

# Grants Administration

This area considers who sets grant eligibility and due diligence requirements and who determines procedures and administrative processes in grants management.

## Eligibility criteria & due diligence

*Who determines who is eligible to apply for grant funding?*

Little or no participation:

- Foundation determines all eligibility and due diligence criteria.

Some participation:

- Foundation seeks some input on eligibility and due diligence criteria from community via focus groups or surveys but does not report back about what they did and why.

Substantial participation:

- Together with community, foundation determines details of eligibility and requirements for due diligence, within legal parameters.

Full participation:

- Community determines eligibility criteria and due diligence procedures, within legal parameters. Foundation engages in advocacy to change restrictions in legal or fiscal environment to pursue a more just and equitable society.

*What due diligence is required of applicants?*

Little or no participation:

- Criteria include stringent legal and fiscal requirements that allow only well-established, registered organizations with financial audits and detailed operational policies to be eligible for grant funding.

Some participation:

- Criteria may allow more emergent or non-registered organizations to apply for smaller grant amounts or shorter funding periods.

Substantial participation:

- Criteria are reviewed regularly to ensure access to funding by a diversity of groups from community; there is regular review of who is getting funding and who isn't. Criteria are shared publicly.

Full participation:

- Criteria focus on getting resources to those most at risk or marginalized, and entities at any stage of development are eligible for funding, as are individuals.

***Whose risk is considered?***

Little or no participation:	Some participation:	Substantial participation:	Full participation:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Focus is on protecting foundation assets from perceived risk.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Focus is still on risk to foundation, but discussion has started about conceptions of risk.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> There is much less focus on risk to foundation. Foundation prioritizes support to grantee areas considered low capacity, rather than penalizing grantees for such areas.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Focus is on risk to grantees and community; identified areas of risk lead to changes in how foundation operates. Foundation may engage in advocacy efforts around inequitable systems.</li> </ul>

**Grant application process & reporting**

***Who sets the parameters for grant application and reporting?***

Little or no participation:	Some participation:	Substantial participation:	Full participation:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Governance sets parameters, including grantmaking budget, priority areas, grant terms, and grant amounts available, and outlines application and reporting processes.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> As foundation develops parameters and processes for grant application and reporting, community input is requested. Foundation decides what input is used.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Foundation works alongside community to develop parameters for application and reporting processes.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Community decides parameters for grantmaking and what information is required for application and reporting.</li> </ul>

*How complicated and time-consuming is it to apply for and report on grants, and on whom does the burden lie?*

Little or no participation:	Some participation:	Substantial participation:	Full participation:
<ul style="list-style-type: none"> <li>Application and reporting templates are extensive, time-consuming, and burdensome, requiring detailed information and no flexibility on format or timing, even for repeat grantees. Applicants directly shoulder significant burden, with no guarantee of funding.</li> </ul>	<ul style="list-style-type: none"> <li>Applications and reporting take significant time, but there is some flexibility, especially for repeat grantees. Forms and templates may be available in multiple languages and accessible to people with disabilities. Applicants and grantees bear most of burden.</li> </ul>	<ul style="list-style-type: none"> <li>Applications and reporting are flexible, accessible, multi-lingual, and straightforward, with a split burden on foundation and community. Foundation may accept grant applications or reports aligned to other foundations' requirements.</li> </ul>	<ul style="list-style-type: none"> <li>There may be no application or reporting forms at all; goal is to minimize burden on community and maximize grant terms and flexibility. Eligible applicants who seek funding may be compensated for their efforts.</li> </ul>

Information sharing

*Who has access to foundation information about grantmaking?*

Little or no participation:	Some participation:	Substantial participation:	Full participation:
<ul style="list-style-type: none"> <li>Information about foundation's grantmaking is not publicly or easily available. There may be no website, no list of decision-makers or grantees, and no information about process or results.</li> </ul>	<ul style="list-style-type: none"> <li>Basic information, such as grant application process, priority or focus areas, strategy, and number of grants given, is shared publicly on a website.</li> </ul>	<ul style="list-style-type: none"> <li>More detailed information is shared publicly via multiple channels, community spaces, and platforms.</li> </ul>	<ul style="list-style-type: none"> <li>Community is invited to help shape and widen information sharing about grantmaking. Multiple channels, community spaces, languages, means, and platforms are used. Disability accessibility and language accessibility are prioritized.</li> </ul>

*Is there any community outreach by the foundation regarding grant opportunities?*

Little or no participation:	Some participation:	Substantial participation:	Full participation:
<input type="checkbox"/> There is no outreach about grant opportunities.	<input type="checkbox"/> There is some outreach by foundation to community, but only to well-established entities.	<input type="checkbox"/> There is concerted outreach by foundation to marginalized entities and individuals in community.	<input type="checkbox"/> Outreach goal is to constantly broaden and diversify pool of those in community with access to foundation resources. Broader community is invited to support these efforts.

**Grant restrictions**

*Who determines restrictions on grant funding?*

Little or no participation:	Some participation:	Substantial participation:	Full participation:
<input type="checkbox"/> Foundation determines grant restrictions and does not consider impact on grantees.	<input type="checkbox"/> Foundation is open to revising grant restrictions based on input from community about impact on grantees.	<input type="checkbox"/> Foundation and community work together to determine whether any restrictions on grants should be made, with priority given to minimizing impacts on grantees.	<input type="checkbox"/> Community determines any restrictions, based on prioritization of community needs.

***How restricted is funding?***

Little or no participation:	Some participation:	Substantial participation:	Full participation:
<ul style="list-style-type: none"><li><input type="checkbox"/> Funds are restricted, short-term, and/or project based.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Funds are less restricted and longer-term.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Funds are multi-year and for general operating support.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Funds may be completely unrestricted, for 5-10 years or more, and for general operating support.</li></ul>

***Are overhead costs funded?***

Little or no participation:	Some participation:	Substantial participation:	Full participation:
<ul style="list-style-type: none"><li><input type="checkbox"/> Grantee overhead or administrative costs are not funded at all by foundation; grantees rely on volunteers and in-kind contributions or other sources of income to fill these gaps.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Grantee overhead costs are funded to a minimal degree by foundation.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Grantee overhead costs are largely funded.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Grantee overhead costs are fully funded; foundation fully trusts grantee to spend grant funds as needed.</li></ul>

## Why did you select the statements you did?

---

---

---

---

---

## Additional questions to consider:

- Is there any leniency in grant requirements for repeat grantees? For example, do grants move from project-based funding to general operations funding?
- Is disability accessibility considered as form templates and platforms are developed?
- Is language accessibility considered and planned for?

## Resources:

- [How To Turn Trust-Based Philanthropy From an Idea to A Viable Approach](#), by Greg Stanley
- [Resource Hub](#), by PEAK Grantmaking
- [Legal Considerations of Trust Based Philanthropy](#), by Trust Based Philanthropy Project
- [How to Reduce Bias in Decision-Making and Grant Awards](#), by PEAK Grantmaking
- [Reframe Risk and Rightsize Your Vetting Process](#), by PEAK Grantmaking