

2019 Basic Needs Grant Process DRAFT

Timeline	Process
3/6	CORE Impact Committee (CIC) reviews draft grant timeline and process
3/7 – 3/13	Community feedback on draft application process <ul style="list-style-type: none"> - Email to request feedback - Optional feedback can be voiced via form/survey - Feedback may or may not be incorporated Reviewed by <ul style="list-style-type: none"> - Collaboratives - Current basic needs grantees - Past applicants - Human Services Executives Council
3/19	Board reviews/approves CIC recommendation and contingent budget amount
3/20	Application is released <ul style="list-style-type: none"> - Announcement in The Herald - Posted via UWSC website - Emailed to contact lists (LPA, Homeless Policy Taskforce, Collaboratives, current basic needs grantees) - Other avenues as determined by Marketing
3/20 – 4/5	Impact and Investment staff available for questions via phone/email, available for 30 min application feedback sessions
3/27	Applicant Q+A webinar – applicants can join live or view recorded/posted
	Volunteer reviewers recruited <ul style="list-style-type: none"> - Cohort #1: caregivers with lived experience. Potential connections: parent advisory members, ECEAP, PLTI (21 needed) - Cohort #2: open. Potential connections: previous readers, board, tax site volunteers, committees (CIC, CEC, policy), donors, caregivers, community members. (15 – 18 needed)
3/30 – 4/2	Volunteer training <ul style="list-style-type: none"> - 2 trainings offered - 1.5-hour trainings - Potential times: Saturday 3/30 during the day and Tuesday 4/2 in the evening - Food provided, possible childcare provided - Considerations can be made to substitute video modules and a training call for in-person training for a limited number of volunteers

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4/5	<p>Application due</p> <ul style="list-style-type: none"> - Submitted via email - UWSC to provide a confirmation when the application is received - No word/character minimums or maximums, but requested to be concise - Can be formatted from other grant applications - Clear instructions of what the reviewers will need to be able to answer - Submit a budget of how the grant funds will be spent (no template)
4/8 – 4/9	<p>Staff review</p> <ul style="list-style-type: none"> - Has the application met the basic criteria (percentages of participants below 250% FPL and with children 0-8)? - Staff comment about the applicant’s current and future connection with the Collaboratives
4/8 – 4/9	Review conflicts of interest with Cohort #1 and #2 for all agencies
4/10	<p>Assign and distribute applications to Cohort #1</p> <ul style="list-style-type: none"> - 7 teams of 3 reading 8 applications - “Reaction” rubric - Clarification and questions for applicants
4/20 – 4/23	<p>Cohort #1 deliberation meeting</p> <ul style="list-style-type: none"> - Potential times: Saturday 4/20 during the day and Tuesday 4/23 in the evening
4/23	Remove identifiers from applications approved by Cohort #1
4/24	<p>Assign and distribute applications to Cohort #2</p> <ul style="list-style-type: none"> - 5-6 teams of 3 reading 8 applications - Scoring rubric
4/24 – 4/29	Applicants respond to clarification and questions
4/29	Cohort #2 receive additional information provided by applicants
5/4 – 5/7	<p>Cohort #2 deliberation meeting</p> <ul style="list-style-type: none"> - Potential times: Saturday 5/4 during the day and Tuesday 5/7 in the evening - Reduce applicant pool
5/7	Add identifiers for applications approved by Cohort #2
5/8	Distribute applications to Cohort #1 for review
5/8-5/10	If needed, organizational financial statements or audits for 2016 + 2017 requested for review
5/10-5/14	Financial statements are reviewed by the Finance Committee

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5/11 – 5/14	Cohort #1 Final deliberation meeting <ul style="list-style-type: none">- Potential times: Saturday 5/11 during the day and Tuesday 5/14 in the evening- Funding scenarios- Funding must meet minimums stated in applications- Funding allocation decisions- Final recommendation created
5/15	CORE Impact Committee (CIC) reviews/approves recommendation for the board
5/16	CIC recommendations included in Board packet
5/21	Board reviews/approves CIC funding recommendation and award amounts
Week of 5/20	Applicants are notified of funding decisions
7/1	Funding begins
TBD	Reporting every 6 months <ul style="list-style-type: none">- Report Period 1: July 2019 - December 2019- Report Period 2: January 2020 – June 2020- Report Period 3: July 2020 – December 2020