

Friends of the Animal Center Foundation Grant Review Committee Application

Description of Committee Member Role

Friends of the Animal Center Foundation (FACF) raises funds to expand and support animal care services and programs at the Iowa City Animal Care & Adoption Center. In addition, when FACF has a surplus of unrestricted funds, it now may use that surplus to offer grant funding to community organizations or initiatives related to animal welfare.

FACF is looking for committee members who will lead the process of evaluating and selecting applicants, and bringing recommendations to the FACF Board of Directors for final approval and funding.

Committee Member Selection Dates

- Committee member applications will be accepted until midnight July 1st
- Committee will be established by October 15th

Committee Member Expectations

The timeframe for receiving and evaluating grant applications, then making recommendations for funding is relatively short – therefore, applicants must be available and committed to the process and meeting schedule.

Committee members will recuse themselves in the event they have a direct connection with the organization submitting a proposal (family is staff/volunteer, current donor, current volunteer, current board member, direct business relationship).

Committee members will be required to sign a confidentiality agreement and not reveal any information related to the grants reviewed or the selection process of the committee.

Review Committee members will be asked to make a two-year commitment.

Committee members will require a concentrated time commitment of approximately one month per year.

1. Initial committee meeting will occur prior to close of grant applications on Oct. 15th – **Meet Monday prior to Oct. 15th at 5:30 p.m.**
2. Bulk of commitment will run from after the close of applications on Oct. 15th until the November FACF board meeting (**3rd Tuesday in October**).
 - a. **Expectation to meet each Monday at 5:30 pm between Oct. 15th and the November FACF board meeting.**
3. The committee will determine which grants to fund at what amount, and make their recommendations to the FACF Board at the November board meeting.
4. Due to the compressed nature of the commitment, members are expected to attend all meetings (dates may be adjusted after formation of committee).
5. Absences from meetings will be evaluated on a case-by-case basis and may result in dismissal from the committee.

FACF Grant Review Committee Application

Name of applicant:

Phone:

Email:

Address:

Workplace:

What organizations have you been a part of within the last three years? What is/was your role(s) within that organization?

List your relevant committee experience(s) within the last five years:

Based on your experience and knowledge what contributions will you bring to this committee?