-Off/Orientation            | 11:30 a.m. – 1:00 p.m. |
| January 25   | Pre-Screening selection meeting | 11:30 a.m. - 1:00 p.m. |
| May 23   | Site visit orientation/training | 11:30 a.m. – 1:00 p.m. |
| <b><i>Site visits between June 1 and August 20</i></b> |                                 |                        |
| August 30  | Grant Review meeting            | 11:30 a.m.- 1:00 p.m.  |

Southwest Committee: TBD- Arkadelphia?

|             |                                 |                  |
|-------------|---------------------------------|------------------|
| November 28 | Kick-Off/Orientation            | 5:30 – 6:30 p.m. |
| January 23  | Pre-Screening Selection meeting | 5:30 – 6:30 p.m. |

***Site visits between June 1 and August 20***

|        |                                 |                  |
|--------|---------------------------------|------------------|
| May 21 | Site visit orientation/training | 5:30 – 6:30 p.m. |
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***Site visits between May 27 and August 29***

|           |                      |                |
|-----------|----------------------|----------------|
| August 28 | Grant Review meeting | 5:30-6:30 p.m. |
|-----------|----------------------|----------------|