

Washington Women's Foundation Grant Notebook

Revised Edition, 2017

Copyright © Washington Women's Foundation, 2013.
All rights reserved, including the right of reproduction in whole or in part in any
form.

WA Women's Pooled Fund Grant Notebook

© Washington Women's Foundation. All rights reserved.

SECTION 1	Rosters	
	Grant Leadership Roster	1.1
	Work Group Roster (<i>when available</i>)	1.2
SECTION 2	Introduction	
	What Are Pooled Fund Grants	2.1
	PFG Priorities & Core Values	2.3
	PFG Eligibility Criteria	2.4
	PFG Process Overview	2.5
SECTION 3	Policies	
	Work Group Operating Policies	3.1
	WA Women's Nonprofit Privacy Policy	3.5
SECTION 4	Roles/Definitions/FAQs	
	WG Leader Job Description	4.1
	WG Member Job Description	4.2
	Site Visit Leader Job Description	4.3
	Site Visit Member Job Description	4.4
	Grant Term Definitions	4.5
	Frequently Asked Questions	4.8
SECTION 5	Phase 1: LOI Review	
	Phase 1 Overview	5.1
	Guidelines for Reviewing LOIs	5.3
	LOIs & Tracking Spreadsheet	5.4
SECTION 6	Voting Procedures: Phases 1 & 2	
	Phase 1 Voting Procedures	6.1
	Phase 2 Voting Procedures	6.4
SECTION 7	Phase 2: Proposal Review	
	Phase 2 Overview	7.1
	Top 25 Grant Showcase Overview	7.3
SECTION 8	Phase 3: Site Visits	
	Phase 3 Overview	8.1
	Site Visit Schedule	8.3
	Sample Site Visit Questions	8.4
	Final 15 Grant Showcase Overview	8.6
SECTION 9	Phase 4: Voting & Beyond	
	Phase 4: Membership Vote & Celebrate	9.1
	After the Grant Award	9.3
SECTION 10	References & Forms	
	<i>References:</i>	
	Pooled Fund Grant History	10.1
	Discovery Days 2016 Recordings	10.2
	Meeting Group Agreements	10.3
	Request for Proposal (RFP) Sample	10.4
	Sample Voter's Pamphlet	10.5
	<i>Forms:</i>	
	LOI Review Worksheet	10.w
	Proposal Summary Form	10.x
	Site Visit Question Form	10.y
	Site Visit Team Sign Up Form	10.z

What Are Pooled Fund Grants?

Welcome to the 2017 Pooled Fund Grant Committee! Our large-scale, strategic approach to collective grant making is a national model that has been tested and refined over the last 21 years. This year – 2017 – marks our 21st year of grant making. We awarded our first grant to Mothers Against Violence in America in the spring of 1996.

Washington Women's Foundation is a strong and inclusive collective of informed women who together influence community transformation. We do this through:

- individual and collective discovery,
- high-impact grant making,
- and respecting and listening to all voices in our community.

Over the past 21 years, more than 1,100 women have been members of the Foundation. WA Women's challenges and changes our members, who then use their collective power to influence community transformation. Together, we have invested more than \$16 million in community transformation through our Pooled Fund Grants, our Partner Grants and individual grants.

POOLED FUND GRANTS

The Pooled Fund Grants constitute the core grant making activity of the Washington Women's Foundation. \$1,000 of a member's annual contribution is combined with other member contributions to create the Pooled Fund.

Each year, WA Women's awards five Pooled Fund Grant Awards of up to \$100,000, one grant in each of five funding areas:

- **Arts and Culture**
- **Education**
- **Environment**
- **Health**
- **Human Services.**

WA Women's Board of Directors determines the amount of the Pooled Fund each year during the first quarter. The amount is based upon the combined total of member contributions received between January 1 and December 31 of the prior year.

These grants, which are disbursed over one, two, or three years, help not-for-profits meet critical needs, spur new projects and foster innovation.