

CHARITY SELECTION COMMITTEE
PROCEDURES MANUAL

PURPOSE

The Charity Selection Committee is responsible for reviewing all funding applications provided by agencies applying to become our beneficiary(ies). The committee studies each application, interviews agency representatives, makes site visits to semi-finalist agencies and selects finalists to be presented to the general membership for the final selection of our beneficiary(ies).

COMMITTEE COMPOSITION

The committee shall be composed of thirty members, as follows:

- 10 Advisors:** Committee Chairman, selected by the Chair Elect (Must have served a minimum of two years on Charity Selection Committee.)
Committee Coordinator, selected by the Committee Chairman
General Chairman
Vice Chairman
Chair Elect
Immediate Past Chairman *
Immediate Past Vice Chairman *
Underwriting Chairman
Founding Chairman *
One Guardian Angel- if the Founding Chair is also serving. If not,
Two Guardian Angels

*If these members are unable to serve, substitutes may serve in their place. All other Advisors must serve on this committee.

10 Returning Members:

The 10 members who served on Charity Selection the previous year shall be considered as the 10 returning members the following year. If any are unable or not selected by the Executive Committee to serve a second year, the Nominating and Executive Committees shall select substitutes to serve in their place. Substitutes must have served on the committee in prior years.

10 New Members:

The criteria for selection of new members to this committee include: future leadership potential; expressed willingness to serve on Membership Interest Form; some particular area of expertise, i.e. financial, social service, etc.; reward for hard work; impartial and fair individual.

It is recommended that a new committee member serve a minimum of two years as an Active Member of Angel Charity before being eligible to serve on Charity Selection.

The Membership Liaison shall report to the Nominating Committee the names of members who indicate an interest in serving on this committee on their Membership Interest Form. The Nominating Committee shall consider those names along with other qualified members and present a final list of names to the Executive Committee at the August meeting for its approval. The Executive Committee may accept the Nominating Committee's recommendations or select other members to serve.

Active and 10 Plus members may serve on the Charity Selection Committee.

Serving on this committee satisfies a member's non-solicitation committee requirements, although he/she may serve on additional non-solicitation committees. Active members must also serve on a solicitation committee. Active and Ten Plus members must meet all additional financial/solicitation requirements of membership as defined in the Membership Responsibilities policies.

COMMITTEE POLICIES AND GUIDELINES

APPLICANT CRITERIA

Any agency requesting Angel Charity funds must be nonprofit, must have a 501(c)3 tax exempt status as determined by the Internal Revenue Code, as amended, for a minimum of three (3) years and must serve the needs of children in Pima County.

This statement should be included in the Halo for Hire community presentation as well as in any verbal or written information shared with nonprofit agencies and the general public.

APPLICATION SUBMISSION

The Charity Selection Chairman, General Chairman and a financial expert shall immediately review all applications for funding as they are delivered to the office. One or more Guardian Angels may also be asked to review the applications. If applicants do not meet the criteria stated above, if any requested information (particularly financials) is missing, or if applications are not delivered by the deadline, the agency shall be notified immediately that its application is rejected and will be eliminated from the process.

ATTENDANCE

The Charity Selection Committee consists of Advisors and members.

Advisors who miss any part of the first round of presentations shall not be entitled to vote for the semi-finalists or finalists. Advisors who miss any semi-finalists site visits shall not be entitled to vote for the finalists.

Committee members who miss any part of the presentations shall be removed from the committee and shall have no further participation. The General Chairman will decide if the committee member will be assigned to another non-solicitation committee.

BENEFICIARY AGREEMENTS

All agencies applying to Angel Charity for large grant funding must be advised that if they are selected as a beneficiary, they must sign a beneficiary agreement within 30 days of receipt. This information should be shared with potential applicants at the Halo for Hire community seminar and included in the application instruction sheet, in the application itself and repeated during the presentations.

Forgivable Liens: Agencies selected as Angel Charity beneficiaries whose request is for a building (purchased, remodeled, expanded, constructed, etc.) or capital equipment (machinery, vehicles, etc.) are required to execute a first position forgivable performance lien in favor of Angel Charity. The amount of the lien shall be for the full amount funded for the building or capital item and shall remain in force for a prescribed number of years as determined by Angel Charity. Applicants should be advised of the forgivable lien requirement in the application, the application instruction sheet, and shall be verbally confirmed during the Halo for Hire community seminar and the selection process. If an applicant is unable to provide a forgivable lien the committee should be notified immediately to consider alternative options.

