

PROJECT & GRANT EVALUATION (PGE) COMMITTEE DESCRIPTION AND IMPLEMENTATION PLAN

A Joint Committee of Lincoln Rotary Club #14 and Lincoln Rotary Club #14 Foundation

Approved by Lincoln Rotary Club #14 Board on October 15, 2020

Approved by Lincoln Rotary Club #14 Foundation Board on October 26, 2020

Current Committee Members – updated each year as members change (last update 7/8/2021)

Director
Christina Usher
Assistant Director
John Gessert

Committee Chair
Ryan Dobesh (2019-22)
Committee Vice Chair
To be determined
Immediate Past Chair
John Gessert

Committee Members
Ryan Dobesh, Melanie Whittamore-Mantzios,
Bev Austin,
(2019-22);
Suzanne Sughroue, Kiersten Hill,
Mari Lane Gewecke
(2020-23)
Pat Leach, Scott Williamson,
Mark Stephens
(2021-24)
*Note: first name listed elected by club, second
name appointed by Club Pres., third name listed
appointed by Foundation Pres.*

Committee Composition and Selection

The committee shall be made up of nine voting members and is a mix of appointed and elected Club #14 members. Each member will serve a staggered three-year term, with no consecutive renewal.

The current Club #14 President and President-Elect shall serve as the Directors assigned to PGE and shall serve on the committee as non-voting ex-officio members.

For continuity, the immediate past chair of PGE shall serve on the committee for one year as a non-voting ex-officio member.

The Club #14 President-elect shall appoint one person by April 15 of each year to serve a three-year term beginning July 1 of that year.

The Lincoln Rotary Club #14 Foundation President shall appoint one person by April 15 of each year to serve a three-year term beginning July 1 of that year.

The Nominating Committee, as appointed by the Club #14 President, will nominate three candidates by March 1 of each year, one of which will be elected by the club using electronic voting. The person receiving the most votes cast would serve on the PGE committee for a three-year term.

By May 15 of each year, the current Vice Chair shall call a meeting of the PGE Committee, to include the three members just elected/appointed, for the purpose of electing a Vice Chair for the following year. Those members who will be in their second year are eligible to serve as Vice Chair. It is expected that the Vice Chair will serve as Chair in their third year. If at any time, either the Chair or Vice Chair positions become vacant, the PGE Committee will hold as soon as feasible, an election to name a replacement.

If an elected PGE member cannot serve their full term for any reason, the current Club #14 President will appoint a Rotary #14 member to serve the rest of the vacant three-year term.

If a PGE member, initially appointed by the Club #14 President cannot serve their full term for any reason, the current Club #14 President will appoint a Rotary #14 member to serve the rest of the vacant three-year term.

If a PGE member, initially appointed by the Lincoln Rotary Club #14 Foundation President cannot serve their full term for any reason, the current Lincoln Rotary Club #14 Foundation President will appoint a Rotary #14 member to serve the rest of the vacant three-year term.

Purpose

To effectively focus the financial and volunteer resources of the club at the local, district, and international levels in accordance with established policy.

To ensure grants recommended for approval are in accordance with the Policy Manual of Lincoln Rotary Club #14 Foundation and the established implementation plan herein.

Goals & Objectives

To review, evaluate, and make recommendations to the board regarding participation in and funding for:

- 1) Grants from funds available per the Policy Manual of the Lincoln Rotary Club #14 Foundation.
- 2) Grants from the proceeds of the annual Club #14 Fundraiser.
- 3) New and existing Club #14 service projects, both those requiring only volunteers and those requiring funding, as submitted via application by the established deadlines. (not to include one-time volunteer efforts, which are directed through the fun fine process)

The committee will make recommendations to the Club #14 Board of Directors, which shall take action on all grant and club project recommendations. The Lincoln Rotary Club #14 Foundation Board of Directors shall have final authority over all grants and project funding from the Lincoln Rotary Club #14 Foundation.

