



TRAVERSE CITY

Save the Dates 2018

- April 12**..... Grant Review Committee Training*
- Sept. 12**..... Non Profit Finalists Announcement
- Oct. 25**..... Annual Meeting

How To Get Involved: Volunteer Opportunities for 2018

Got Skills? We Need You! We could use your help on our Membership and Marketing/Communications committees. Check out some of these great roles.

Chief Storytellers

Find and tell great stories – stories of members, stories of non-profits, and the Impact TC story. Audience is both internal and external.

Graphic Design Gurus

Layout and design materials for internal and external audiences, brochures, and handouts, etc.

Success Specialists

Build and manage success metrics such as the annual survey.

Member Engagement Champions

Create and maintain appropriate levels of ‘Member Engagement/Experience’ which communicate the Impact 100 Traverse City mission, engage the membership, and maintain a relationship with our members.

Member Recognition/Celebration

Post member welcomes to Facebook, share welcome packets with new members, etc. Our members are great people doing extraordinary things.

Marketing Masters

Secure messaging and help seek in-kind support opportunities. Assist with obtaining photography and video that can be used in our marketing.

Communications

Coordinate the Impact 100 story and communicate between committees.

Newsletter/MailChimp Specialists

Obtain and lay out all content in newsletters for all audiences, including but not limited to member newsletter, newsletter for non-profits, or newsletter to the community.

*See Back Page for more info

Grant Review Committee Process

Dedicated and thoughtful, with a collaborative spirit? Join one of the five grant review committees! Grant committees review grant applications in their focus area thoroughly, with objectivity, and evaluate them based on set guidelines. Once reviewed, groups meet to discuss the applications and decide which should move forward for site visits. Delegates from the focus group attend site visits at chosen nonprofits and gather information as decided on by the group, then report their findings. The committee selects one non-profit to move forward as the chosen finalist in their grant area.

* Thursday, April 12: Mandatory Grant Review Training

Each committee member must attend one training.

These are held at the Chamber of Commerce from 2 - 4:30 pm OR 5:30 - 8 pm.

April: 5 - 8 hours for training/follow-up questions/committee meet & greet

May: 1 - 3 hours PER application (roughly 12-15 hours) for review

June: 3 - 5 hours for first meeting/follow-up questions

July: 3 - 5 hours for follow-up

August: 6 - 10 hours for site visits/follow-up/final meeting
(not all members go to every site visit)

Committee Meeting Dates:

Arts & Culture

Sam Charnes - Chair

Location: Sleder's Tavern

Thursday, April 19, 5:30-7:00 pm

Thursday, June 7, 5:30-7:30 pm

Thursday, August 30, 5:30-7:30 pm

Education

Lauren Mueller - Chair

Location: 6th St, Traverse City

5:30 pm - 7 pm

Wednesday, April 25th - Introduction/Review

Wednesday, June 13th - Top Four Selection

Wednesday, August 29th - Finalist Selection

Environment, Preservation, and Recreation

Ashley Thompson - Chair

Location To Be Determined

Monday, April 16 at 5:30 pm - Welcome Meeting

Saturday, June 2 at 10 am - Initial Discussion

Wednesday, August 29 at 5:30 pm - Final Discussion

Family

Kathy Grinsteiner - Chair

Location To Be Determined

Thursday, April 19, 5:00-6:00 pm

Wednesday, May 23, 4:30-7:00 pm

Wednesday, June 6, 5:00-6:30 pm

Health & Wellness

LoAnn VandeLeest - Chair

Location To Be Determined

Monday, April 16 - 4:30-5:30 pm

Monday, June 11th - 4:30-5:30 pm

Monday August 20th - 4:30-5:30 pm

Community Investment Review

Jody Lundquist - Chair

Location and Date To Be Determined

Marketing and Communications

Rachel Johnson - Chair

Location and Date To Be Determined

1 hour lunch meeting 1 x per month

For more information, please email info@impacttc.org

Community Investment Review Committee (CIRC) Overview

The role of CIRC (Community Investment Review Committee) is to provide a reasonable degree of assurance that the non-profits selected for site visits have the infrastructure and skills to be competent stewards of our members' funds. The role of CIRC is not to evaluate the merit of the grant initiative but to provide insight into the financial position of the organization.

Ideal Committee Size

In order to ensure every application selected for potential site visit is reviewed by at least two CIRC members and to reduce the total time commitment, we hope at least ten women join us in 2018 but the more the merrier! After all, Finance can be fun!

Committee Members

A background in finance or accounting is not necessary in order to be a valuable member of CIRC. An initial training session will be held prior to applications being sent to CIRC for review and a standard form will help guide members through each application.

What's exciting about CIRC?

If you want to participate in the grant review process but aren't sure about joining a Focus Area, you can sign up for as many applications in whichever Focus Area strikes your fancy and suits your schedule.

Also, there are NO required meetings! Informal CIRC Over Coffee sessions will be held and the CIRC Chair is available throughout the entire process, but the work of CIRC may be performed independently. CIRC members may complete the reviews that they sign up for on their own time and wherever they choose...at home, at work, or even on a boat!

Time Commitment

Well, this is the Finance committee so let's do the math...Each focus area will send up to 4 applications for CIRC to review. At least two reviewers should sign up for each application. On average, each application should take between 2-4 hours to review.

4 applications sent to CIRC x 5 Focus Areas x 2 reviews = 40 reviews need to be performed. If 10 women sign up, that's 4 applications per woman and between 8-16 hours over the course of 6 weeks (or an average of 1-3 hours per week.)

CIRC Schedule

Week of June 4 June 15 - July 29	CIRC Training to be held, time and place TBD by Doodle poll CIRC will conduct financial review of grant applications
Focus Committee (April 12)	Focus Committee members will attend a training session. Attendance by CIRC members is encouraged but not required.
CIRC Over Coffee	Throughout the review period, sessions will be held for any interested CIRC members to get together to ask questions and discuss grant applications. Each week will offer a weekday afternoon or weekend morning session.
Finalist Selection Meetings	If deemed necessary or beneficial to assist in the finalist selection process, a Focus Committee Chair may contact you to ask you to attend. This will vary by Focus Area and depend on the nature of the application.