

WOMEN’S FUND of the SAN JUAN ISLAND COMMUNITY FOUNDATION

POLICIES

The Women’s Fund is a sub-fund of the San Juan Island Community Foundation and is referred to as a Pooled Advised Fund. Management of the Women’s Fund is consistent with the policies and practices of the Community Foundation.

Mission

The San Juan Island Community Foundation Women’s Fund is committed to:

- educating and expanding the pool of women engaged in philanthropy;
- combining and building our resources to make a significant impact in our community; and,
- increasing awareness of important issues facing San Juan Island nonprofit organizations.

Women’s Fund Committee

The Women’s Fund Committee is comprised of Women’s Fund members who establish policies, seek membership input, and direct the activities of the Women’s Fund.

Funding

Each Women’s Fund member commits to an annual minimum contribution of \$100. Those who are able are encouraged to give more. Women’s Fund contributions are pooled together and directed toward the San Juan Island community through grants, education and resource development.

Granting

The Women’s Fund seeks to support San Juan Island nonprofit organizations in a variety of areas including arts, health and wellness, education, basic social needs, and environment. The Women’s Fund uses the Community Foundation’s grant evaluation process to provide the basis for selecting prospective grantees.

Administrative Costs

In addition to the SJICF Donor Advised Fund Administration fee of 1% (annual rate), each year the Women's Fund directs an amount, not to exceed 10% of its annual contributions, to the San Juan Island Community Foundation's General Operations Fund. This covers costs for the following administrative support activities specifically for the Women's Fund: Donation processing, membership & grant tracking, thank you letters (which include letterhead/envelope & postage costs), grant application review process & due diligence, staff attendance & input at committee meetings, submission of grant award press releases, website submissions of grants awarded, annual Women's Fund Luncheon support, and coordination of all activities in partnership with the Women's Fund Coordinator.

WOMEN'S FUND COMMITTEE RESPONSIBILITIES

The **Oversight Team** is responsible for developing policy and providing the strategic and tactical planning necessary to execute the Women's Fund mission. This team serves as liaison to the San Juan Island Community Foundation Board and is authorized to negotiate any required legal documents and fees. It is also responsible for ensuring that the San Juan Island Community Foundation Board is kept aware of Women's Fund activities. Members of the Oversight Team are responsible for the work in the following areas:

Outreach, Education, and Membership

Initiates relationships with the community and nonprofit organizations, educates current and future members about the Women's Fund and its activities, and works to broaden the Women's Fund membership. Outreach activities such as site visits to San Juan Island nonprofits provide opportunities to both educate and be educated.

Communication

Explores and uses all available avenues to effectively communicate information and data to current and prospective members, the media, and the community.

Grant Review

Researches, identifies and selects grant proposals for inclusion in the Women's Fund grant voting process. They present selected grant proposals to the members, prepare the grant selection ballot, and monitor grant

effectiveness. At least one San Juan Island Community Foundation Board member serves on the Women's Fund Grant Review committee.

Ad Hoc groups are formed for special events and activities, as needed.

WOMEN'S FUND GRANT PROCESS

Overview

The Women's Fund objective is to apply its pooled funds to those community issues the members feel are most critical and will make the greatest possible impact. The Women's Fund uses the San Juan Island Community Foundation's grant-making process to obtain and screen grant requests. The San Juan Island Community Foundation publicizes the Women's Fund and makes available grant requests consistent with the Women's Fund interests.

The first step in the grant review process is accomplished by the San Juan Island Community Foundation's Board and staff. They consult with the nonprofit organizations as they develop their grant requests to ensure the proposed projects are viable and fundable. They review all grant requests to ensure the applications are complete and submitted by legitimate organizations.

Upon completion of the San Juan Island Community Foundation's grant due diligence process, the Women's Fund Oversight Team reviews the grant proposals, selects those consistent with the Women's Fund grant selection criteria representing each area of giving of the Women's Fund, and presents them to the membership for consideration. A "one woman, one vote" by Women's Fund membership determines which grants are funded.

