

Grants Review Committee

Objective:

Authorized by the RAP Foundation Board of Directors. The Grants Review Committee will be charged with the following:

1. To regularly hold meetings to consider the applications which were advanced by the Reviewers whose function is to review and score applications submitted by applicants under RAP's various funding opportunities.
2. To schedule interviews with the applicants who were advanced by the Reviewers for information, clarification, explanation purposes and ability to ask questions of the applicants.
3. To consider the recommendations of the Reviewers and input by staff as the committee considers its own recommendations to the full Board for action.

Process:

The Grants Review Committee will meet as needed.

1. An agenda will be created timely in accordance with the Ralph M. Brown Act. Minutes will be taken.
2. The Grants Manager acts as staff to the committee and creates agenda, takes minutes, schedules applicants for interviews during meeting times.

Membership:

1. The committee must include a Chairperson and Vice-Chairperson.
2. The committee will be comprised of voting members to make recommendations:
 - RAP board members not to exceed 50% of total RAP board members
 - Community members not to exceed 50% of members on the committee.
3. The committee will also include RAP staff as nonvoting members.
4. A quorum will be constituted when 50% plus one of the Committee's RAP board membership is participating.
5. Attendance is required. Members are to contact the Grants Manager prior to the day of the scheduled meeting to ensure a quorum.

Structure:

The Grants Review Committee will select a Chair to take the lead and a Vice-Chair to act in his/her absence. The Chair or Vice-Chair will report to the full Board when applications are being considered for action by the Board and when necessary or appropriate. Grants Manager will provide regular reporting on committee's activities in required monthly reports to the full Board.