Grant Committee Evaluation Instructions

Grant committee members have access to all grant applications online. Chrome is the preferred browser. Visit https://oicf.us/nonprofits/annual-grants/comm/ and click on the "log in" link at the bottom. Your username and password will be provided by Kate.

You will be assigned to review one or two grant proposals. For each application:

- Read and review the materials submitted online (contact OICF if you have any trouble getting materials online). Click on the Grant ID number (not the grantee name) to see the details of the grant.
- Confirm that the grant application is complete; use the **Grant Checklist, Description, and Evaluation** form provided. These will be combined for all to review.
- If needed, read past applications and reports submitted from the organization by reviewing the paper files at the OICF office. A list of all grants is on the OICF website at https://oicf.us/nonprofits/list-of-grant-recipients/. Ask Kate or Hilary if you have questions.
- Make an appointment to meet with a representative of the organization – this should be a site visit if possible, but could also be a conversation by phone or zoom. See interviewing info on reverse side of this sheet.
- Bring a list of questions to your meeting – things that are not clear in the proposal, or questions you may have about whether the organization will be able to do what is proposed. When you visit the nonprofit, consider these questions:
  - What is the organization's history and accomplishments?
  - Important goals the organization hopes to accomplish over the next 12 months.
  - Is similar work being done by another island organization? If so, how does this project coordinate?
  - Is the project sustainable after the funding period?
  - Is the project building capacity?
  - **Will the organization be able to work with only partial funding?**

Return this completed form to Kate Long kate@oicf.us by **March 26th or earlier**. Electronic submission is best, but hard copy will do the trick, too. Contact Kate with any questions.

May 3 -17, 2021

Interviewing practices
- Come prepared; read background info and questions about the grant
- Listen to what they have to say (let them speak the most)
- Try to think like the grantee
- Remember that grantees may be nervous; try to put at ease
- Manage your time to stay within an hour
- Keep it simple, you can always follow up
- Be clear and specific; use as much eye contact as possible on zoom!
- Be sure to take notes

Type of Questions:

Ask open-ended questions to get a general perspective.
This type of question allows grantees to decide how much to say. Examples of open-ended questions include, "Tell me about......." and "What do you think about......."

Ask closed questions to get specific facts.
Examples include, "You said that you need more staff, what exactly will they do?" Can you clarify this point of your application for me?

Leading questions have an embedded answer that prevents an unbiased response.
Leading questions require the grantee to address an issue/problem, or may follow a question where the grantee talks broadly about an issue and you'd like more specificity. Examples include "Is your biggest problem due to ....?" "Have you thought about.....?

Ask confirming or clarifying questions that may correct a misunderstanding by repeating back what you have heard.
Examples are, "If I understand you correctly I heard you say....." or
"Can you give me an example of ......"

At the end of the interview:
Close with understanding the issues and open door to return.
- Summarize the grant / ask for any additional information we may need.
- Make sure they understand we may need to call after committee review.
- Thank them for their time and let them know when they will hear back from us (April 12th)