

Partnerships for Families and Children Grant Endorsement Request Protocol

Date: February 16, 2007

PURPOSE: An orderly process by which active member agencies can request grant proposals endorsed by the Partnerships for Families and Children group.

PROCEDURE:

Requests

- Requests for PFC endorsement of grants are accepted from any referral source. The primary catchment area is Juneau.
- Requests must be made in writing to the PFC Coordinator and send via email. The request must consist of the following information:
 - ★ The name of the organization and the principle investigator applying for the grant.
 - ★ The name and address of the granting agency, foundation, or government entity.
 - ★ The title of the request for proposal.
 - ★ A brief description of the proposed project.
 - ★ Contact information for the principle investigator for confirmation of receipt.

Requests must be submitted at least 3 weeks prior to the applicant's need for endorsement. Confirmation of receipt of the request will be made the day the request is received. The request will be placed on the next PFC meeting agenda. Also included in the confirmation will be this protocol.

Assessment and Voting Process of Endorsement Requests

- PFC will strive to include all applicable information to assess the grant proposal's ability to support the mission of the PFC.
- The PFC Coordinator will "blind copy e-mail" all request documents to the PFC list-serve (all **active** PFC members) along with a vote request from each member with the subject heading "PFC Grant Endorsement Vote Needed". Members will respond to the Coordinator only with a 'yes' or 'no' response.
- The Coordinator will allow three (7) business days for members to respond. A majority of members (over 50% of responding **active** members), must endorse the application for acceptance.
- If multiple applications are submitted for the same request for proposal PFC may choose to endorse more than one request. The decision to endorse is based solely on the criteria above. PFC will not act as grant reviewers, prioritize based on membership in the PFC, or make endorsements based on any other factors that may evoke favoritism.

Responsibility of Acceptance

- When an application is accepted for endorsement the PFC Coordinator will contact the membership and the principle investigator of the application via email.
- The Coordinator will draft a formal letter of endorsement for the application. The Coordinator will sign the letter. The letter will include the name of all active agencies that participate in the PFC.
- If any agency strongly disagrees with the endorsement or is competing for the same funds and wishes that their agency not be listed on the endorsement letter said agency must contact the Coordinator immediately with their vote response.

Denial

- In the event that an application is not endorsed by Partnerships for Families and Children, the Coordinator will draft a brief letter to the applicant expressing regret that the application will not be endorsed.
No explanation for denial will be given. There will be no appeal process.