

# Passthrough Grants Committee Charter

Approved (X DATE)



Indiana United Ways

## **Statement of Purpose**

The Passthrough Grants Committee (PGC) is commissioned by and responsible to the Indiana United Ways Board of Directors (IUW Board). The PGC is responsible for the review of funding proposals submitted by Member United Ways and for recommending acceptable proposals to the IUW Board to approve for funding. The PGC shall have additional responsibilities as identified and as assigned to it by future action of the IUW Board.

## **Composition**

The PGC is led by the Chair, who is a Director of the IUW Board. The PGC Chair is appointed by and serves at the pleasure of the IUW Board.

The PGC shall be comprised of Directors of the IUW Board and may include interested, independent community members. However, no member of the PGC shall be designated a "Professional" in the United Way network nor represent an IUW Member United Way under the "Volunteer-Associated" designation (see *Bylaws* for definitions).

The PGC shall have no fewer than five (5) and no more than nine (9) members, with at least three (3) positions held by Directors of the IUW Board. The IUW Board makes an effort to preserve various dimensions of diversity when appointing PGC members (e.g., geography, gender, race and ethnicity, professional expertise, generation, etc.).

IUW staff serve the Committee by providing administrative support, including access to project proposals, requests for funding, and supplemental materials submitted by IUW Members in good standing. Staff also provide a point of view regarding IUW's operations, budget, funding restrictions, and technological and staff capacity.

## **Term Limits**

Annually and at a mid-year meeting, PGC members will affirm their intention to participate in the committee during the following calendar year. Any member joining the PGC in 2023 or after serves a term of two (2) years, which may be renewed.

## **Primary Roles of Voting PGC Members**

1. Ensure the successful distribution of sub-grants to Member organizations In Good Standing
2. Provide insight on how to best leverage existing grants to provide additional opportunities to Members
3. Monitor trends and innovations in fundraising and impact work among local United Ways to:
  - o Advise and educate the IUW Board about local United Way needs and issues
  - o Leverage existing granting opportunities to garner new ones
4. Through the PGC Chair, make recommendations to and work cross-functionally with other Committees (Membership Engagement, Human Resources, Revenue Diversification, and Governance)

## **Scope of Authority**

The PGC may act in the following ways:

- (1) Recommend actions to the IUW Board for requests for funding made through a grants proposal; and
- (2) Request IUW Staff act as a liaison between the PGC and IUW Member United Ways related to the revision, approval, or denial of grant requests

To make a recommendation for action to the IUW Board, the PGC must vote.

## **Quorum**

A quorum exists when 1/2 + 1 active voting members of the Committee are present.

## **Voting**

When deciding what recommendations to provide to the IUW Board, each member of the PGC will be allotted one (1) vote. Voting may be conducted either in person or in a meeting in which all participants can communicate with each other in real time (including telephone, Zoom, Teams, and other virtual meeting options). A quorum must be present to hold a vote; the will of a simple majority shall determine the outcome of the vote.

In compliance with Indiana Code, electronic voting will follow the guidelines for an *Action Without Meeting* specific to Directors of the Board as described in the Bylaws. No actions will be undertaken without the knowledge and support of the IUW Board.

## **Pre-Meeting Evaluation of Proposals and Requests for Funding**

To expedite the business conducted at meetings, each member of the PGC shall utilize an evaluation tool for each proposal/request for funding. This pre-evaluation, which assesses the merits of a request for funding, requires the PGC member to make a statement of support for or recommendation to temporarily withhold funding from an IUW Member in good standing. While the statement is considered in the absence of a PGC member from a meeting, the statement should not be construed to be the same as having had voted. All voting must occur in a meeting where a quorum has been reached or in a manner congruent with an *Action Without Meeting* as described in the Bylaws.

## **Meetings**

Meetings shall be conducted either in person or in a format in which all participants can communicate with each other in real time (including telephone, Zoom, Teams, and other virtual meeting options).

