



## **GRANTS HANDBOOK 2020**

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## FUNDS & GRANTING GROUPS OVERVIEW

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### INTRODUCTION



*Anna T. Jeanes,  
benefactor of various  
funds administered by  
Granting Groups.*

Philadelphia Yearly Meeting (PYM) makes over 400 grants every year to individuals, Quaker Meetings, and non-profit organizations. Those grants are made from income from restricted bequests and Trusts given to our Yearly Meeting by generous donors over the years since 1795.

The grant process is administered by nine Granting Groups which are the basic building blocks of PYM's grant making. Each Granting Group is made up of volunteer members of PYM's constituent Monthly Meetings, who bring their leanings, life experience, and expertise to the group that they serve.

Each member is appointed by PYM's Granting Committee, and membership changes over time. These Friends review applications, visit sites and applicants, and then meet periodically to make decisions, and work with PYM staff to then distribute grants to worthy applicants, and then to follow up on the results from each grant.

This Handbook explains the funds which are available, the granting groups which administer them, and the general process of decision-making.

### DESCRIPTION OF GRANTING GROUPS

#### 1. **Aging Assistance Granting Group (AAGG)**

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The Aging Assistance Granting Group makes needs-based grants and loans to aging PYM Quakers who need financial assistance to remain in their own homes, or to meet basic living expenses, or to afford necessary equipment or services. AAGG also makes small pocket money grants for residents of Friends retirement communities, and larger grants to Quaker organizations to support specific projects that benefit aging PYM Friends. Grants are made in accord with the donors' restrictions on the nine AAGG Funds.

The Aging Assistance Granting Group has nine members. It meets twice a year in person, on Grant Maker Saturday afternoons: the second Saturday in March and the first Saturday in October. It sometimes makes timely or emergency decisions by e-mail or conference call.

## **2. Committee on Friends Education (CoFE) Granting Group**

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The Committee of Friends Education Granting Group provides post-secondary financial aid for PYM Members and children of members, annual block grants for tuition Aid to Friends children in Friends Schools, and Teachers Retirement Fund grants to qualifying Friends Schools.

The CoFE Granting Group currently has nine members. It meets four times a year, on Thursday afternoons with a conference call option.

## **3. Fund for Sufferings Granting Group**

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The Fund for Sufferings Granting Group provides meaningful material support to PYM Friends who experience financial hardship because of their witness to our Quaker testimonies or to conscience consistent with Quaker testimonies. It also provides an opportunity for anyone to stand in unity with those taking risks for their beliefs by contributing to the Fund.

The Funds for Sufferings Granting Group currently has five members. It meets at the Arch Street Meeting House at 6 PM on the third Wednesdays of February, May and November.

## **4. Greenleaf Granting Group**

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The Greenleaf Granting Group provides grants and loans to elderly Quakers, and those in sympathy with Quakers, who are of modest means and in need of assistance to meet their housing needs or ongoing medical, maintenance and living costs.

The Greenleaf Granting Group currently has seven members (and may have at most ten members). It meets at the Arch Street Meeting House on the third Tuesdays of June and December.

## **5. Indian Committee**

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The Indian Committee has been active for over 200 years. It is dedicated to the programmatic and funding support of Native American initiatives that support communities and preserve cultural heritage. The Indian Committee serves an educational resource for Friends seeking a better understanding of Native American concerns.

The Indian Committee usually includes from 12 to 15 members and generally meets at Arch Street Meeting House on the second Saturday of each month (except July and August) from 10 AM to noon. Not all the Indian Committee members are on the Granting Group. Ad hoc members provide the programmatic support but are not involved in Granting decisions.

## **6. Membership Development Granting Group (MDGG)**

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The Membership Development Granting Group supports Monthly and Quarterly Meetings of Philadelphia Yearly Meeting in projects that enhance the visibility and outreach of Quarterly and Monthly Meetings as well as increase engagement of members and attendees in the meeting community. PYM Friends created the fund to support and strengthen efforts by meeting communities to welcome new members.

