



Long supported by the generosity of the Masters Tournament – as well as other organizations and individuals throughout our region – the Community Grants program provides dependable funding for necessary and outstanding philanthropic work by local non-profits. These grants are distributed through a competitive process designed to help nonprofit organizations meet their mission.

Through a careful review process, our staff, community volunteer panels, and board work together to award grants based on identified community issues and the relative merit of the proposals received. This program provides funding for nonprofit projects and programs serving residents in Richmond, Columbia, McDuffie and Burke counties in Georgia and Aiken and Edgefield county in South Carolina.

Since the program's inception, more than **\$10 million** in grants have been awarded to countless nonprofits throughout our community.

Although a grant proposal can certainly tell part of the program's story, we believe the whole picture can't be seen without a site visit. That's why the role of the community volunteer panels is so important to the success of the Community Grants Program. The panels conduct site visits to approximately five organizations each to rate them relative to each other and determine who will receive funding.

Each panel has a Chair that serves as the leader of the group and schedules the site visits with the nonprofits, helps to facilitate discussions, monitor the selection process and ensure required paperwork is completed. Below are the specific responsibilities of the Panel Chair.

#### Panel Chair Job Description:

- Recruit four to seven community members to serve on a volunteer panel. Ideally, panel members should commit to attend the panel training, all site visits, and the final meeting when organizations are ranked for funding purposes. If you need help recruiting members check with the Foundation staff. At times we have a list of individuals who would like to serve but have no panel
- Makes sure panel members complete their information forms. Once submitted, the Foundation is able to register panel members in our computer system so they can review their applicants. It will also help to ensure panels are not assigned to organizations where there could potentially be a conflict of interest
- Attend Panel Volunteer training. This is a 1 ½ hour training held in September
- Thoroughly read all applications prior to scheduled site visits
- Contact the assigned organizations and arrange site visits. Site visits are completed during October and are typically one hour each. An absolute minimum of three people **MUST** be at each site visit, although we prefer all members attend.
- Chair will attend all site visits so at least one member of the committee has information for all organizations to be ranked
- Following site visits, convene entire panel to discuss the merits of each organization and recommend programs for funding based on rankings. If questions arise, be willing to call the program for clarification
- Complete site visits in the allotted time, ensure the panel ranking forms are completed in full by October 31<sup>st</sup> at midnight
- Are welcome, but not required to attend the press conference where grantees are recognized

*The Panel Chair should expect to volunteer 10 – 15 hours of work throughout the process.*