

**Society of American Archivists Foundation  
Board of Directors Meeting  
November 13–14, 2016  
Chicago, Illinois**

**Grant Review Committee Description  
(Prepared by Executive Director Nancy Beaumont and  
SAA Governance Coordinator Felicia Owens)**

**BACKGROUND**

After operating largely in an *ad hoc* capacity, the 2016 Grant Review Committee brought forward at the August 2016 Foundation Board meeting recommendations for grant review procedures to standardize and expedite the process. The Board approved the proposed Grant Application Evaluation Procedures, which included a general description of a Grant Review Committee to handle proposal review and recommendations.

**DISCUSSION**

Board-adopted descriptions ensure consistency across the Foundation’s standing committees. The following description for the SAA Foundation Grant Review Committee was compiled from details in the Grant Application Evaluation Procedures adopted by the Board in August 2016, as well as precedents set by other SAAF committee descriptions for Committee Selection, Size, and Length of Term and Reporting Procedures. This description will complete the creation of this committee and allow for implementation of the new Grant Application Evaluation Procedures beginning with the 2017 grant cycle.

**RECOMMENDATION**

**THAT the following description for the SAA Foundation Grant Review Committee be adopted:**

**SAA Foundation Grant Review Committee**

**I. Purpose**

The Grant Review Committee is responsible for receiving and evaluating grant applications according to the [SAA Grant Application Evaluation Procedures](#), and recommending to the Board which applications should receive grant funding.

## II. Committee Selection, Size, and Length of Term

The Grant Review Committee is an appointed body of the SAA Foundation Board. The Committee consists of the SAAF President and no fewer than three additional members of the Board, appointed by the President no later than the close of the Board's annual meeting and subject to approval by the Board. The Executive Director serves *ex officio* with voice, but without vote.

## III. Reporting Procedures

The Grant Review Committee reports to each full meeting of the Foundation Board of Directors and at other times as requested by the Board. For grant reviews, the Committee will consider applications (due February 1), conduct its review, and report its recommendations to the Board by March 30.

## IV. Duties and Responsibilities

- Annually review and recommend revisions (as needed) to ensure that the Foundation's Grant Evaluation Criteria (including the strategic initiatives identified in the Development Plan), Requirements Checklist, and Evaluation Form remain relevant and appropriate.
- Solicit from the Foundation Board the annual grant funding allocation and any special program priorities that support the SAAF or SAA missions and strategic plans.
- Assist the Executive Director in issuing the Call for Proposals before December 1 each year.
- Assist the Executive Director in assessing initial letters of inquiry.
- Work individually and collectively to analyze and evaluate grant applications submitted to the Foundation. Seek appropriate outside expertise and/or consultation when the content of a proposal requires special knowledge (e.g., with regard to technologies, methodologies, or unfamiliar domains).
- Evaluate and make a recommendation to the Board on each grant application received. Recommendations not to fund a proposal must include a rationale that may be incorporated into communications with proposers.
- Monitor the submission of impact statements and follow-up reports from grant awardees.
- Comply with the Foundation's conflict-of-interest policy when performing grant review work.

## V. Meetings

The Committee meets via conference call periodically and may meet in person provided that 1) there is a compelling need and 2) the Board approves the necessary resources.

**Support Statement:** The Grant Review Committee will serve an important function as the Foundation works to enhance and grow the grants program. The Committee will ensure that each proposal receives a thorough review and consideration before a final decision is made by the Board.

**Fiscal Impact:** None.