The Membership Development Granting Group has eight members. It meets four times a year, remotely via Zoom conference on Wednesday evenings in May, and December, and in person at Grant Makers Saturdays in March and October. MDGG assigns a member or members of the group to act as a shepherd to every grant recipient. This Friend is there to support the grant recipient in whatever manner might be necessary, and shares information between the granting group and grant recipients.

## **7. Quaker Buildings and Programs Granting Group**

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The Quaker Buildings and Programs Granting Group makes grants for construction, renovation, and capital improvement projects of Meetings, Quaker retirement facilities, schools and other organizations; and grants to support programs that strengthen Quaker retirement communities and specific Friends organizations. The granting group also administers the Natalie Clifford Barney Fund that was established in 1976 by the will of Natalie Clifford Barney, who bequeathed the funds for “carrying out its program of planned parenthood (birth control).”

The Quaker Buildings and Programs Granting Group currently has sixteen members. It meets twice a year in person, on Grant Maker Saturday mornings: the second Saturday in March and the first Saturday in October.

## **8. Travel & Witness Granting Group (TWGG)**

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The Travel and Witness Granting Group provides travel grants to support active service by PYM Friends and to support ministry, service, witness, and Quaker study by PYM young adult Friends between the ages of 18 and 40. The group also makes grants to organizations for programs, events, and activities that support and build the community of PYM young adult Friends.

The Travel & Witness Granting Group has nine members. It meets quarterly. In person meetings are on Grant Maker Saturday afternoons (the second Saturday in March and the first Saturday in October). The group meets remotely via Zoom conference in late June and December, and may consider emergency requests via e-mail between meetings.

## **9. Willits Book Trust Granting Group**

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The Willits Book Trust Granting Group presents gifts of books that embody Quaker values to emerging and established libraries and organizations that serve Liberians and African American communities in the southern USA.

The Willits Book Trust Granting Group has seven members. It conducts much of its business by email and conference call throughout the year, and meets in person at least once a year, normally at Friends Center at lunchtime on the fourth Thursday or Friday of April.

## **OTHER ADMINISTERED FUNDS**

### **1. Anna T. Jeanes Cremation Fund**

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The Anna T. Jeanes Cremation Fund is available to reimburse cremation costs of members of all Meetings in Philadelphia Yearly Meeting. Philanthropist Anna T. Jeanes created this fund and gave it to Green Street Meeting to encourage the practice of cremation. PYM Grants Staff administer the application process, and report on a regular basis to the Granting Committee.

### **2. The Emergency Fund**

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The Emergency Fund provides quick help to PYM members in acute financial need, funded by grants from the John Martin Trust. It supports quick, one-time grants of up to \$1,500 to assist members of PYM Meetings in meeting basic needs (including but not limited to housing, food, employment, and medical difficulties) during times of personal financial crisis.

The Emergency Fund does not have a committee; decisions are made by the General Secretary of PYM and handled quickly and confidentially.

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## THE PYM GRANTS ORGANIZATION

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### A. Organizational Structure

The nine Granting Groups are supported in their work by the PYM Granting Committee, which serves as a partner and resource to the Granting Groups. The following organizational chart shows the position of the Granting Committee in the PYM grant-making process.



The Granting Committee is comprised of 8-10 PYM members, appointed by the PYM Administrative Council. The PYM Director of Grant Making and the PYM Treasurer are ex officio members. Committee members may be (but are not required to be) members of Granting Groups. Granting experience is desired.

The Granting Committee appoints PYM members to the nine Granting Groups. That process is explained in the PYM Appointments Handbook. (Appendix B)

The Granting Committee develops or approves suggested policies and procedures, based on learning from PYM grant making and the best practices of similar charitable organizations. (Appendix A)

The Granting Committee reviews and approves any proposed granting guideline changes related to processes and procedures, but cannot change the terms upon which the original grant funds were established. (Appendix A)

## **B. Learning Organization**

PYM Grants is a learning organization. A learning organization encourages its members to learn and grow through teachable experiences, both good and bad, during the performance of its mission. When Friends come together with open minds to freely share their thoughts and truly listen to each other, new patterns of thinking are nurtured, and new ways of problem-solving may emerge. The creative spirit is set free and people who have engaged in that process find new ways to approach and act upon their tasks. We honor our benefactors and their legacies and our Quaker heritage when we use new ways of thinking to continue to serve the goals of each endowed fund.

