



# THE MELTON FOUNDATION'S GRANTING STRUCTURE

**A concise guide**

Grant Committee Assembly	Program Area		Grant Committee Board	
	Member	Chair	Member	Chair

*What is this?*

The GC is the assembly of all members of the MF-Granting Structure.	<p>The PA is the administrative unit with particular focus on the principal intention, aim or nature of a grant.</p> <p>The MF Granting Structure consists of 3 PAs:</p> <ol style="list-style-type: none"> <li>1) Charitable Giving</li> <li>2) Connectivity &amp; Bonding</li> <li>3) Education</li> </ol>	The GC/B is the executive body of the MF Granting Structure.
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*Who is part of it?*

**The work in the MF Grant Committee is open to all members of the MF.**

The members of all three PAs form the MF Grant Committee.	<p>MF members, who have applied for vacant posts in any of the 3 PAs.</p> <p>Usually, interest, curiosity or relevant experiences in the according field are the applicant's motivation.</p>	One representative per PA (generally the PA chair), and the designated MF ex officio.
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*What do they do?*

Holds plenary meetings to review and vote on GC/B initiatives.	<p>Administration of MF grants</p> <p>(Assessment and evaluation of grant applications and accompanying deliverables, maintenance of the grant-websites, regular communication with MF community)</p>	<p>Administration of MF Grant Structure</p> <p>(Meets on a regular basis to ensure the flow of information between the PAs and the overall organization).</p>
		<p>Visionary body of the MF Granting Structure</p> <p>(Works towards long-lasting and sustainable activities, policies and regulations etc.)</p>

*What are their tasks and responsibilities?*

*General*

		Implementation of GC level policies	Implementation of MF level policies
Review and vote on proposals presented by the GC/B		Strategic planning and implementation of Strategic Plan on PA level	Vision building, strategic planning, creation and/or improvement of structures & policy on GC level. All proposals must be presented to the GC assembly.
Present ideas/proposals to GC/B		Organization and debrief of regular PA meetings	
		Organization and distribution of tasks	Organization and debrief of regular GC/B meetings
Active cooperation with PAs and GC/B	Review and offer constructive criticisms of the PA internal processes and procedures and find suitable solutions		Promote cross-PA communication and ensure flow of information between PAs
Represent the MF Granting Scheme	Represent the MF Granting Scheme		Work towards an integrated MF Granting Scheme with an Organizational Identity

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*What are the specific tasks and responsibilities?*

-- Continuation from previous page --

*Granting*

	<ul style="list-style-type: none"> <li>Ensure a smooth application and assessment process</li> <li>Technical review of all incoming applications</li> </ul>			
	Assessment, evaluation, and decision making on all incoming grant applications			
	<ul style="list-style-type: none"> <li>Organize the drafting and sending of award letters)/ letters of rejection</li> <li>Ensure implementation of deliverables</li> </ul>		Ensure sustainability in grant follow-up	
	Assessment of deliverables (if necessary: suggestions on how to improve the quality of deliverables)			
	Ensure grant follow-up			

*Participation*

Participate in regular information meetings  (Approx. 2 - 3 meetings per year)	Active participation on GC and PA level activities  (The number of meetings per year may differ according to necessity and PA policy)		Active participation on all level activities (GC, PA and GC/B)
		Ensure the flow of communication between PA and grantees	Promote cross-PA communication and ensure flow of information between PAs

Adhere to distribution of tasks and given timelines

*Reporting*

	<ul style="list-style-type: none"> <li>Prepare annual budget Report</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to Annual Report of the MF Granting Structure</li> <li>(Prepare PA specific report, respect and adhere to deadlines &amp; distributed tasks)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Editor of the Annual Report of the MF Granting Structure</li> <li>(Budget &amp; application report, activities, outlook/plan)</li> </ul>
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*Evaluation*

			Initiation of annual GC Performance Evaluation
Evaluation of GC/B	Evaluation of peers and of PA chair	Evaluation of PA members	Evaluation of peers and of GC/B chair
			Evaluation of GC/B members

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<i>What kind of authority do they have?</i>				
Throughout the policy-making process, the GC has the right to approve, accept with reservations or disapprove of measures and/or plans of action. In either of the above cases, members of the GC assembly are expected to be precise and constructive in their feedback/criticism. At the same time, the GC assembly may suggest initiatives to the GC/B to investigate.		Call for PA meetings		Call for GC/B meetings
		Organize/distribute tasks necessary to fulfill the work of the PA	Represent the PA to the GC/B	Organize/distribute tasks necessary to fulfill the work of the GC/B and focus on the standards of the MF Granting Structure
	Evaluate performance of peers and PA chair	Evaluate the performance of PA members	Evaluate performance of peers and GC/B chair	Evaluate performance of GC/B members
	If authorized (by GC/B chair or PA chair), act in the interest of the PA and/or GC/B	Communicate decisions taken in the PA to the MF community	Communicate any decisions taken in the GC/B to the MF community	

<i>How much time do they investment on average?</i>				
1-2 hours per month	Peak: 5-10 hours per month (during the granting process)	Peak: 10-20 hours per month (during the granting process)	2-5 hours per month	3-6 hours per month
	Off-peak: 2-3 hours per month (rest of the year)	Off-peak: 3-6 hours per month (rest of the year)		

<i>How long are the terms and tenures?</i>				
See further: terms and tenures for PA member/chair	All members are committed to the MF Granting Structure for at least a period of two years (1 term).		See further: terms and tenures for PA member/chair	
	The max. possible time working continuously in one particular PA is 2 terms (4 years) and must not be exceeded.			
	After the max. possible time working continuously in one particular PA, additional terms are only possible if: - the person moves to another PA - the person steps back from that particular PA for at least one term.			
		The PA chair is a PA member elected per term. The election is held PA-wide.		The GC/B chair is a GC/B member elected per year. The election is held GC-wide.

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*What are the benefits of working in the MF Grant Committee?*

Exposure to and learning about granting processes, intercultural team-work, responsible planning, MF internal structures, etc.			
Support of the MF in its proceedings and sustainability			
Positive mark/impression when it comes to other MF activities and evaluations			
		Develop and/or practice leadership skills	
		Participation in the Annual Symposium (MF covers 100% of travel expenses up to the benchmark; Symposium Fees are not included)	Represent the MF Granting Structure at the annual Symposium <i>or, alternatively,</i> take part in educational programs or measures co-financed by the MF.  (These initiatives must be beneficial to both the individual as well as the GC/B as well as the MF network.)

*Can a GC member apply to grants offered by the MF?*

**All members of the GC are allowed and as much encouraged as anybody else to apply to MF grants.**  
 In case GC members apply to a grant hosted by their own PA, they will be suspended from their duties during the grant assessment period.

**Index of frequently used abbreviations:**

Melton Foundation's Granting Structure:

- GC ... Grant Committee Assembly
- PA ... Program Area
- PA chair ... chair person of a Program Area
- PA member ... member of a Program Area
- GC/B ... Grant Committee Board
- GC/B chair ... chair person of the Grant Committee Board
- GC/B member ... member of the Grant Committee Board