**PARTICIPATORY GRANTMAKING: THE MECHANICS**

As we conduct research for a GrantCraft guide on participatory grantmaking and collate existing resources on the topic, we have the opportunity to capture the finer points of how participatory grantmaking at numerous foundations works. While we won’t profile most in full in the guide, we hope to learn as many details as we can about the program structure itself to inform the narrative, one or more visuals, and a digital appendix of participatory grantmakers.

The goal of this survey is to collect a detailed snapshot of your process. As we have heard during our research process, for foundations both starting out and looking to refine their own participatory processes, understanding the minutia how other foundations approach this work can be invaluable. To that end, we value everything that you can share to build participatory grantmaking practice in the field.

Under each of the following sections, respond to the most resonant questions that allow you to illustrate the key features of your organization’s participatory grantmaking process. In your responses, feel free to link to any relevant resources on the web and allow yourself to get as specific as possible! We’ll be compiling and sharing responses for a digital appendix on GrantCraft.org. *Please note that responses are subject to light editing by GrantCraft.*

To encourage knowledge-sharing around participatory grantmaking, please consider sharing your contact information along with your submission.

**Organization:**

**Name:**

**Email:**

**Grantmaking Priority-Setting & Strategy**

What are your grantmaking and/or strategic priorities (in terms of geographic focus, issue, etc.)?

Who decides the grantmaking priorities? The overall strategy for the fund?

What’s the process by which these decisions are made?

How are these practices socialized within your organization?

**Types of Grants**

What kinds of grants do you provide (e.g., general, rapid response, capacity building, field-building, etc.)?

What is the range in amount of the grants you award?

Is the participatory decisionmaking process the same for all grant types and sizes? If not, why?

Do you earmark funding for a specific purpose in order to ensure diversity in who/what you’re funding?

Who determines the type and size of grants, and how?

**Application Process**

Who is eligible to apply for a grant?

What kind of outreach happens to make potential grant applicants aware of your grantmaking?

How often do you accept applications/grant proposals?

Can applicants get assistance in applying? If so, what kind?

What type of information is collected from applicants, and who has access to this information?

**Initial Vetting/Screening/Due Diligence**

Are applications initially screened or vetted to ensure eligibility? How and by whom is this done?

If more than one person is involved, how do you ensure that the same criteria has been considered in all cases?

**Grantmaking Decision Process and Panel**

Who comprises your grantmaking selection panel(s)?

How are they selected (e.g., by nomination, application, etc.)?

How do you think about representation of specific population groups or geographies?

What, if any, is the term limit for members of the selection panel? Why?

What is the process by which the selection panel determines grant decisions?

What considerations are taken into account to ensure inclusive and streamlined decisionmaking processes?

Can decision-makers on grantmaking selection panels be applicants? If so, are there any special processes or a conflict of interest policy tied to this occurrence?

What happens if there is disagreement among the decision-making committee? How is this resolved? (e.g., consensus, voting, etc.)

How are selection panel members trained and supported?

What recourse do grants applicants have to challenge the decisions?

**General Structure**

What percentage of staff members are “peers”, i.e. of the population the foundation seeks to benefit?

What percentage of board members are peers?

What percentage of the grantmaking decision-making committee(s) are peers?

Are there other committees or operational processes that involve peers?

How does the role of paid staff differ from that of peers?

Do you pay members of your panel/committee?

**Reporting, Learning, and Process Iteration**

What, if any, are your reporting requirements for grantees? Who develops them?

Do you do any kind of formal evaluation? If so, what is asked of grantees and who conducts the evaluations?

How do you evaluate impact?

How do you learn about participants’ experiences, both as selection panelists and applicants?

With whom do you share the results of what you learn?

Have you made changes to your programs based on feedback? If so, what is an example?