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# **GRANTING GROUP ORGANIZATION**

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## **A. Structure**

Each Granting Group has a Clerk and a Recorder. The Granting Committee recommends naming one or more Alternate Clerks in case of the Clerk's absence. With the assistance of PYM Grants Staff, the Clerk organizes the agenda and makes sure that all members have been provided the accompanying documents. The draft minutes of each Granting Group Meeting are sent to the PYM Grant Staff. Meeting minutes are also shared with the group's Granting Committee Liaison.

## **B. Missions**

The mission for each Granting Group is stated in their respective guidelines or application forms. Granting Groups may recommend guideline changes to the Grants Governance Subcommittee. The Subcommittee seasons such recommendations for the approval of the full Granting Committee.

## **C. Granting Group Member Qualifications**

Granting Group members must be members of a monthly meeting within Philadelphia Yearly Meeting. The Granting Committee seeks to maintain diverse and sufficient membership in each of the Granting Groups under its care: both in numbers to adequately distribute the funds assigned to each Granting Group, and also the proper mix of skills and institutional memory to carry out the wishes of the donors. The Granting Committee is sensitive to the need for balance in geography, gender, and spiritual discernment. The Granting Committee also encourages Friends to view service to the Yearly Meeting as an opportunity for spiritual growth as well as an obligation.

## **D. Term Limits and Length of Service**

Members of Granting Groups are appointed for a fixed three-year term. In some cases, depending on the date of appointment, actual terms may run slightly over or slightly short of three years.

1. Most terms start on August 1<sup>st</sup> and run for three years. All terms end on July 31<sup>st</sup>.
2. A member may be nominated and appointed before or after August 1<sup>st</sup>, and in that case the new member will have an end date of July 31<sup>st</sup> that is as close to three years as possible, and may serve slightly less or more time; the terms are fixed by date of rotation, and not by length of service.
3. No one will be appointed to partial term to fill a vacancy (to serve for a one- or two-year term); all appointments are for a full term of three years.
4. At the end of the term, the member can be asked to serve again (be reappointed).
5. Members may serve up to a maximum of three consecutive terms (approximately nine years).

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## THE GRANTING COMMITTEE

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### **A. Charge**

With Divine Assistance, the Granting Committee is charged to oversee the granting function of the Philadelphia Yearly Meeting, to appoint membership to PYM granting groups, and to develop and implement procedures to ensure effective process, structure, and the general affairs of the granting function of PYM. The Granting Committee shall lead by example, fostering an environment that enables and promotes the work of the Committee and the Administrative Council in a spirit-led, trustworthy, and transparent manner.

### **B. Membership**

The Granting Committee shall consist of 8-10 members appointed by the Administrative Council with a maximum of 5 members serving on a Granting Group and the remainder being At-Large members. The PYM Director of Grant Making and PYM Treasurer are also members of the committee, serving *ex officio*.

### **C. Duties**

The duties of the Granting Committee shall include the following:

1. Serving the Administrative Council in an advisory capacity.
2. Ensuring alignment of Granting Committee and Granting Groups with PYM's overall objectives.
3. Improving consistency and effectiveness by increasing information sharing and collaboration across granting groups
  - a. Bringing uniformity to the grant making process

