

GRANTS COORDINATOR

The Grants Committee Chair coordinates review, approval, and administration of Grants funded by IDEC Foundation (IDECF) and the IDEC BOD. The Grants Committee Chair communicates regularly with the IDEC Foundation and IDEC BOD on all matters of funding.

Appointment

Chair: The chair of the Grants Committee is appointed by the IDEC President to a two-year term.

Term of Service

1 year for committee members (Reappointment for an additional 2 years); Responsibilities begin May 1 of the appropriate year and run until April 30.

Time Commitment

Heavier during grants review period. Approximately 1-hour per week.

Committee Members

One representative (regional reviewer) from each of the five regions (East, South, Southwest, Midwest, and Pacific). These regional reviewers will be represented on each region's council. An IDECF representative will be included in the IDECF funded grants.

Responsibilities and Duties

- Prepare and disseminate, with the IDEC staff, the Call for Grant proposals.
- Review and make recommendations for the funding of projects generated by the general membership as individuals, networks, regions, collaboratives, or by the Board of Directors. Applications consist of detailed proposals that include composition, time line, budget, and expected results, dissemination of findings, and additional potential funding sources and qualifications.
- Enforce deadlines and track the progress and accountability of funded projects.
- Coordinate with appointed regional reviewers.
- Establish and maintain proposal review criteria.
- Maintain regular communication, at least once quarterly, with the IDEC Director of Scholarship.