**To:** Impact 100 Seattle

**From:** Impact 100 Seattle Grant Leadership Team (Heidi Narayan, Gretchen Boehm, Amy Shelton, Stephanie Reents)

**Subject:** Joining 2025 Grant Review Team

We are excited to be entering our sixth year of grantmaking with Impact 100 Seattle! Over the past five years, we have developed a grant review process that provides unrestricted grants to phenomenal community-centered organizations while working to minimize the burden on them.

We want to highlight that broad participation plays a key role in reducing bias in the grant-making process. Unlike some funders who limit grant review participants, we encourage more women to join and ensure their voices are heard, helping to create a more inclusive and fair process for everyone.

Joining the grant review team is a great opportunity to connect with other women and to learn more about the many nonprofits doing important work in our community.

We would love for you to join! Please add your name to the list [here](https://docs.google.com/spreadsheets/d/18TpfKcZj-Zcezff9iTp1sLm8JtcjVTnPEEuFHCev_XY/edit?usp=sharing) or email grants@impact100seattle.org before March 1st to let us know you’d like to participate on the Grant Review Team!

**Grant Review Team Requirements and Dates:** Participating in the Grant Review Team is a commitment, and we want to clarify what is required as you spend time preparing for and reviewing applications and participating in group discussions.

**Key Dates:**

| **When** | **What** | **Where** | **Commitment** |
| --- | --- | --- | --- |
| Mar 4 (Tue) | Kick off meeting | Zoom | 1.5 hours, 7-8:30pm |
| Mar 5-16 | Application review and vote | On own | 8-12 hours in total |
| Mar 25 (Tue) | Top 15 applicant discussion and vote for semifinalists | Zoom | 2 hours, 7-9pm |
| Apr 30 (Wed) | Vote for 3 finalists | Email/online | 30 minutes |

**More Detailed Timeline:**

| **Legend for grid below** | |
| --- | --- |
|  | Informational |
|  | GRT mtg |
|  | Work on own |

| **When** | **What** | **Where** | **Commitment** |
| --- | --- | --- | --- |
| Jan 9 – Feb 21 | Grant application to nonprofits | Online | n/a |
| Feb | Bias training: videos and pre-reading |  | 1 hour |
| Mar 4 (Tue) | Kick off meeting | Zoom | 1.5 hours, 7-8:30pm |
| Mar 5-16 | Application review and vote | On own | 8-12 hours in total |
| Mar 14 (Fri) | Happy Hour for GRT | Rapport wine bar | ***Optional***, 5:30-7:30pm |
| Mar 20 (Thu) | Announce top 15 applicants | Via email | Read applications not in original list before mtg on 3/25, ~2 hours |
| Mar 25 (Tue) | Top 15 applicant discussion and vote for semifinalists | Zoom | 2 hours, 7-9pm |
| Mar 26 (Wed) | Semifinalist announced + request financial records | Via phone and email | n/a |
| Mar 26-Apr 22 | Profile writing and financial review | Zoom | ***Optional***, need 3-6 volunteers for 2-4 hours of work |
| Apr 29 (Tue) | Review and discuss semifinalists and vote for finalists | Email and optional zoom | ***Optional***, 45 minutes, 7-7:45pm |
| Apr 30 (Wed) | Vote for 3 finalists | Email/online | 30 minutes |
| May 1 (Thu) | Finalists notified | Via phone | n/a |
| May 5-26 | Finalists’ videos shot and edited then sent to all members | In person and via email | n/a |
| Jun 3 (Mon) | All member vote ahead of annual celebration | Metropolist | 6-9pm |
| **Total time** | **Estimated between 15-20 hours** | | |