After final decisions are made, the committee will coordinate as appropriate with Club #14 Board of Directors and Lincoln Rotary Club #14 Foundation to notify successful and unsuccessful applicants.

Implementation Plan

Project Review Process — The committee follows a formal process, with great transparency through formal minutes, clear criteria and rules for each area of responsibility. The application requirements, guidelines for funding and timelines are detailed below. Where appropriate, applications shall be made available on the club website with online applications.

Conflict of Interest — Committee members must declare any conflict of interest with grant and club project applications and abstain from any vote and discussion on projects and organizations with which they, or anyone in their household, are involved.

Lincoln Rotary Club #14 Foundation Policy — The PGE Committee shall abide by the Lincoln Rotary Club #14 Foundation Policy Manual, available upon request, in considering grant applications.

Review of Existing Projects — Every Club #14 project that requires volunteers outside of a club meeting and/or charitable purpose funds shall be evaluated by its project committee every year prior to the submission of its Club #14 Project Application on February 15. The committee shall evaluate whether the project should be continued and how the project meets Club #14's goals. The PGE Committee will then review each Project Application and submit their recommendations to the Club #14 Board.

This section of the Implementation Plan outlines the following:

- 1) project focus areas that reflect club member's priorities
- 2) understanding of community need, resources, and opportunities
- 3) the formula for distributing available funding for grant-making and project support
- 4) the process and application requirements for grant-making and project support
- 5) the process and criteria for on-going project evaluation & project support

1) Maintain a prioritized list of Club #14 project focus areas

PGE Committee will conduct member survey at least every three years to assess level of support for project focus areas defined in the Policy Manual

See Appendix A for results of the most recent survey identifying the order of priority for these focus areas.

2) Develop a solid understanding of community need, resources, & opportunities

PGE Committee will consult annually with Prosper Lincoln for information on community needs.

3) Use the following formula for distributing available funding for grant-making and project support. Review and revise this formula as needed or at least every three years.

- 1) The Annual Payout Spending Limit (APSL) is established in the Policy Manual. The percentage split of the APSL funds available is as follows:
 - 55% to pre-commitments and community grants
 - 35% for Signature Club Projects
 - 10% for International Projects

Pre-commitments are currently annual allocations for High School Scholarships, Miller Math Award, and Martin Legacy Grant. These pre-commitments are funded first, then any remaining amount is allocated to community grants. The Hartmann scholarship for youth exchange is considered a "pass-through" and therefore will NOT impact any APSL allocation.

Allocations not spent in any year will be carried over for use in future years.

- 2) Annual Club Projects are funded from annual giving without regard for APSL. Currently, these projects include Dictionary Project, Youth Exchange, International Student Picnic, and RYLA. If new club projects are proposed/approved, the annual giving goal is increased to fund them.

Each year all Club #14 members are asked to make a contribution to support the Annual Club Projects Fund. Examples of solicitations are the "add-on" formerly solicited with dues payments or the \$110 for our 110th anniversary. This annual giving, and its connection to the funding of current club projects, must be promoted on a regular basis throughout the year, so Rotarians understand importance of such giving to be able to continue funding the club projects it supports. Other sources of funds include fines, Santa Cause, Business Networking Day, etc. The goal for amount raised from the various sources is the projected expenses of the club projects approved via the club project application process (currently about \$15,000 per year).

All giving raised from these sources and the funding of the specified club projects is considered "pass through" and is not deducted from any other allocation. If more or less funds are raised than spent on the approved club projects, the difference is absorbed by the corpus of the Foundation. Funds raised are monitored closely to track progress towards goal and make adjustments to the promotion and emphasis on giving as necessary.

- 3) Birthday Books – These donations and grants are handled uniquely as a "pass-through". There is a 1 to 1 allocation of each donation (\$20) to one book title. The average cost of each book has generally been \$14 - \$16, so a small amount of each donation becomes part of the Foundation corpus.

