

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](#) 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		