SEF Grant Committee Fall 2024 Timeline
SEVENTEENTH GRANT CYCLE: November (Grants to be awarded in December)

DATE	PURPOSE/ACTIONS	RATIONALE/NEEDS
November 12, 2024	Application Deadline	Need one week to blind grants
November 19-25	Grant Committee reads grants	Need one week to read grants
November 25 (Monday)	Grant Committee meets to review grants	Need to determine slate in advance of Dec. 13 meeting
November 30-December 3	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. 10 Bd. Meeting	Directors vote on mini-grants	
December 11	Grant Committee chair notifies applicants of vote	Grant chair contact applicants of awards and/or rejections the day after the Board vote
December 12	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 2025 Timeline
EIGHTEENTH GRANT CYCLE: January (Grants to be awarded in February)

DATE	PURPOSE/ACTIONS	RATIONALE/NEEDS
January 9, 2025	Application Deadline	Need one week to blind grants
January 16-20	Grant Committee reads grants	Need one week to read grants
January 20 (Monday)	Grant Committee meets to review grants	Need to determine slate in advance of February 14 meeting
February 1-4	Grant chair sends grant slate to directors for review (Holidays: 2/17-2/18/25)	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 11 Bd. Mtg.	Directors vote on mini-grants	
February 12	Grant Committee chair notifies applicants of vote	Grant chair contact applicants of awards and/or rejections the day after the Board vote
February 13	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 2025 Timeline
NINETEENTH GRANT CYCLE: March (Grants to be awarded in April)

DATE	PURPOSE/ACTIONS	RATIONALE/NEEDS
March 10, 2025	Application Deadline	Need one week to blind grants
March 17-24	Grant Committee reads grants	Need one week to read grants
March 24 (Monday)	Grant Committee meets to review grants	Need to determine slate in advance of April 18 meeting
March 27-30	Grant chair sends grant slate to directors for review (Spring Vacation 4/14-4/18/25) includes Good Friday)	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 8 Bd. Meeting	Directors vote on mini-grants	
April 9	Grant Committee chair notifies applicants of vote	Grant chair contact applicants of awards and/or rejections the day after the Board vote
April 10	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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