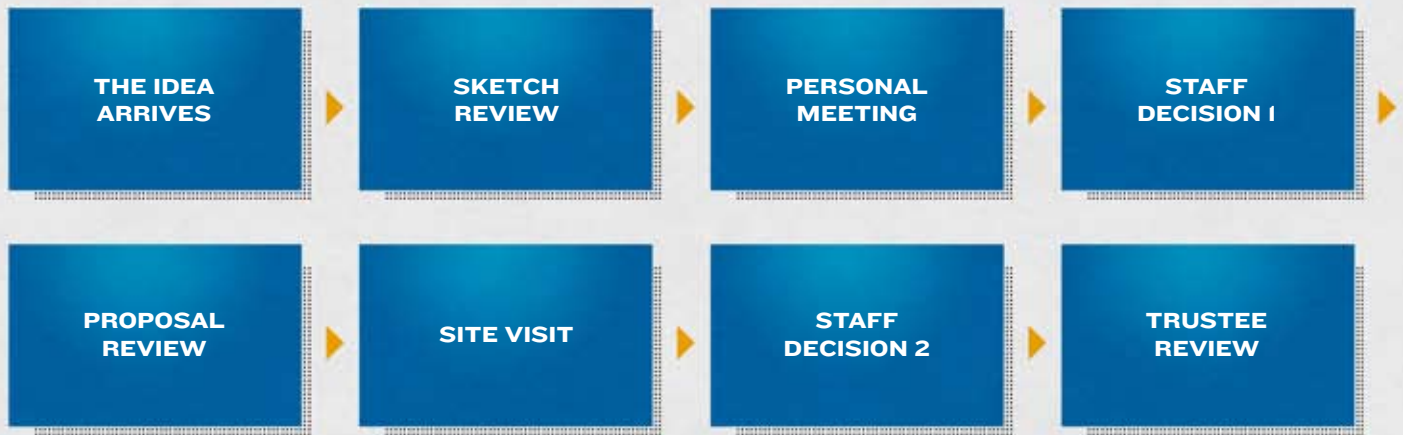


+ How an idea becomes a grant and what happens afterwards

The Chartrand Foundation approaches grantmaking with a healthy mix of flexibility and discipline. The trustees and staff are flexible enough to be receptive to a variety of ideas and projects. They are very disciplined in their grantmaking processes, however, so as to provide a fair hearing to all and a high level of accountability to the Foundation and the community.

The Proposal and Award



+ The Idea Arrives

Ideas come to the Foundation in many ways: from work with existing grantees, from connections in the community and from unknown sources. While the Foundation in general does not accept unsolicited proposals, it does invite the public to submit ideas through its website. Each submission is reviewed by staff. For those ideas that the staff feels have merit, staff requests a brief (less than one page) sketch of the idea.

+ Sketch Review

Staff reviews the sketch to determine whether it meets four criteria:

1. Does the idea align with the Foundation's grantmaking goals and priorities?
2. Does the organization pass basic due diligence (ie, it is a 501 (c)(3); good legal standing, can provide current financials, etc.)?
3. Does the organization have competent, stable leadership?
4. Does the organization/sketch articulate a legitimate community need?
5. Sketch review meetings must be held prior to grantmaking cycle 1 (December 1st) and grantmaking cycle 2 (June 1st).

+ Personal Meeting

If the idea passes Sketch Review, staff arranges a face to face meeting with the prospective grantee. In that meeting, staff asks questions, gets a more detailed understanding of the proposed work, examines supporting data and explores how the work is situated in the context of the community.

+ Staff Decision I

After debriefing, staff decides whether or not to solicit a formal proposal. If a proposal is sought, the prospective grantee is given an application form and asked to complete it along with a Logic Model for the work that will be funded.

+ Proposal Review

Staff reviews the proposal, making note of any questions or additional information that may be sought. Staff also looks at the proposal through three lenses:

1. The Evolutionary Lens: what stage of evolution is the organization or project: Seed/Start-Up, Operational, Mezzanine or Long-Term
2. The Motivational Lens: is the work motivated by relief, self-improvement, social reform or civic engagement
3. The Strategic Lens: would the grant be considered traditional philanthropy, venture philanthropy or catalytic philanthropy

+ Site Visit

Staff visits with the prospective grantee to get a first-hand look at the organization's operations. During this visit, staff discusses the proposal with the prospective grantee, asking for additional information or modifications to the proposal as needed. Staff documents this visit in a memorandum to the file. Trustees will be invited to attend.

+ Staff Decision 2

Once a revised proposal has been received, staff makes a final review and determines its recommendation. The final proposal and the staff's written recommendation then go to the trustees for a final decision.

+ Trustee Review

Trustees review grant proposals at either the March or September trustee meeting. Should the trustees raise questions or concerns that staff is not able to address, the proposal is tabled; staff goes back to the prospective grantee to gather information so it can address the question or concern; and the trustees reconvene via conference call within 30 days to make a final decision. If a final decision cannot be reached at that conference call, the proposal is either declined or postponed for further review at the next regular grants meeting.

Grant Follow-up



+ Mid-Term Check-In (applies to annual grants)

Approximately six months after the grant award, staff confers with the grantee to make sure the work is in process and there are no questions or concerns regarding the grant or the project. While this is an informal check-in, staff documents the conference in a memorandum to the file.

+ One Year Report

For multi-year grants, grantees are required to submit an annual closing report. Subsequent year funding is contingent upon receipt of a satisfactory annual report. In this report, the grantee is asked to report on progress, identify lessons learned, address any changes to the work going forward, and provide a complete financial report on grant funds for the year. The grantee is also asked to update the Logic Model, if appropriate.

+ Final Report

Approximately six months after the grant award, staff confers with the grantee to make sure the work is in process and there are no questions or concerns regarding the grant or the project. While this is an informal check-in, staff documents the conference in a memorandum to the file.