4) Use the following process, criteria and application requirements to solicit, evaluate and make recommendations for projects and grants.

- 1) Review, revise or create application materials as needed for each type of funding, including:
 - Community Grant Application
 - Club Project Application
 - Fundraiser Beneficiary Request
 - International Projects
 - Community Partner Projects (volunteers only – no funding)
 - Signature Projects
- 2) When appropriate, make announcements to the club so members understand the process for suggesting new projects or submitting grant applications.
- 3) Maintain and utilize scoring criteria for each application category. See sample scoring criteria in Appendix B.
- 4) Maintain and distribute application requirements for each category, including the following:

A. Community Grant Application

Application Requirements	Community Grants
project duration	single or multiple year
applicant / sponsor	outside org or Club #14 committees
source of funding	55% APSL funds after pre-commitments met
annual funding range	\$ 33,000 - \$38,000 after approximately \$12,000 allocated for pre-commitments
cap per request	\$5,000
selection committee	PGE
submittal requirements	Community Grant Application
application deadlines	Feb 15 and Aug 15
PGE review deadline	No later than March 1 and September 1
Club Board Review	Regularly scheduled March and September board meeting
Foundation Board Approval	Regularly scheduled April and October board meeting
evaluation form deadline	N/A

B. Club Project Application

Application Requirements	Club Projects
project duration	multiple years
applicant / sponsor	Club #14 committees
source of funding	Annual Club Projects Fund
annual funding range	\$14,000-\$16,000, depending on annual contributions made by Club #14 members
cap per request	none
selection committee	PGE
submittal requirements	Club Project Application
application deadline	Feb 15

evaluation form deadline	Feb 15
PGE review deadline	No later than March 1
Club Board Review	Regularly scheduled March board meeting
Foundation Board Approval	Regularly scheduled April board meeting

C. Fundraiser Beneficiary Request (from Fundraiser Proceeds)

Application Requirements	Fundraiser Beneficiaries
project duration	one time
applicant / sponsor	outside beneficiaries
source of funding	fundraiser funds
annual funding range	per Policy Manual 50% of net proceeds are available resulting recently in \$15,000-\$20,000
cap per request	Not applicable
selection committee	Club President and PGE as described in Appendix C – the Process to select community beneficiary for significant fundraising events
submittal requirements	Fundraiser Beneficiary Request
application deadline	6-8 months prior to fundraiser, these deadlines assume a February fundraising event, due August 1
PGE review deadline	no later than September 1
Club Board Review	Regularly scheduled September board meeting
Foundation Board Approval	Regularly scheduled October board meeting

D. International Projects

Application Requirements	International Projects
project duration	single or multiple year
applicant / sponsor	WFCS
source of funding	10% APSL funds
annual funding range	\$ 8,000 - \$9,000
cap per request	\$ 8,000 - \$9,000
selection committee	PGE
submittal requirements	Club Project App
application deadline	see schedule below
evaluation form deadline	TBD

WFCS Submits Application	by Nov 15	by Feb 15	by May 15	by Aug 15
PGE Reviews/Makes Recommendation	by Dec 15	by Mar 15	by Jun 15	by Sep 15
Club Board Reviews/Approves at their meeting usually 3rd week of:	December	March	June	September
Foundation Board Reviews/Approves at their meeting- usually last week of:	January	April	July	October
Funds available for delivery for project	mid-Feb	mid-May	mid-August	mid-November

E. Community Partner Projects (Rotary volunteers only, no funding required)

Application Requirements	Community Partner Projects
	not to include one-time volunteer efforts which can be directed through the fun fine process
project duration	Multiple times or years (generally)
applicant / sponsor	outside org or Club #14 committees

source of funding	None-volunteer time only
annual funding range	\$0
cap per request	N/A
selection committee	PGE
submittal requirements	Club Project App
application deadline	Feb 15
evaluation form deadline	Feb 15

