

City of Danbury Grant Review Process Roles and Responsibilities



Purpose:

The City of Danbury Grant Review Team will review grant applications as part of the funding cycle that began this July 1, 2022 – June 30, 2023. The intention is to ensure that all funded agencies are serving a targeted population of Danbury residents, that there is a need in the community for the service, that the agency is making appropriate progress on outcomes and is generally healthy (in light of these difficult economic times).

Time Commitment:

The volunteer review will be conducted from the beginning of September through late October, taking approximately 20-25 hours to complete.

Membership:

Each Review Team is composed of up to eight (8) members. Members review agency applications in one of the three impact areas: Education/Child Care, Health/Mental Health and Financial Stability/Housing. (The number of review teams and members will depend on how many applications are received for each impact area). Team members include individuals with experience on previous review teams, financial background, outcome measurement, and content knowledge. To be eligible, a volunteer reviewer must be a Danbury resident, be 18 years or older and attest to having no conflicts of interest with the agencies she/he is reviewing.

Responsibilities:

Volunteers read agency proposals, listen to agency/program presentations and, through considerable discussion and debate, arrive at a final funding recommendation, which the City then must approve. Volunteer responsibilities include the following:

- Attend Review Team Training – Review purpose, process, and timeline. e-CImpact Training is provided. Team assignments are distributed, and team members are asked to read grant applications thoroughly, score them, and come prepared for discussion at their scheduled team meeting. (*1 meeting for 1.5 hrs*).
- Perform an independent review of grant applications - noting significant questions or concerns (Scoring Tool provided on e-CImpact).
- Attend Team Meetings – Allows team members to develop questions based on their reading and scoring of proposals. Questions will be sent to agencies before their scheduled agency/program presentations. (*1 meeting for 1 hr*).
- Agency/Program Presentations – Agency representatives come to UWWC's offices or present virtually to clarify agency components and share additional information. At this time, team members have the opportunity to adjust their scores based on any new information. It is important to understand that the role of the review team member is not to micro-manage an agency and their programs, but to review and ask questions that bring greater clarity to the intentions and purpose of the agency and its impact on the clients served (*2 to 3 meetings up to 1 hr each*).
- Attend Agency Evaluation and Funding Recommendation Meetings – Team members review their individual scores based on a careful evaluation of the established review criteria and make agency funding recommendations based on the team's average score and established funding criteria. (*1 meeting for 2 hrs*)

Financial Volunteer Responsibilities:

At least one volunteer on each review team will be asked to also rate the financial status of the nonprofit agency applicants. Financial Volunteer tasks include:

- Use a simple financial analysis tool to assess the financial strength of up to 10 nonprofit agencies (uses pre-set ratio calculations).
- Review the agency/program budgets, audited financial statements, & balance sheet and income statements for red flags or concerns.
- Estimated volunteer time to evaluate financials for 10 agencies is about 5-10 hours.

Accountability:

Each team will report its evaluation and recommendations. A full report of final recommendations will be presented to the Mayor and City Health and Human Services Department Staff.