



What to Expect - 2017 Grant Cycle

Annual Grant Symposium October 6, 2016

- Outreach Committee (OC) presentation on NWP and Grant Process
- Agencies have opportunity to ask “general process” questions
- Agencies should come prepared with “project specific” questions, for small group session following presentation and Q&A
- Agencies apply for 2017 NWP Impact Grant by November 7, 2016
- Applicants will be contacted by Nevada Women’s Philanthropy at the end of each phase regarding their application status and next steps.

Phase I, November 7th through mid-December:

- Your agency submits the Grant Application (available online in September; due November 7, 2016, 5pm PST) to Outreach@nvwomensphilanthropy.org
- OC Reviews for NWP’s Base Criteria and contacts you if clarifications are needed

Phase II, mid-December through January 10:

- NWP Grant Screening Committee (GSC) reviews Grant Applications
- GSC votes on projects to advance to Document Package Phase (Phase III) on January 10

Phase III, January 11 through February 28:

- Your agency is invited to submit a Document Package (Doc Pac) by January 24, 2017, 5pm PST to GSC@nvwomensphilanthropy.org, which will include:
 1. Proof of 501(c)3
 2. List of board members and key staff
Operational budget for current year (including revenue)
 3. Audited financials for last 3 years
 4. Plan showing how proposal advances strategic plan
 5. Organizational charts (current and after project is implemented)
 6. Donor lists showing amounts given for last 3 years
 7. Relevant supplemental press/media coverage
 8. Completed Financial Worksheet
 9. Signed non-proselytizing agreement
- GSC Doc Pac Teams submit questions for your agency by February 15
- Answers are due back to GSC from your agency by February 21
- GSC votes on projects to advance to Site Interviews (Phase IV) on February 28



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Phase IV, March 8 through March 24:

- Your agency is invited to provide a 1-2 hour site visit for GSC members between March 8 and March 24, 2017, where you will:
 1. Make a presentation and give a tour to members who have been reviewing your application
 2. Offer a chance for further Q&A with project relevant members of staff and board
- GSC votes on projects to advance as finalists (Phase V) on March 28

Phase V, March 28 through May 2:

- Your agency is invited to become a finalist and you should be prepared to:
 1. Sign a Letter of Understanding, which outlines the duties of NWP and Finalists
 2. Generate a Draft Proposal document (due April 10 to GSC Chairs) –this document will be given to GSC team captains and EC for input
 3. Generate a Final Proposal document (due April 17) –this document will be given to all of our members many of whom are not familiar with your project/agency
 4. Produce a multi-media presentation (dress rehearsal the week of April 24) for general NWP members, again who are not familiar with your project/agency
 5. Provide handouts/takeaways relevant to understanding your project for Grant Hearing
- Finalists will present at the Grant Hearing, a meeting for all NWP members, on May 2, 2017
- NWP members vote between May 2 and May 18; Impact Grant recipient and Founders Gift recipient are announced May 18, 2017

Phase VI, May 2017 through May 2020:

- Funds are issued for Founders Gift and for Impact Grant recipients (unrestricted for the former and according to the grant agreement for the latter)
- Impact Grant recipient and NWP create and sign a Grant Agreement, outlining benchmarks and project goals
- Impact Grant agency is assigned Grant Monitor(s)—representative(s) from NWP who act as liaison to NWP
- Impact Grant recipient will provide regular updates to the Grant Monitoring team
- Impact Grant recipient will present project updates to NWP members at the annual luncheon in September
- Founders Gift recipient will join NWP members at the luncheon on the year of their gift