F. Signature Club Projects

Application Requirements	Signature Club Projects
project duration	multiple year funding for single project
applicant / sponsor	outside org or Club #14 BOD
source of funding	35% APSL funds each year
annual funding range	Currently \$30,000
cap per request	\$30,000 x # funding years
selection committee	Signature Projects
submittal requirements	RFP process with Letter of Intent & Proposal TBD by Signature Projects committee
application deadline	TBD by Signature Projects committee
evaluation form deadline	N/A

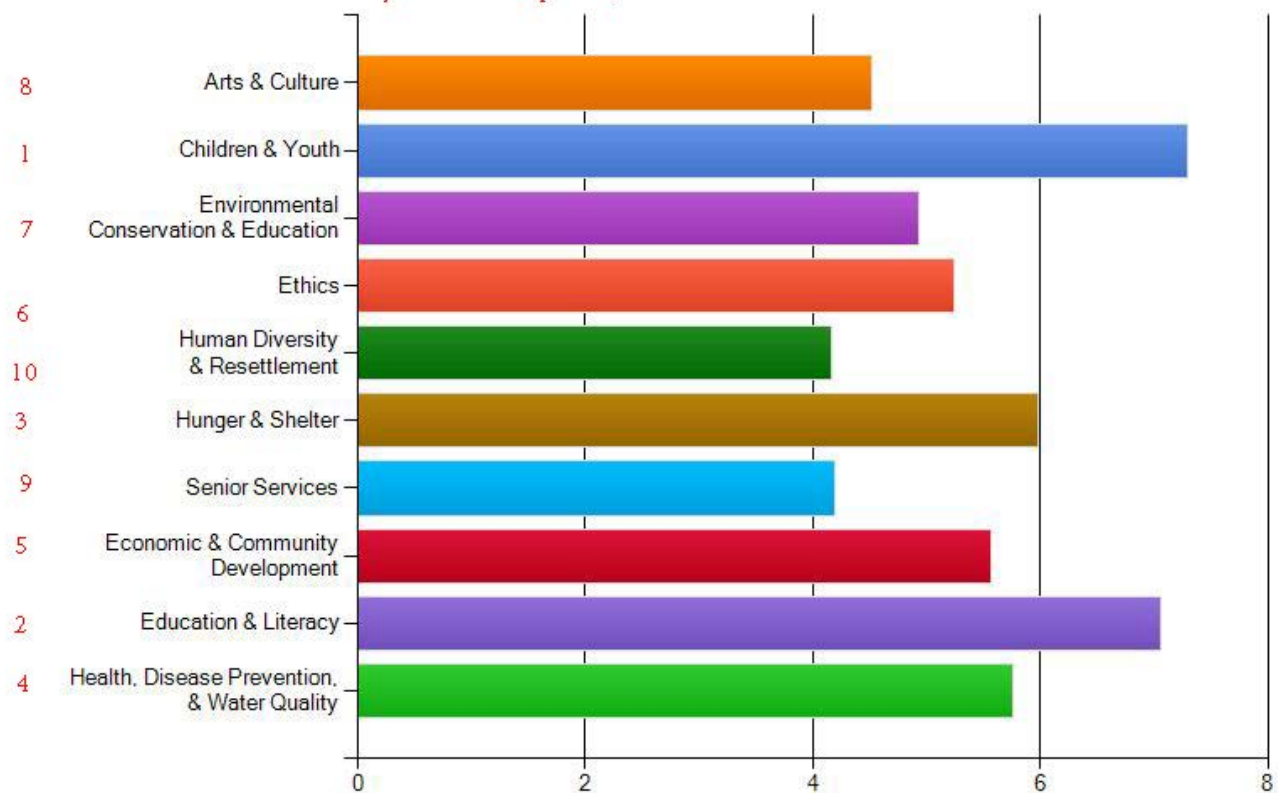
5) **Develop a process to evaluate ongoing and multi-year Club Projects.**

- 1) Review and revise Project Evaluation Form.
- 2) Consider the practice of "sun-setting" club projects in order to introduce new opportunities and allow the club to gracefully exit from projects that no longer meet the club's priorities or funding criteria. This could involve cycling one off each year with the opportunity to re-apply after that.
- 3) Adopt an annual deadline of Feb 15 each year for sponsoring committees to submit a Project Evaluation Form for multi-year projects. This will allow approved projects to be incorporated into the next-year budgeting and planning cycle.

