

Proposed Giving Process

Updated January 2023

Key Assumptions

- Overall approach:
 - Keep it SIMPLE to begin; learn and adjust as we go
 - The decision is in the hands of the EPNA Membership
 - Our goals are equity, democracy, transparency
- A standing committee will be formed to administer this process.
- The purpose of a committee is to do work on behalf of the neighborhood association. Therefore:
 - The EPNA Membership approves key decisions in the process
 - The EPNA Membership ultimately decides the winner(s) of the award
- The amount to give can vary each year.
 - To be determined with the Standing Committee & Treasurer, based on income generated from the Eken Park Festival
- Additional Notes:
 - Should be at the same time each year to set clear expectations with the Membership and general community
 - Funds are dispersed once a year
 - Due to timing of the Festival and when the books close on the Festival, profits from the Festival one year, funds giving during the next. Example: The 2021 Festival profits will allow us to operate as an EPNA and give money the following year, 2022.
 - Of note, EPNA makes an annual contribution to Bashford Food Pantry. The Ad Hoc committee sees this as more of room rental than an actual donation and believes that it should be considered as part of our operating expenses (like p.o. box, printing, etc). If we change meeting locations, the “room rental” fee would go to the new location.

Pre-Process

To be done each year prior to kicking off application process.

Would last 2-3 months

Process Step:	DETERMINE AMOUNT TO GIVE	INVITE PEOPLE TO BE PART OF STANDING COMMITTEE	DEFINE QUALIFICATIONS TO RECEIVE AWARD	CREATE / UPDATE APPLICATION
<p>Notes on Process:</p>	<ul style="list-style-type: none"> - Treasurer reviews finances and recommends amount. Reviews with Standing Committee. <u>Amount approved annually by Membership.</u> - Treasurer should review the bank balance, minus Festival Reserve, minus Project Cushion, minus known liabilities. This equals the available balance. - It is HIGHLY recommended that only a portion of the available balance is recommended to allocate to the Giving Committee 	<ul style="list-style-type: none"> - Each year, an open, well-communicated invite should be posted to invite neighbors to be part of the committee - To communicate this: it should be announced at TWO EPNA meetings, posted to EPNA Blog, EPNA Facebook page - These communications will describe the committee and set expectations for members around amount of time to commit, attendance guidelines, etc. 	<ul style="list-style-type: none"> - Must be in Eken Park or clearly demonstrate how it serves Eken Park - Money will be awarded to groups, not individual people. Examples include clubs, organizations, associations, etc. - The organization should align to the EPNA's values - Should understand applicants general funding situation and if they have received this award before. - <u>These should be revisited and revised each year, as needed, and approved by the Membership.</u> 	<ul style="list-style-type: none"> - TBD working on draft application - Should be revisited and updated, if needed, each year.

THE Process, slide1

Overall, lasts 8-10 weeks

6 Weeks

2 Weeks

Process Step:	ADVERTISE APPLICATION PROCESS IS OPEN!	COLLECT APPLICATIONS	REVIEW APPLICATIONS	CREATE "First Cut"
<p>Notes on Process:</p>	<ul style="list-style-type: none"> - Advertise far and wide: EPNA Blog/FB, flyers in various locations, paid advertisement in appropriate printed news - Ads should include how to apply, who to contact, deadline, and any other important facts - Will work with EPNA Secretary to do marketing on EPNA sites (FB, blog, IG, etc) 	<ul style="list-style-type: none"> - Applications should be collected through the Giving Committee Chair email, P.O. Box, or an arranged in person drop off (this is the same process as annual dues) - Committee Chair is in charge of keeping and storing applications 	<ul style="list-style-type: none"> - Giving Committee meetings to review applications and to have an "organizational meeting" to get all items in order 	<ul style="list-style-type: none"> - Either in the organizational meeting or an additional meeting, the Giving Committee is in charge of making the "first cut" - In general this is: did they meet the qualifications given, have they received funding before - At this time, the Giving Committee readies the applications for the EPNA Membership voting process

THE Process, slide 2

Overall, last 8-10 weeks

Next scheduled EPNA meeting

As soon as able

Process Step:	EPNA RANK VOTE / CHOOSE WINNER(s)	GRANT AWARD	ADVERTISE AWARD WINNERS
<p>Notes on Process:</p>	<ul style="list-style-type: none"> - Applications are presented at the next scheduled EPNA meeting - <u>Members review applications at the meeting and force rank</u> - Committee Counts the votes and announces to the Membership. - Note: we may need to go longer than an hour for this particular meeting. 	<ul style="list-style-type: none"> - Committee determines amount to give each winner – assuming there is more than one. - Communicate with winner(s) and applicants who did not win. - Treasurer writes check - An EPNA officer and Giving Committee Chair deliver check 	<ul style="list-style-type: none"> - Advertise in all the places where “how to apply” was advertised - Make sure we tell the story of EPNA investing back into Eken Park and creating community

Post-Process

Within the weeks after award is given

Process Step:	ASK FOR FEEDBACK
Notes on Process:	<ul style="list-style-type: none">- Both casually and formally, ask for feedback on the process- Document feedback for use the following year- Develop feedback mechanism to improve the process. The feedback should be requested of the applicants and Membership. This can be done via Survey Monkey or some other online tool.