

To: Impact 100 Seattle

From: Impact 100 Seattle Grant Leadership Team (Elizabeth Geri, Jennifer Larson, Krista Davis, Melissa West, Marianne Wong)

RE: Joining 2022 Grant Review Team

We are excited to be entering year three of grantmaking with Impact 100 Seattle! Over the past two years, we have developed a grant review process that provides unrestricted grants to phenomenal community-centered organizations while attempting to minimize the burden on them. Last year, 26 women joined us in this endeavor.

We hope that 2022 will continue to provide a fantastic learning experience that connects members with each other and with the local nonprofit community. We would love for you to join! We will be emailing an informational video on January 17th sharing more details about the grant team and the application review process. **Please email jenniferlwlarson@gmail.com by January 31 to let us know if you'd like to participate!**

Grant Review Team Requirements and Dates:

Participating in the Grant Review Team is a commitment and we want to better clarify what is required as you will spend up to 20 hours preparing for and reviewing applications to work through how to identify finalists.

Educational required readings on eliminating bias Time commitment = 3 hours	<ul style="list-style-type: none">• Eliminating Implicit Bias in Grantmaking Practice• Verna Myers: How to overcome our biases? Walk boldly toward them (<i>the whole video is truly worth your time, but if running very tight on time, please watch at least minutes 3:44 - 5:35</i>)• Janaya Future Khan: It is Problematic or is it Racist?: Video or Transcript• Implicit Bias and Its Role In Philanthropy and Grantmaking
March 3 meeting (in-person highly encouraged) Time commitment = 1.5 hours	Info session for the Grant Review Team to align on the process as well as reminders on how to identify and respond to bias during the review process.
March 7-18 application review Time commitment = 7-15 hours	Review and comment on all received applications. Conduct additional research as needed. Reviews MUST BE SUBMITTED BY MARCH 18.
March 29 and 31 evenings 7-9pm Time commitment = 4 hours	Hold for phase I grant selection meeting
May 4 7-9pm Time commitment = 4 hours including prep	Hold for phase II grant selection meeting

<i>Optional</i>	Participate in scheduled conversations directly with organizations during the process.
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With a little math, you will notice this adds up to 25-30 hours of invested time. We believe it will be well worth your time but want to be explicit about the reality of the commitment.

We hope you will consider joining us on this journey!