

# WASHINGTON WOMEN'S FOUNDATION

## Pooled Fund Grant Committee Schedule • January – June 2012

(may be subject to change)

★ Required for Grant Committee members

	DATE	TIME	PURPOSE	Location:
PHASE 1: LOIS	January 9, Monday ★	9:30 – 11:30	Initial All-Grant Committee meeting: Form the Work Groups	Community Rms A & B
	January 10 – February 3 ★		3 - 4 Work Group Meetings to determine 25 orgs receiving Requests for Proposals <i>Dates, times, and locations TBD by workgroup</i>	
	<i>February 3, Friday</i>	<i>Deadline</i>	<i>Workgroups' nominations for 25 orgs to receive Request For Proposals (RFPs) due to WWF office.</i>	
PHASE 2: PROPOSALS	<i>March 1, Thursday</i>		<i>Grant proposals due back to WWF office @ noon</i>	
	March 8, Thursday ★	9:30 – 11:30	Training: "How to Evaluate Proposals" Grant proposals distributed; open to all WWF members	Board Room
	March 12 – April 5 ★		3 – 4 Work Group Meetings to determine 15 orgs receiving Site Visits <i>Dates, times, and locations TBD by workgroup</i>	
	<i>April 5, Thursday</i>	<i>Deadline</i>	<i>Workgroups' proposal summaries and nominations for 15 orgs to receive site visits due to WWF office.</i>	
	April 17, Tuesday ★	12:00 - 2:00	Grants Showcase: Top 25 Showcase of 25 proposals under review; Brown bag lunch.	Board Room
PHASE 3: SITE VISITS	April 25, Wednesday	10:00 -11:30	Training: "How to Conduct Effective Site Visits"; Initial Site Visit Team Meetings Required for SV teams; open to all WWF members	Board Room
	April 30 – May 4, Monday – Friday	8:30 – 5:00	Site Visits to selected organizations by Site Visit Teams	
	May 16, Wednesday ★	9:00 - 11:30	Grants Showcase: Final 15 Presentation of Site Visits; Grant Committee votes for final Ballot.	Board Room
	<i>May 17, Thursday</i>		<i>Online survey sent to Grant Committee; Due May 30</i>	
PHASE 4: VOTE	<i>May 24, Thursday</i>		<i>Voter's pamphlet and ballot sent to all WWF members.</i>	
	May 31, Thursday	9:00 – 10:00	All-Grant Committee Evaluation Meeting: Feedback on grants process	Art Room
	<i>June 5, Tuesday</i>	<i>Deadline</i>	<i>Ballot Voting closes at 5:00 p.m.</i>	
	June 13, Wednesday	4:30 – 6:00	Award Announcement Event: Pooled Fund winners celebrated!	Northwest African American Museum

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## 2012 Grant Committee: Work Group Meeting Schedules

For Phases 1 and 2 (through mid-April) the Grant Committee is organized into 5 Work Groups:

- ✓ Arts & Culture
- ✓ Education
- ✓ Environment
- ✓ Health
- ✓ Human Services

Each Work Group sets up its own schedule of meetings. For the month of January, 4 Work Groups have published their schedules in advance, and 1 Work Group will wait until the Kick Off meeting to set their meeting dates. We do this to accommodate those who need advance notice to set their calendars, as well as those whose schedules may be more variable. Meetings are held either at the 2100 Building, or in a member's home or office.

### 2012 WORK GROUP SCHEDULES: Phase One

Work Group	WG Leaders	Pre-Schedule?	January Schedule
<b>Arts &amp; Culture</b>	Christie Biesold and Beth McCaw	no	<i>Will schedule at Kickoff meeting in January – please bring your calendar!</i>
<b>Education</b>	Kris Kaminishi and Kay Stimson	yes	Tuesday, January 17 (3B) Thursday, January 19 (3A*) Tuesday, January 24 (3B) Thursday, January 26 (3B) <i>All meetings 10am - noon</i>
<b>Environment</b>	Michelle Sailor and Kathy Weber	yes	Thursday, January 12 <i>in Seattle</i> (3B) Tuesday, January 17 <i>in Kirkland</i> Thursday, January 19 <i>in Seattle</i> (3B) Tuesday, January 24 <i>in Kirkland</i> <i>All meetings 3:30-5:30pm</i>
<b>Health</b>	Pauline Bach and Mary Ekman	yes	Thursday, January 12 (3B) Thursday, January 19 (3B) Thursday, January 26 (3B) Thursday, February 2 (3B) <i>All meetings 12:30-2:30 p.m.</i>
<b>Human Services</b>	Maureen Lee and Michele Peltonen	yes	Friday, January 13 (2C) Thursday, January 19 (2B) Tuesday, January 24 (2C) Monday, January 30 (2C) <i>All meetings 11:30 a.m. – 1:30 p.m.</i>

Questions? Contact the Grant Leadership team:

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