Grant Selection Criteria

General

- Consider the total amount of money available for grant making when determining the number and size of the grants.
- Consider urgent or critical community needs when selecting the type of grants.

Applicant Evaluation

- Consider the history, reputation of the organization and its service to the community. Their previous performance may predict the probability of project success.
- Consider the history relating to previous grants from the Women's Fund. A positive grant feedback report or site visit displaying effective implementation of the grant provides basis to consider the current proposal.
- Grant recipients who do not adhere to grant guidelines, prepare grant follow-up reports, or acknowledge the grant may be denied consideration.

Amount of the Grant Request

- Determine whether the Women's Fund can fund all or part of the request.
- Eliminate requests whose project cannot go forward without the total grant amount when the request is beyond the Women's Fund's funding capabilities and other funding sources are not available to complete the project.

Scope and Impact of the Grant Request

- Give priority to grant requests that will make a substantive difference, such as community benefit or potential to benefit a broad range of San Juan Islanders.
- Determine who will specifically benefit from the grant (adults, children, teens, seniors, families, specific socioeconomic groups, animals or identifiable areas of the environment).
- Consider opportunities to direct the grant to benefit females in areas where they have the greatest need or are underrepresented.
- Look for plans to sustain the programs in the future.

Variety

- Select a cross section of grants encompassing the areas of community need. The areas include arts, health and wellness, education, basic social needs, and environment.
- Provide Women's Fund members with choices that represent their interests.

Donor Grant Coordination

- Consult with the San Juan Island Community Foundation's donor liaison for other funding sources. The San Juan Island Community

Foundation coordinates with other donors so that all donors are matched with grant requests that represent their interests to ensure the maximum amount of money available is granted.

- Seek opportunities for Women's Fund members to offer matching grants to the Women's Fund grants.
- Consider multi-year proposals that culminate in sustainability.

WF Grant History

In the past the Women's Fund has typically funded

- Up to \$5,000 or less if a smaller amount is requested.
- A cross section of community needs.
- Sustainable requests or those that provide seed money for projects that will support themselves in the future.
- Proposals that provide an opportunity to support young San Juan Island girls in underutilized skills, such as science and technology.

Historically the Women's Fund has not funded requests for:

- Computer equipment for general office use
- Meals for conferences, meetings, or training
- On-going operating expenses for existing organizations
- Salaries for continuing employees or those projects with limited objectives
- Consumables other than training and informational materials

Passion

- Combine your personal knowledge with the Community Needs Assessment data to identify proposals that will fill gaps in current services.
- Ask yourself "What will improve our community?"
- Follow your heart.

Grant Administration

The San Juan Island Community Foundation approves grants three times a year. The Women's Fund also reviews and votes on grant proposals three times a year. Voting is conducted electronically. Members unable to access an electronic ballot are sent a hard copy ballot by postal service.

Grant monies are apportioned to the grantees consistent with the votes of the membership. Each member is asked to vote, ranking her grant request choices. The memberships' highest ranked grant request will receive the first grant. If there is enough money to fund the first grant request, then the

funding moves to the second choice and third choice as needed to disburse all the allocated Fund monies.

The Women's Fund Oversight Team submits the proposed grants to San Juan Island Community Foundation for approval. The Community Foundation will communicate to successful Women's Fund grantees any specific allocation of funds that may have been made.

The Women's Fund monitors the effectiveness of the grants. The Oversight Team follows up with its grant recipients by 1) reviewing grant reporting forms, 2) visiting the nonprofits, and 3) inviting some of them to the Women's Fund annual meeting, generally held in the spring, to report to the membership on their projects.

On an annual basis, each Women's Fund Committee member should review and sign the SJICF Conflict of Interest & Confidentiality Policy. This will be made available by SJICF staff.