- b. Identifying and implementing best practices among the existing granting groups and relevant examples from other similar organizations.
  - c. Creating and organizing granting groups as advisable and practicable to make grant making more effective, reduce administrative burden and optimize use of volunteer time. Hold granting groups accountable to their charge
- 4. Raise awareness of granting activity as a major part of PYM’s mission.
  - a. Communicating PYM’s grants witness to PYM members and beyond.
  - b. Publish on the PYM website and in newsletters.
  - c. Reporting at least once a year to Yearly Meeting in session to summarize PYM granting activity and accomplishments of all Granting Groups.
  - d. Sharing and applying knowledge gained to granting groups, and PYM
- 5. Contribute to the Annual Report of the Administrative Council to the PYM Membership.
- 6. The Clerk of the Granting Committee acts as a liaison to the Quaker Life Council, as the need arises to:
  - a. Foster connections with relevant Quaker Life structures.
  - b. Support communication and relationships by connecting Granting Groups with program work under the care of the Quaker Life Council.

**D. How The Granting Committee Works**

The full Granting Committee meets quarterly: in February, May, August and November, on the second Wednesday of those months from 6 pm to 8 pm. The May and November meetings are at Friends Center. The August and February are held remotely using Zoom. Call-in options using Zoom are also available for all in-person meetings.

The Granting Committee also accomplishes its work through three subcommittees. These subcommittee make recommendations to the full committee. The Committee assigns members of the Granting Committee to its subcommittees; members may also volunteer to serve on any subcommittee, or to attend specific meetings of a subcommittee.

**1. Grants Appointments Subcommittee**

The Grants Appointment Subcommittee is responsible for discerning the membership needs of all of PYM’s Granting Groups. The subcommittee searches for nominations and seasons them for recommendation for appointment by the full Granting Committee. These nominations include new appointments, reappointments, and the terms of service of all Granting Group members.

## **2. Grants Governance Subcommittee**

The Grants Governance Subcommittee discerns and makes recommendations to the Granting Committee in the development of policies and procedures, Granting Group guidelines, and other issues that pertain to governance. The subcommittee discerns whether an issue requires further seasoning by the Committee and determines whether Administrative Council notification is rightly ordered.

The Subcommittee administers the annual conflict of interest policy for the Granting Committee and Granting Group members. It also develops and conducts the Committee's self-evaluation annually; and evaluates the performance of the other subcommittees and Granting Groups. The subcommittee provides suggestions for continued organizational learning.

## **3. Grants Publicity Subcommittee**

The Grants Publicity Subcommittee is responsible for providing outreach to PYM members and other communities through various forms of communication. The Subcommittee's focus is the telling of our stories. Support is provided to Granting Groups to help write articles for PYM publications and on-line communications. The subcommittee provides outreach to the PYM community by making presentations at Yearly, Monthly and Quarterly meetings

### **E. Grants Subcommittee Meetings**

All subcommittee meetings are conducted remotely using Zoom. All correspondence is circulated electronically.

1. The Grants Appointment Subcommittee gathers from 6pm to 8pm on the third Wednesday of every month in which the full Granting Committee does not meet.
2. The Grants Governance Subcommittee gathers from 7pm to 9pm on the second Thursday of every month in which the full Granting Committee does not meet.
3. The Grants Publicity Subcommittee gathers from 6pm to 8pm the first Monday of every month in which the full Granting Committee does not meet.

All subcommittee meetings are open to any Granting Committee member. Recommendations to a Subcommittee can be made whenever necessary. All subcommittee recommendations are documented in the minutes of the next full Granting Committee meeting.

The Grants Subcommittees have authority to co-opt members who are not Granting Committee members and who bring needed skills and capacity to accomplish their work. Co-opted members are reported to the Administrative Council annually.

Each Subcommittee appoints a convener and a recorder. The subcommittee should keep minutes and forward them to the full committee. The Granting Committee Clerk is a working member of each subcommittee.

## **F. Organizational Communications**

### **1. Granting Group Liaisons**

In addition to full Granting Committee and Subcommittee responsibilities, the Granting Committee assigns members to serve as a Liaison to a Granting Group. The Liaison develops a personal relationship with the granting group, being available for Granting Group meetings and receiving the minutes and the Granting Group's annual report. The Liaison represents the Granting Committee at all full and subcommittee meetings of its Granting Group. This is accomplished by sharing reports, appointment information, and learning the Granting Group's support needs. Knowledge or concerns are shared with the Granting Groups through the Liaisons. The Liaison represents the Granting Group at quarterly full Granting Committee meetings providing updates and concerns.