BENEFICIARY LIAISONS

The General Chairman shall select two members of Angel Charity to serve as liaisons to the beneficiary(ies) for the current year. The liaisons may or may not be the liaisons that were assigned to the beneficiary during Charity Selection process. Liaisons will assist the beneficiary(ies) during the fundraising year.

Our beneficiary(ies) shall select the Executive Director or an officer or member of their Board of Directors to serve as their liaison to Angel Charity during the fundraising year. They will attend Angel Charity general meetings to make reports to the membership. They will be placed at the beginning of the agenda and do not have to attend the meal portion of the meeting. If they choose to participate in the meal, it will be at their own expense.

The year following their chairmanship, the immediate past General Chairman and Vice Chairman shall serve as liaisons to their beneficiary(ies) until all monies raised are disbursed to the beneficiary(ies) and to ensure that they are spent as originally agreed.

COMMUNITY ADVISORS

Members of the community with special expertise that can aid the committee in areas such as finances, architecture, construction, zoning laws, etc. may be invited to review the applications reaching the semi-finals. The opinions of such advisors should be limited to their professional advice, and not their personal opinions, and should be shared with the committee prior to their voting for the finalist agencies.

CONFIDENTIALITY

The responsibilities of this committee require complete honesty on the part of each member. Confidentiality must be respected. Committee members are free to discuss requests with each other, but no one else. Members may be removed from the committee for lack of confidentiality.

Committee members who are asked for information about applying agencies, requests, etc. by other agencies or non-committee members should simply say “Charity Selection information is confidential, and I am not allowed to discuss it.” The Charity Selection Committee should be made aware of such inquiries for investigation and action, if necessary. The general membership must not know which agencies have applied for funding or who the finalists are until they receive the summaries in the mail.

Any committee member who hears negative information about an applying agency should share that information only with the Guardian Angel, the General Chairman, the Charity Selection Chairman and the liaison team for that agency so they can investigate and report back to the committee.

CONFLICTS OF INTEREST

An Angel member may not serve on the Charity Selection Committee if he/she currently serves as the Board Chairman or Development Committee Chairman or is employed by an agency applying for Angel Charity funding. An Angel member also may not serve on the Charity Selection Committee if he/she has an immediate family member with one of those positions.

An Angel member may serve on Charity Selection if he/she sits on the board of an applying agency. He/she may not serve on the liaison team for that agency but is encouraged to share any additional information with the committee.

Any member who would personally benefit from the award of Angel Charity grants to any beneficiary may not serve on the Charity Selection Committee.

No more than two (2) board or committee members of any applying agency may serve on the Charity Selection Committee.

Revised 9/18/19

Disclosure of association with any applying agency must be made at the committee orientation meeting when applicants are announced.

FUNDING CRITERIA

Discrimination Clause: Angel Charity for Children, Inc. and its members acting for and on its behalf (collectively “Angel Charity”), shall not in any of its ongoing activities discriminate against any person, organization or entity on the basis of **ancestry, color, ethnicity, race, gender, gender identity, religion, sexual preference, sexual orientation, familial status, age, pregnancy, marital status, veteran or military status, genetic information, disability, economic circumstances, citizenship** or national origin. Angel Charity shall at all times comply with applicable laws, rules and regulations prohibiting discrimination and harassment.

Commented [ML1]: This is the new policy that was approved by Exec in 2019.

Applicants for funding by Angel Charity shall be required to comply with applicable laws, rules and regulations applicable to them including, without limitation their IRC §501(C)(3) status, and applicable laws, rules and regulations prohibiting discrimination and harassment. Any applicant for funding shall be required to provide such evidence or certification of compliance with the foregoing as reasonably requested by Angel Charity.

Endowments: Angel Charity does not fund an agency which intends to invest the funds raised by Angel Charity and use the interest only to subsidize their programs or projects. Awards granted by Angel Charity must be used (spent) in their entirety within a specific amount of time, usually one year.

