

2019-2020 K-12 Education Grant Committee Calendar

- Committee Meetings will be held from **at the SVP Office in Pioneer Square**, unless otherwise noted.
- Dinner will be provided at all meetings
- *NOTE* - The Committee requires more time during the finalist stage, **in March and April**, when we will conduct site visits and make our funding decision. Committee members will be asked to **participate in at least 2 site visits**, a commitment of 4 hours per visit, in order to vote in the decision meeting.
- We ask that members miss no more than two committee meetings in order to vote in the end. However, we will work with you – so if you have questions, ask!

Date	Time	Type	Purpose	Notes/Time Commitment
Nov 6	6:00-8:00 PM	Meeting	Kick-off Dinner/Introductions and Grounding– location TBD	2 hours, plus an additional hour of “homework” each week
Nov 13	6:00-8:30 PM	Meeting	SVP Capacity Building Model; Nonprofit Landscape; Investee Relationships	2.5 hours, plus an additional hour of “homework” each week
Nov 15		<i>Deadline</i>	<i>Letters of Inquiry (LOI) due to SVP</i>	
Dec 4	6:00-8:30 PM	Meeting	Racial Equity Session #1/Introduction implicit bias and grantmaking	2.5 hours; plus an additional hour of “homework” each week
Dec 11	6:00-8:00 PM	Meeting	Issue Area Landscape Panel/Evaluation Criteria/Practice LOI	2 hours; plus an additional hour of “homework” each week
Jan 15	6:00-8:00 PM	Meeting	Advisory Grant Committee presents top LOI recommendations; Prep for phone calls	2 hours; plus additional hour of “homework” each week; review top LOI’s
Jan 21-31		Phone Interviews	Schedule 45 min. phone interviews with each top LOI candidate	At least 2 members of small team on phone interview. 45 min per interview, no more than 4 interviews
Feb 5	5:30-8:30 PM	Meeting	Select Top Finalists - Decision Meeting	3 Hour Meeting – Decision Making
Feb 12	6:00-8:30 PM	Meeting	Racial Equity Session #2; Revisit issue area	2.5 hours; plus an additional hour of “homework” each week
Feb 26	6:00-8:00 PM	Meeting	Nonprofit financials	2 hours; plus an additional hour of “homework” each week
<i>March 6</i>		<i>Deadline</i>	<i>Proposal financial info only due to SVP</i>	
<i>March 18</i>		<i>Deadline</i>	<i>Full Proposals due at SVP</i>	

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March 18	6:00-8:00 PM	Meeting	Site Visit and Full Proposal Review Prep	2 hours; plus an additional hour of “homework” each week
Mar 20-25		Individual work	Read and review proposals in preparation for site visits	
Mar 26-Apr 17		Small Team Work	Site visits – Visit each organization to see the mission in action. Must attend at least 2.	Plan on 4 hours/site visit: 2 hours at the site + 1 hour team prep + 1 hour debrief & conduct reference calls. <i>*reason so long is because of School District holidays, can adjust if need be</i>
Mar 26-Apr 17		Phone Interviews	Finance Calls	30 minutes, Finance Team and Organizations
Apr 20		Deadline	Proposal summaries due and posted to site	2-3 hours to draft the proposal summary and edit it.
Apr 29	6:00-8:00	Meeting	Site visit review, finance info review, prep for decision meeting	2 hours; plus an additional hour of “homework” each week
May 6	5:30-8:30 PM	Meeting	Meet to identify one new Investee	3 hours. Committee members must plan enough time to fully discuss each proposal and allow time for Q&A.
May 20	6:00-8:00 PM	Meeting	Wrap up! Outcomes post survey	2 hours. Debrief on process, decision and lessons learned