

Washington Women's Foundation Membership and Individual Grants Policy

Purpose

The purpose of the Washington Women's Foundation's (the Foundation) Membership and Individual Grants Policy is to assure that membership and individual grants processes are managed consistent with the Foundation's mission, by laws and best practices for community foundations. Supporting procedures are administered and updated by staff.

Membership Eligibility

Membership is open to all women. The Foundation does not discriminate on the basis of race, ethnicity, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or the presence of any type of disability. New members are encouraged but not required to make a five year commitment to Foundation membership in order to allow continuity in the Foundation's programming and grant-making support to the community.

Definition of "Active Member"

The Foundation's bylaws provide that there shall be one class of membership in the Foundation, "active" members. An active member is defined as one who has made her membership contribution in the last 18 months. Matching funds are acceptable to reach the total contribution level. Members must be active in order to: (1) cast their votes for the Board of Directors and any other business brought before the membership for a vote, (2) cast their votes for the pooled fund grants, (3) be considered to serve on any of the Foundation's committees, and (4) be considered for election to the Foundation's Board of Directors.

Membership Contribution

Each member's annual contribution of \$2,500 shall be allocated as follows and in the following order of priority: \$1,000 to the pooled fund grant pool; \$500 to the Foundation's operations; and \$1,000 to a fund from which the Foundation's Board of Directors may make grants to individual not-for-profit organization(s), based on recommendations by the member as described in the paragraph next below.

Individual Grant Recommendations (IGR) and Amount

Each member may make recommendations to the Foundation's Board of Directors for up to two organizations to receive \$1,000 of the member's \$2,500 annual contribution. Members are encouraged but not required to donate the entire amount to one organization.

Individual Grants Eligibility and Approval Process

Only organizations recognized as a 501(c)(3) public charity by the Internal Revenue Service is eligible to receive an individually recommended grant from the Foundation. By federal law, recommended grants cannot be designated to fulfill fundraising event pledges, membership levels or any purpose that gains the recommending member a benefit. Individual grant funds are considered a Donor Advised Fund that is owned by the Foundation and must be approved by the Board of Directors before disbursement. The Board of Directors reserves the right to decline any recommendation that does not meet its criteria for eligibility. All directors who have conflicts of interest with any potential designee are required to identify the conflict and recuse themselves from the vote.

Individual Grants Timetable

There is a deadline by which the individual grant recommendation must be made for consideration by the Foundation's Board of Directors. For members who are billed for renewal in the spring billing cycle of any year or who join between January and June, individual grant recommendations are due to the Foundation by August 31 of that year. For members who are billed for renewal in the fall billing cycle of any year or who join between July and December, individual grant recommendations are due by March 31 of the following year. Members will receive communications and reminders regarding the process and deadlines for individual grant recommendations from the Foundation's staff on a periodic basis, but it is the responsibility of each member to be aware of and comply with these processes and deadlines. Any funds for which member recommendations are not received by the applicable deadline will be considered a gift to the Foundation and will be released to unrestricted funds by Board vote.

Policy Review and Updating

This policy will be reviewed by the Governance Committee periodically and any changes submitted to the Board of Directors for its approval.