

SEF Grant Committee Fall 2023 Timeline
FOURTEENTH GRANT CYCLE: November (Grants to be awarded in December)

DATE	PURPOSE/ACTIONS	RATIONALE/NEEDS
November 14, 2023	Application Deadline	Need one week to blind grants
November 21-27	Grant Committee reads grants	Need one week to read grants
November 27 (Monday)	Grant Committee meets to review grants	Need to determine slate in advance of Dec. 13 meeting
December 2-5	Grant chair sends grant slate to directors for review	Grant chair contact applicants as needed if committee has questions. 10-7 days advance time for directors to review grants (10 days is preferable)
Dec. 12 Bd. Meeting	Directors vote on mini-grants	
December 13	Grant Committee chair notifies applicants of vote	Grant chair contact applicants of awards and/or rejections the day after the Board vote
December 14	Chairs provide treasurer needed information to send money to Business manager	Time needed for chairs to compile and send to treasurer

Approved by the SEF Board of Directors 06.14.2022

SEF Grant Committee Winter/Spring 2024 Timeline
FIFTEENTH GRANT CYCLE: January (Grants to be awarded in February)

DATE	PURPOSE/ACTIONS	RATIONALE/NEEDS
January 11, 2024	Application Deadline	Need one week to blind grants
January 18-22	Grant Committee reads grants	Need one week to read grants
January 22 (Monday)	Grant Committee meets to review grants	Need to determine slate in advance of February 14 meeting
February 3-6	Grant chair sends grant slate to directors for review (Holidays: 2/19-2/20/24)	Grant chair contact applicants as needed if committee has questions. 10-7 days advance time for directors to review grants (10 days is preferable)
February 13 Bd. Mtg.	Directors vote on mini-grants	
February 14	Grant Committee chair notifies applicants of vote	Grant chair contact applicants of awards and/or rejections the day after the Board vote
February 15	Chairs provide treasurer needed information to send money to Business manager	Time needed for chairs to compile and send to treasurer

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SEF Grant Committee Spring 2024 Timeline
SIXTEENTH GRANT CYCLE: March (Grants to be awarded in April)

DATE	PURPOSE/ACTIONS	RATIONALE/NEEDS
March 11, 2024	Application Deadline	Need one week to blind grants
March 18-24	Grant Committee reads grants	Need one week to read grants
March 25 (Monday)	Grant Committee meets to review grants	Need to determine slate in advance of April 18 meeting
March 30-April 1	Grant chair sends grant slate to directors for review (Good Friday 3/29/24; Vacation 4/8-4/12/24)	Grant chair contact applicants as needed if committee has questions. 10-7 days advance time for directors to review grants (10 days is preferable)
April 16 Bd. Meeting	Directors vote on mini-grants	
April 17	Grant Committee chair notifies applicants of vote	Grant chair contact applicants of awards and/or rejections the day after the Board vote
April 18	Chairs provide treasurer needed information to send money to Business manager	Time needed for chairs to compile and send to treasurer

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