

IMPACT 100 Grant Liaison Guide

Your role:

Keep the nonprofit on the monetary track to completion in the allotted time.

Prepare a monthly report for the board and how the money is being spent and any updates on the project.

Tips from past liaisons:

Establish at least two contact people in the nonprofit organization (preferably on the Board) who you can communicate easily with...whereas the Exec. Director might fill out the quarterly report and requests for a draw, others in the organization will tell you what is **really** going on (according to the members at large or, at least, the board perspective).

Familiarize yourself with the grant application, the project, the budget, and the expected impact. Review these items frequently with the nonprofit contact and make sure these items are appropriately addressed in the quarterly reports. Review the quarterly report the nonprofit submits and challenge them on any items that you feel they are not properly addressing.

Review the grant agreement. Note that any change in project budget that exceeds 5% or \$5,300 for 2015 projects, must be approved by the board.

Be very open and direct with your nonprofit that you need the updates, quarterly reports, etc., to share with your membership **and** ensure that fiscal responsibilities are being met. Establish a once a month phone call, email, lunch...whatever works for your schedule and personality. Also, it is very important that updates go both ways...our Board liaison should share with the NP what fabulous activities/projects we are working on to further help nonprofits in our community, etc. Not all details, but bring something to the table to further the importance of IMPACT and our mission.

Most importantly, if one of our Board members believes there may be a problem, crisis, etc., of any kind currently happening with the nonprofit or soon to happen share this information with the Board liaison, **don't hesitate...call Cyndi, Meri or Gail immediately!** Any situation is easier to handle or offer assistance with at the beginning versus the end. This seems like a basic statement, but we have learned that communication (early on) is essential to the success of IMPACT and NP grant recipients.

As a Board liaison, if you aren't sure, ask for help or clarification...from the IMPACT 100 Board and/or the grant recipient. You don't have to know all the answers!

For our historical and archiving purposes, please take pictures of any site visits and collect handouts/information that the NP point person may share with you. This information will allow us to preserve our projects for our community and future generations of IMPACT. Also, encourage the NP point person to share with you the IMPACT of IMPACT (new volunteers to their organization, contributions of equipment, etc.)

The better the information you have as liaison, the better our board and members will feel connected to the success of the recipient!