

Allocations Committee Member
Position Guide

Thanks for serving on the LEAF Allocations Committee! LEAF awards grants from our Activities Fund and well as our Academic Opportunity & Enrichment Fund, based on 5% of the balance of the separate endowed accounts plus any designated gifts. Since support of programming is the reason LEAF exists, this is an important committee assignment and we appreciate your thorough consideration in making grant awards.

Following are some thoughts to make your job easier and more enjoyable:

- LEAF has two grant cycles: Fall and Spring. Fall Grant Requests are due in the LEAF office by October 1 and Spring Grant Requests by March 1
- Shortly after the due date, you will be contacted by Bob Feigh, Allocations Committee chair, or Bruce Hentges to set up a meeting to discuss grant applications and make grant award recommendations.
- Bob or Bruce will also send you the grant applications divided into two groups: Academic Fund applications and Activities Fund applications. (Currently we only make Academic Fund grants in March, so you will receive just Activities Fund applications in the fall grant cycle).
- The grant scoring form can be found on the LEAF web page: www.leaf742.org, in the Director's Handbook link. They will also be attached to the email with this memo.
- Prior to the Allocations Committee meeting please do the following:
 1. Review the grant application forms to be familiar with the criteria for each type of grant prior to reading the current applications. The forms can be found on the LEAF web page: www.leaf742.org.
 2. You may also want to review the grant history on the LEAF web page. This will give you a better feel for previous grant awards.
 3. Once you receive the applications from Bob Feigh or Bruce, read the grants and score them according to the criteria on the scoring form.
 4. Download the score sheet sent by the LEAF executive director.
 5. The Grant Scoring Form is an excel document with two factors for determining the grant score. First, a Weighted Factor has been determined by the LEAF Board for each of the grant criteria. This indicates the importance that the LEAF Board puts on each criteria. You enter your Raw Score from 1 to 4, which indicates the degree to which you feel the grant meets each criteria. (1 indicates it does not meet the criteria or does so poorly, and 4 indicates it meets the criteria superbly.) The spreadsheet will multiply your Raw Score by the Weighted Factor to determine the composite score for each criteria. The spreadsheet computes the average score based on the number of criteria (10 on academic grants, 8 on activities grants) to determine the overall Weighted Factor Score. All you have to do is enter a number from 1 to 4 for each criteria, and the spreadsheet does the rest.
 6. Come to the Allocations Committee meeting prepared to provide your Weighted Factor Score for each grant and to explain your ranking of the grants.
 7. Grant requests generally significantly exceed available funds. Work with the Allocations Committee to reach a consensus decision on whether each application will receive a LEAF grant and the amount it will receive.
 8. The allocations committee has extensive authority to judge the worthiness of grant requests. Such decisions as; partial or full funding or whether an application belongs as an Activities Grant or Academic Grant Request are up to the Allocations Committee to decide. Detailed minutes are not kept and the vote of individual committee members is not made public.
- Allocations Committee recommendations are forwarded to the LEAF Board at the October/March monthly Board meeting. The LEAF Board makes the final decision regarding allocation of grants, based on recommendations from the Allocations Committee. While it seldom occurs, don't be discouraged if the LEAF Board makes a change in the allocation of grant funds.

Let Bruce know if you have any questions. Again, thanks for serving on the LEAF Grant Allocations Committee!