



Women United in Philanthropy

In Partnership with the United Way - Thomas Jefferson Area

## 2008 Grant Committee Calendar

<u>Event/Phase</u>	<u>Time frame</u>	<u>Purpose</u>
<b><u>Informational/ Orientation Meeting</u></b>	<b><u>Wednesday, Jan. 23, 9:30-11:00 am</u></b>	<b><u>Kick off 2008 Presentation: grant cycle</u></b>
<u>Committee member commitment (email: <a href="mailto:karylkayton@kayton.com">karylkayton@kayton.com</a>)</u>	Deadline: Thursday, Jan. 31	Committee membership confirmed
<u>Submission of suggested programs to be considered (email: <a href="mailto:karylkayton@kayton.com">karylkayton@kayton.com</a>)</u>	Deadline: Wednesday, Feb. 13	To create first list - programs to be considered
<b><u>Grant Committee Meeting</u></b>	<b><u>Tuesday, Feb. 19, 9:30-11:00 am</u></b>	<b><u>Proposal, selection 15 RFP recipients</u></b>
<u>RFP letters mailed</u>	Friday, Feb. 29	To provide agency with request for grant proposal
<u>Proposals accepted</u>	Deadline: Friday, April 4	Receipt of proposals
<u>Proposal copies emailed to Committee</u>	Friday, April 11	Member preparation (copy/read) for 4/21 meeting
<b><u>Grant Committee Meeting</u></b>	<b><u>Monday, Apr. 21, 9:30-12 noon</u></b>	<b><u>Review of (15) grant proposals</u></b>
<u>Grant Committee email voting</u>	Deadline: Friday, May 2	Selection of 7 program finalists
<b><u>Grant Committee Meeting</u></b>	<b><u>Tuesday, May 6, 9:30-11:00 am</u></b>	<b><u>Assignment of site visits/ teams</u></b>
Grant Committee Site visits	May 7-May 23	Program/agency study

<b><u>Event/Phase</u></b>	<b><u>Time frame</u></b>	<b><u>Purpose</u></b>
<b><u>Grant Committee Meeting</u></b>	<b><u>Thursday, May 29, 9:30-11:30 am</u></b>	<b><u>Member presentation of site visit information</u></b>
Grant Committee email voting	Deadline: Friday, June 6	Reduce proposals from 7 to 2 grant finalists
Grant Committee preparation of final ballots	June 9-June 12	Create ballot packet, including program synopses, for all Donor members
Final Ballot distributed to all Donor members	Friday, June 13	Donor review of program information for final voting
Final Donor vote	Deadline: Friday, June 27 by 5:00 pm	Determination of WUP 2008 Human Services Grant recipient
2008 Human Services Grant	To be announced	Event/ award ceremony

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Meeting location: All meetings will be held at the office of the United Way – Thomas Jefferson Area, 806 East High Street, Charlottesville, 22901, telephone: (434) 972-1701.

Parking: On-street parking is available on both High Street, and East Jefferson Street near the United Way building. A city parking deck is located nearby at East 5<sup>th</sup> and Market Streets.