

## **Report to the CDCF board of directors meeting – March 11, 2014**

**Committee:** CDCF Grant Making Committee

**Chairperson:** David Struthers

**Date of last meeting:** n/a

**Date of next meeting:** April 3 (tentative)

### **Action Items Completed:**

- The CDCF grant application form has been updated and posted to the web site. A huge thanks to Theresa, Riley and Dana Osiowy for coordinating the revisions.
- Theresa distributed an advertisement to promote the 2014 granting program.
- An email has been sent to the grant making committee members to update them on the status and procedures for the granting program. A copy of the committee terms of reference and 2013 grant application scoring matrix were distributed.
- The grant application deadline is Tuesday, March 18<sup>th</sup>.

### **Action Items In-progress/Pending:**

- Once the application deadline passes, the review and selection process is as follows:
  1. The CDCF office compiles packages for the grant making committee and the Hanemayer family;
  2. The Hanemayer family selects the applications they wish to support;
  3. The Grant committee meets and selects grant recipients and grant amounts based on available funds;
  4. I will present the Grant Committee's decisions to the CDCF board for final approval (APRIL board meeting);
  5. The CDCF office contacts the recipients; and
  6. Grants are distributed during the CDCF Granting Gala at the end of May.
- A tentative date for the grant committee review/selection meeting has been set; Thursday, April 3<sup>rd</sup> beginning at 6:30 pm

### **Items requiring board discussion and/or decision making:**

We may have a very compressed timeframe for our committee activities, depending on how long it takes the Hanemayer family to review the applications and decide which ones they wish to support. The application deadline is March 18<sup>th</sup>; presumably it will take the CDCF office at least a couple of days to review/organize them. The Hanemayer's will need to complete their review by March 28<sup>th</sup> in order for the committee to have adequate time for its deliberations. I'm not sure this is attainable based on what has transpired in past years.

### **Other Notes/Comments:**

none

**Submitted by:** David Struthers

**Date:** March 5, 2014