

Grant Writing Committee

Duties and Responsibilities:

The mission of the Grant Writing Committee is to seek out and apply for grants that address BIIN's funding needs as identified by the Board of Directors. The Committee works with staff to maintain the annual grant plan and identify potential new grant opportunities. The Committee writes grant applications with the assistance of staff and consults with the Board Chair and staff on required periodic reporting.

Activities include:

- Look for grant opportunities, research potential funders' recent 990 forms to determine if they are a good fit, and work with staff to identify a list of current needs and projects. Update the annual grant plan to reflect new opportunities or discoveries.
- Actively engage in learning more about BIIN's programs and services, its annual budget, financial needs, and/or measures of its impact, as required for grant applications.
- Work with staff and fellow committee members to draft or prepare the various parts of each grant application, including project descriptions, implementation plans, budgets, measures of impact, and any narratives required by specific potential funders.
- Mutually agree on internal deadlines to meet in order to present a professionally written and well developed application to the funding source. Do your part to ensure that all internal deadlines are met, given that failure to proceed in a timely fashion could jeopardize submission of a final grant.
- Share final drafts of the proposals with staff and the board at least two weeks before the submission date including a complete budget so they can review it.
- Report to the Board and staff on the progress of grant applications.
- Ensure grant reports have been submitted on time.

Qualifications:

- Excellent writing skills, including the ability to adhere to character or length limits.
- A good understanding of BIIN's mission, programs, financial needs and impact, and a willingness to learn more as needed for specific applications.
- Strong interpersonal skills, including the ability to consider different ideas and approaches, and to divide responsibilities fairly.
- Ability to prioritize, multi-task and meet deadlines.
- Comfort with digital tools, including Google Drive, web browsers and grant databases, and/or willingness to learn to use them.

Time Commitment: Committee members attend monthly meetings and spend approximately 3 - 4 hours a month writing and reviewing grant applications.