Projects Outside Pima County: It is acceptable to fund an agency that sponsors a project outside Pima County if a majority of the children served are from Pima County.

Recent Beneficiaries: An agency may not submit an application for either a large grant or a small grant the year following being chosen as a beneficiary.

Foundations: Private “Operating” Foundations are eligible to apply, but not Private Foundations.

GENERAL INFORMATION

Committee members must always act in the best interest of Angel Charity.

After the committee has completed its orientation, any and all changes or additions relating to the procedural matters of the committee must be approved by the committee as a whole.

Committee members have the opportunity to ask all their questions during the selection process and are, therefore, not allowed to ask questions at the general voting meeting unless a point of clarification is needed.

HALO FOR HIRE

Halo for Hire community seminar information shall be made available to as many local agencies as possible in an effort to encourage as many applications as possible.

LOBBYING

Lobbying by committee members is unacceptable.

PAIRING OF LIAISON TEAMS

Pairing of members for liaison teams will be made by the Charity Selection Chairman and announced at the committee orientation meeting. Teams will consist of a returning member and a new member, if possible.

PRELIMINARY REVIEW COMMITTEE

The Preliminary Review Committee shall consist of the Charity Selection Committee Advisors and two CPAs/Accountants (these CPAs/Accountants do not serve on the current year's Charity Selection Committee).

The Preliminary Review Committee shall review Letters of Intent that are submitted and reply to submitting nonprofits with recommendations for large grant applications.

The Preliminary Review Committee shall also review all application prior to them being distributed to the Charity Selection Committee meetings. Prior to this review meeting, the CPAs/Accountants shall review all Charity Selection applications and all financial information submitted. The CPAs are to provide written comments about the applicants' financials and present these findings at the Preliminary Review Committee meeting. A Guardian Angel is also encouraged to review the applications and present any information to the Preliminary Review Committee that might cause an applicant to not be considered for funding.

This committee will approve both large and small grant applications to move forward to the Charity Selection Committee process. The committee will select no more than 20 small grant applications to present to the full Charity Selection Committee. Rejected applicants will be contacted as soon as practical by the Charity Selection Chairman. The Charity Selection Chair shall be responsible to send Decline Letters via email to all applicants that are not chosen to present to the Charity Selection Committee. The reason for the decline will not be stated, unless it is for eligibility.

This committee must meet as soon as possible after the applications are received, and prior to the Charity Selection Orientation Meeting.

PRESENTATIONS

No more than four agency representatives may make presentations to the committee and the general membership.

PowerPoint presentations without videos and posters on easels are acceptable for the committee meetings and for the general voting meeting. Brochures and other written material are not to be distributed at either meeting.

Children under 18 and animals, except service animals, cannot be present.

At least one agency Board member and one staff member must be present when the agency has its initial meeting with the liaison team and when the agency makes its presentations to the committee. It is highly recommended that the Board Treasurer or other individual familiar with the agency's financials be present at the initial meeting and for the presentations to the committee and general membership.

Any member of Angel Charity that represents an applying agency may be present at the initial meeting between the Angel Charity liaisons and the applying agency. An Angel member may not, however, serve as a presenter to the committee or the general membership.

QUESTIONS IN PRIVATE

If a committee member feels uncomfortable asking a question, he/she may submit it in writing to the Charity Selection Chairman or an Advisor who will ask the question.

REQUESTS

Amendments: Prior to voting for semi-finalists, an agency may amend the amount of its original request, with the approval of a simple majority of the Charity Selection Committee. Requests to amend may come directly from the agency or, with good cause, by the liaison team to the agency.

New requests are not acceptable. A new request is defined as a total change of funding.

Small Requests

Each year in August, the Executive Committee and the Board of Directors shall determine whether or not to consider Small Requests for that year. If Small Requests are to be funded, they will also determine the total amount to be allocated for funding.

Revised 9/18/19

Small requests will be presented to the committee on the first day and the second if needed. The committee may vote for multiple agencies to be proposed for small grants as long as the total requested funds is less than the available funding. Small requests not selected shall be so notified immediately by their liaisons and by an email from the Charity Selection Chair. No reason will be given to the applicant for the decline, unless it is for eligibility. The agency(ies) proposed for a small grant will be presented by the Charity Selection Chairman at the next Executive Committee and Board of Director's meeting for approval. Each agency proposed for a Small Request shall prepare a one-page summary of its request to be used in the approval process.