Appendix A

The following is a list of community service areas identified by the Club #14 Board which we may wish to support through grants and club projects. Please rank in order of top priority (1) to bottom priority (10) the areas on which Rotary Club 14 should focus its efforts and resources in the next three years. See definitions below.

Priorities as determined in Survey conducted April 20, 2011



Appendix B

Community Grant Application Evaluation Criteria

Review the applications and summary information. Consider the following for each application:

1) Community Impact

- Positively impacts the Lincoln area
- Given other requests for funding, this is the right one to support at this time

2) Credibility of Applicant Organization

- The organization has a good reputation in our community
- The organization has succeeded in other endeavors and has the ability to effectively carry out the proposed project or program

3) Feasibility and Impact

- The proposed project is worthwhile and built on a good idea that can be successfully implemented
- The user impact is appropriate to the needs of the target population identified in the application

4) Project Scope & Schedule

- Reasonable and appropriate to funding requested

5) Rotary Parameters

- Consistent with Rotary mission
- Fits to Rotary 14 Priorities
- Rotary contribution can likely be leveraged or matched
- Provides opportunity for Rotary recognition

Example of Scoring Criteria used to evaluate Signature Project applications

<u>Rotary Club 14 Signature Project Scoring Criteria</u>		Possible Points
1. Community Impact (40 points)		
Project/program offers long-term community value		15
Project/program is a catalyst for community change/progress/enhancement		20
Project/program addresses a prominent need		5
	Subtotals	40
2. Rotary Parameters (30 points)		
Project/program is consistent with Rotary mission		5
Project/program provides opportunity for Rotary recognition		5
Rotary contribution can be leveraged or matched		15
Project/program is adequately supported without future Rotary funding		5
	Subtotals	30
3. Project Visibility (15 points)		
Project/program is accessible to all		5
Project/program exhibits exemplary concept and design		5
Project/program is compatible with proposed projects in Lincoln		5
	Subtotals	15
4. Project Scope (15 points)		
A significant project/program can be generated with the available funding		5
Project/program has a long-term plan		10
	Subtotals	15
TOTAL		100

Appendix C

Process to select community beneficiary for significant fundraising events

In order to be eligible to be the community beneficiary, the organization must:

- Be a 501(c)3 not-for-profit organization
- Be willing to provide the following:
 - Most recent IRS Form 990
 - Most recent copy of audit or financial review.
 - Other documents as requested
- Be willing to partner with the club to support the fundraising effort

Selection process:

- 1) The Club President solicits and collects community beneficiary nominations from club members following the timeline identified in the PGE Committee Description and Implementation Plan. Nominations must:
 - Identify beneficiary and project
 - Provide an estimate budget and timeline
 - Include a summary of how the funds would be used and audience served
- 2) The Club President reviews and selects up to five nominations to send to the Project and Grants Evaluation (PGE) committee. The President should review and consider the Foundation's Grants Policy (found in the Foundation's Policy Manual) as he or she identifies nominations to forward to PGE.
- 3) PGE reviews and prioritizes based on club's funding priorities as identified in the survey results shown in the PGE Committee Description and Implementation Plan - Appendix A
 - PGE may request additional detail from the person who submitted the nomination or directly from the organization
- 4) PGE returns nominations, in prioritized order, to the Club President
- 5) Club President and PGE Chair meet determine final project. The final recommendation may include more than one project/beneficiary.
- 6) Club President takes final proposal to Club Board for review and approval consideration
- 7) Once approved by the Club, the proposal moves to Foundation Board for review and approval consideration.