



2022-2023 GRANT COMMITTEE CALENDAR

INTRODUCTION TO THE GRANT COMMITTEE

LOCATION: ZOOM

PURPOSE: Review of the process

REVIEW: Timeline, responsibilities and time commitment

DATE: Thursday, September 8, 2022 9:00 AM – 10:00 AM

KICK-OFF TRAINING

LOCATION: Town of Palm Beach United Way

PURPOSE: Meet the committee and review the process

REVIEW: The overall process, timeline, procedures, LOI scoring, RFP scoring and Grant binder

DATE: Thursday, September 22, 2022 3:00 PM – 5:00 PM

If unable to attend this meeting, a 1-on-1 meeting will need to be scheduled by emailing

Aleese at alesekopf@palmbeachunitedway.org

LOI REVIEW PERIOD

Thursday, September 22, 2022 – Thursday, October 20, 2022 at 12:00 PM

FINANCIAL TRAINING WITH BETH WALTON (HIGHLY RECOMMENDED)

LOCATION: Town of Palm Beach United Way

PURPOSE: Gain understanding of the IRS Form 990

DATE OPTIONS: Tuesday, September 27, 2022 9:00 AM – 10:00 AM

Thursday, September 29, 2022 2:00 PM – 3:00 PM

REQUEST FOR PROPOSAL SELECTION MEETING

LOCATION: Town of Palm Beach United Way

PURPOSE: Select which agencies will move forward with a RFP

REVIEW: LOI scoring and strengths/weaknesses of the agencies and projects

DATE: Wednesday, October 26, 2022 3:00 PM – 4:30 PM



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REQUEST FOR PROPOSAL PICK-UP

LOCATION: TBD

PURPOSE: To pick-up the printed Request for Proposals to add to your Grant binder

DATE OPTIONS: Thursday, December 1, 2022 and Friday, December 2, 2022

TIMES: TBD

REQUEST FOR PROPOSAL REVIEW PERIOD

Thursday, December 1, 2022 – Thursday, January 5, 2023

SITE VISIT SELECTION MEETING

LOCATION: Town of Palm Beach United Way

PURPOSE: Select which agencies will move forward to a site visit

REVIEW: RFP scoring and strengths/weaknesses of the agencies and projects

DATE: Thursday, January 19, 2023 4:30 PM – 6:00 PM

AGENCY SITE VISITS

LOCATION: Agencies

PURPOSE: Structured 1-hour meeting to get a full understanding of each agency and the grant project

REVIEW: Agency governance, finance, project, questions from the committee and tour

DATES: Wednesday, February 8, 2023 – Thursday, February 16, 2023

FINALISTS SELECTION MEETING

LOCATION: Town of Palm Beach United Way

PURPOSE: Select which agencies will be finalists at the Annual Awards Celebration

REVIEW: Strengths and weaknesses of the site visits, projects and agencies

DATE: Thursday, February 23, 2023 3:00 PM – 4:30 PM



2022-2023 GRANT COMMITTEE CALENDAR

LEADERSHIP TEAM NOTIFIED OF FINALISTS

Friday, February 24, 2023 at 9:00 AM

FINALISTS NOTIFIED

Monday, February 27, 2023 at 9:00 AM

FINALIST PACKET EMAILED TO MEMBERSHIP

DATE: TBD (based on Annual Awards Celebration)

COCKTAIL RECEPTION

LOCATION: TBD

PURPOSE: To celebrate a job well done

DATE: TBD March 2023

ANNUAL AWARDS CELEBRATION

LOCATION: TBD

PURPOSE: Finalists presentations and Impact the Palm Beaches Grant recipients announced

DATE: TBD April 2023