

Charge of the Giving Committee of the Eken Park Neighborhood Association

Purpose: The Giving Committee of the Eken Park Neighborhood Association is established to promote community-wide charitable giving and to provide financial support to local organizations and initiatives that serve the Eken Park community. It will be designated as a standing committee per EPNA by-laws.

Responsibilities:

1. Establish a budget: The Committee will work with the Treasurer to determine an amount to donate for each calendar year, and will bring the proposed amount to the EPNA for approval
2. Establish a timeline: The Committee will establish a timeline for the start and close of a grant application period, meeting times to consider the applications, and work the the EPNA executive committee to place the approval of the grants on an EPNA meeting agenda.
3. Publish a grant application: The Giving Committee will create and publish a grant application for use by interested organizations and initiatives. The application will clearly outline the criteria for eligibility and the process for submitting a grant proposal.
4. Solicit grantees: The Giving Committee will actively reach out to local organizations and initiatives to encourage them to apply for grants. This may include advertising the grant program through social-media and community networks, hosting informational events, and reaching out directly to eligible organizations.
5. Screen applicants: The Giving Committee will review all grant applications and use established criteria to evaluate whether the applicants meet the defined criteria. The committee will consider factors such as the organization's mission, the scope of the project and the impact on the community and are empowered to work with applicants. The committee is empowered to work with organizations to revise their applications as necessary to help them meet the criteria.
6. Present grant applications: The Giving Committee will present a final set of grant applicants to the Eken Park Neighborhood Association for approval. It will include the amount of funding requested, a brief summary of the project or initiative and a contact person for the association.

Membership: The Giving Committee will consist of a chairperson, secretary, and no more than five additional members, approved by the Eken Park Neighborhood Association, and serving for no longer than 2 years.

Reports to: The Giving Committee will report to the Eken Park Neighborhood Association.

This committee charge serves as a guide for the Giving Committee and may be revised as necessary by the Eken Park Neighborhood Association.