Large Requests

Each year in August, the Executive Committee and the Board of Directors shall approve the upper limit for any single large grant application that will be considered for Charity Selection awards. This information will be presented at the Halo for Hire community seminar and in other communications to possible applicants.

The Charity Selection Committee will listen to presentations from each applying agency. After all applicants have presented, the committee will vote for no more than 10 large requests as semi-finalists. Large requests not selected by the committee as a semi-finalist will be removed from the process, and those agencies shall be so notified immediately by their liaisons and by an email from the Charity Selection Chair. No reason will be given to the applicant for the decline, unless it is for eligibility.

The agency(ies) selected as semi-finalists will be notified by their liaisons that the committee will conduct a site visit of their facilities at an assigned date and time. The liaisons are to ask semi-finalist applicants not to provide food or gifts at the site visit. After all visits have been made, the committee will vote for which agency requests to present to the general membership.

Multiple Applications

An agency may not submit both a small request and a large request to the Charity Selection Committee in the same year. An agency may not submit an application for either a large grant or a small grant the year following being chosen as a beneficiary.

SUMMARIES FOR GENERAL MEMBERSHIP

Each finalist agency shall be instructed by its liaison team to provide a summary of its request to be distributed to the general membership. The summary must be provided immediately after the agency is notified that it is a finalist. To ensure equal representation, sample summaries, with specific preparation instructions, shall be provided to the agency.

The Committee Chairman shall distribute all finalist's summaries and the meeting notice to all Angel Charity members and the Advisory Board. Brochures or other visual aids are not to be included in the mailing to the general membership.

SURPLUS FUNDS

In the event surplus funds are raised beyond the goal amount requested by the beneficiary(ies), the Executive Committee and the Board of Directors shall determine how to distribute those funds, using the following format.

Criteria for Additional Funding: Funding in excess of the original amount requested by the beneficiary(ies) shall be considered only to complete the program or project originally funded.

Request Form: The beneficiary(ies) must complete the Request for Surplus Funds Form provided by Angel Charity in order to request additional funding. The forms are due April 1st. The request form must be completed by the beneficiary(ies) and the Immediate Past General Chairman and Vice Chairman and shall be returned to the current Charity Selection Chairman. The total amount requested may not exceed the total of the surplus funds available.

Proposal to Executive Committee: The Charity Selection Chairman shall submit the beneficiary(ies) request(s) for Surplus Funds to the Executive Committee at its April meeting for its approval. If approved, the Executive Committee shall refer the request for Surplus Funds to the Board of Directors for final approval at the May meeting.

Notice to Membership: Distribution of surplus funds will be voted on at the May Board meeting.

Meeting Notices shall include a special invitation to the General Membership to attend this Board meeting and shall be sent to both the Board and the General Membership. The Charity Selection Chairman shall provide the information on the Surplus Funds Requests to the entire membership ten (10) days prior to the meeting date.

Voting: The vote, by Board Members only, shall be by written ballot. The ballots shall be provided by the Charity Selection Chairman. The ballot will be designed to be accurate and fair to all requesting beneficiaries.

Counting Ballots and Announcing Vote: The Charity Selection Chairman and the Charity Selection Coordinator, along with one Guardian Angel shall count the ballots. In the event of a tie, the Charity Selection Chairman shall break the tie. The outcome of the vote shall be announced at the May General meeting; however, the exact count will not be announced.

VOTING PROCEDURES

The exact vote count should never be announced at either the committee meeting or the general voting meeting.

The Charity Selection Chairman only votes at the committee meetings or at the General Meeting in the event of a tie.

Counting Ballots: The Committee Chairman, Committee Coordinator and the Guardian Angels shall count the ballots at the Charity Selection Committee meetings. The Charity Selection Chairman, the Guardian Angels and two sustaining members shall count the ballots at the General Meeting.

General Meeting: To be eligible to vote at the general meeting, dues must be current for all Active, Sabbatical and 10 Plus Members. Cherub and Sustaining members do not vote but are invited to the meeting. No absentee voting for the general meeting will be allowed, including members of the Charity Selection Committee.