During granting cycles or in exploration of granting opportunities, the PGC shall meet at least monthly; however, the PGC may meet more frequently, or as needed, based on IUW's granting schedules. Notice of such meeting must be given no fewer than 14 calendar days prior to the meeting. In the event of an unscheduled, time-sensitive meeting which will require a vote of the PGC members, a written notice must be given no less than 48 hours in advance of said meeting. Such meetings must be held in a format in which PGC members can communicate in real-time with one another to facilitate open dialogue and discussion. Attendance at or participation in a meeting constitutes a waiver of the meeting notification requirements.

The CEO of IUW shall participate as a non-voting member in all meetings.

## **Committee Tasks**

- Review and provide recommendations regarding United Way Member applications for passthrough grant dollars
- Present, discuss, and determine mitigation steps related to application concerns and/or necessary revisions
- Act as thought partners in the development of the Matching Grant application, intake method, and evaluation procedures
- Via IUW staff supporting the PGC, provide applying United Ways with clear feedback for any proposals not recommended for approval
- Facilitate IUW relationships with grantmaking organizations and with United Ways
- Act as topic and geographic-specific subject matter experts to provide context for understanding local United Way funding proposals, impact work, and area local systems
- Assist in the planning and execution of the annual PGC retreat
- Identify and recommend future PGC members to the PGC Chair
- Identify and recommend opportunities for collaboration among IUW's Members based on programmatic overlap in proposals
- Participate in seventy-five percent (75%) of PGC calendared meetings
- Additional tasks as deemed necessary by the PGC Chair

## **Ethical Commitment**

By virtue of accepting a post, volunteers acting on behalf of IUW through its Board of Directors and/or Committees of the Board agree to uphold IUW's ethical standards by:

- Divulging any real or perceived conflicts of interest as they arise and completing the *Conflict of Interest* form annually
- Observing IUW's Code of Ethical Conduct
  - Abiding by IUW's anti-discrimination position and policy
  - Abiding by IUW's anti-harassment policy

# **Indiana United Ways Passthrough Grants Committee**

## *Job Descriptions*



Indiana United Ways

### **Committee Chair**

The Chair of the PGC shall be appointed by the IUW Board Chair and shall be a Director of the IUW Board. At the discretion of the IUW Board, Co-Chairs may be appointed to serve the same term. In addition to presiding over the PGC meetings, the Chair(s) shall be responsible for:

- Serving as a liaison between the PGC and IUW Board through written and verbal reports
- Appointing a volunteer to serve as Secretary for the taking and distribution of meeting minutes
- Providing guidance to the PGC about whether an action can be taken or needs IUW Board approval
  - In the event IUW Board approval is needed, the chairperson will ensure that PGC recommendations are included in the IUW Board agenda, provide rationale and clarification related to recommendation as needed, and report the vote back to members of the PGC
- Working in conjunction with the Membership Engagement, Revenue Diversification, and Public Policy Committees/Task Forces as needed
- Identifying and recommending potential Committee Members to the IUW Board

### **(All) Voting Committee Members**

- Conduct thorough review of each proposal assigned and present to the Committee an opinion on whether the proposal should be recommended for approval
- Preserve the integrity of the Funder's intentions by reviewing relevant proposals and contracts with Funders
- Advocate for the best interests of IUW Members
- Provide updates on local matters that have implications for the Indiana network of Member United Ways
- Support the work and goals of other IUW Board-appointed Committees and Task Forces
- Identify and recommend potential Committee members for recruitment; ensure a succession plan for PGC leadership roles (Chair, Secretary)

### **IUW Staff**

- Coordinate meeting logistics
- Develop (in conjunction with the PGC Chair) and distribute meeting agendas
- Support volunteer Secretary in taking and distributing meeting minutes
- Coordinate with the IUW staff appointed to other Committees and Task Forces to ensure synchronicity between groups and avoid duplication of efforts
- Conduct research and inquiries as needed
- Obtain necessary clarifications from IUW's Member United Ways, and assist in the revision of proposals based on PGC feedback
- Identify and recommend potential PGC members for recruitment
- Track PGC voting and report data related to grant approvals, awards, payouts, and outcomes to the IUW CEO and PGC Chair
- Prepare reports the PGC Chair presents to the IUW Board
- Track decisions and recommendations made by the PGC, making these available to the IUW CEO