



## **Mini-Grants Program Committee Job Description**

### **Purpose**

The Mini-Grants Program Committee is responsible for the entire application process for the Mini-Grants Program. The Committee consists of members of NAI Region 5 led by a Committee Chair, who guide the grant process, review applications, and make the final decisions toward award recipients. The work load is such that it can be spread out over a period of several months for each application process.

### **Mini-Grants Program Committee Chair Responsibilities**

Seek and secure members to serve on the committee.

Maintain regular communication with committee members, Regional Director, Region 5 Webmaster, and *Buffalo Bull* Editor.

Revise the application and eligibility information and the criteria for scoring applications as needed.

Summer: Announce the open application period and distribute the application, criteria, and eligibility information to Region 5 members through the summer issue of the *Buffalo Bull*, Region 5 website, Region 5 Board, State Coordinators, and Committee Chairs.

Send an email to each applicant confirming receipt of application.

After the close of the application period, forward score worksheets and copies of all applications to the Committee, and advise the Committee of the deadline to review the applicants.

Collect and total scores into one worksheet and forward to the Committee.

Fall: Set up a conference call with the Committee to discuss applications, and make final award decisions based on set criteria. Mail out award and decline letters to applicants on NAI letterhead. Notify winners to the Regional Director, Treasurer, *Buffalo Bull* editors, and the Region V Webmaster.

Maintain dialog with award recipients. Ensure they acknowledge NAI Region 5 and they submit a Completion Report in the form of a *Buffalo Bull* newsletter article.

### **Mini-Grants Program Committee Member Responsibilities**

Assist the Mini-Grants Program Committee chair with revisions to the application and eligibility information; revisions to the criteria for scoring applications; and mailings and correspondence as necessary.

Review all applications and score them using set criteria. Forward these scores to the Chair by the requested deadline. Discuss applications via conference call, and make final award decisions based on set criteria.