### **2. Learning Opportunities**

The Granting Committee sponsors two group activities during the year for PYM Grant Makers. The spring gathering in March is usually held at the Arch Street meetinghouse. The fall gathering is usually held at Friends Center in October. PYM Grants come together to honor the good work we do and share our stories as we continue to learn together. Both events provide meeting times for Granting Groups Group meetings.

The Committee endeavors to share best practices and focuses on continued learning for all parts of the organization.

### **3. External Communications**

The Granting Committee reports to the PYM Administrative Council. The Committee submits an annual report to the Council and may report to PYM Friends in session, as requested by the Council.

The Clerk of the Granting Committee acts as liaison to the Quaker Life Council when necessary.

The Committee or its Subcommittees interact with PYM Friends at Monthly, Quarterly, and Yearly Meetings and at other Quaker events when invited. Offers to provide contact are sent out regularly.

Knowledge gained from these interactions is shared back to the Committee and Granting Groups through our internal processes.

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## **PYM STAFF SUPPORT**

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The Granting Committee is supported by the PYM Director of Grant Making and the PYM Grants Associate. Both staff members are expected to attend Granting Committee meetings. The Director of Grant Making and/or the Grants Associate are expected to attend Grants Subcommittee meetings. The Granting Staff help inform the meeting discussion and participate fully in the discernment process.

The website [www.PYM.org](http://www.PYM.org) provides explanations and access to all PYM Grants information and forms, and its use is encouraged. All granting functions, including Grant Guidelines and Applications, are available on the website and should be submitted electronically.



**PHILADELPHIA YEARLY MEETING  
GRANTING COMMITTEE HANDBOOK**

**APPENDIX A  
POLICIES AND PROCEDURES**

## **A. Conflict of Interest Disclosure Policy**

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a. All PYM Grant Makers disclose annually any conflict or dual loyalty as described in the "Conflict of Interest Policy of Philadelphia Yearly Meeting Granting Committee" on the "Conflict of Interest Disclosure Form".

### **Conflict of Interest Disclosure FORM**

#### **PHILADELPHIA YEARLY MEETING**



#### **CONFLICT OF INTEREST/DUAL LOYALTY POLICY ANNUAL DISCLOSURE STATEMENT FOR PYM GRANTING GROUPS UNDER THE CARE OF THE GRANTING COMMITTEE**

*"Friends decision-making is rooted in the spiritual oneness of a religious community... Our process is democratic in the sense that everyone is encouraged to participate. However, it also goes beyond democracy in that it does not rely solely on human will or ability. Participants are expected to put aside personal desires and allow themselves to be led by a Guide beyond the self... The act of choosing is inescapably religious; in that, it reveals our fundamental values and deepest loyalties. Friends must, therefore, be rigorous in discerning the ultimate source of their leadings, always looking beyond the self, and never letting their own wills become a substitute for God."*

*- Faith & Practice, Philadelphia Yearly Meeting of the Religious Society of Friends, 2002*

#### **INTRODUCTION**

At Philadelphia Yearly Meeting (PYM), we recognize the tremendous efforts of our members to set aside their own will to be Divinely led while seeking Truth and making decisions. We also recognize that much of this effort occurs within each member, potentially unseen or unrecognized by others.

Because Clerks, treasurers, members of the governing councils, and their respective appointed committees, subcommittees, and granting groups (each, an "authorizing body") serve PYM, they have an obligation to exercise reasonable care when making decisions as stewards of PYM. All decisions by authorizing bodies are to be made solely on the basis of a desire to promote the best interests of PYM and its members.

Since members of the authorizing bodies are inevitably involved in the affairs of other institutions and organizations that have dealings with PYM, those relationships and affiliations can raise questions about perceived conflicts of interest / dual loyalty with their obligations to PYM.

Although many such potential conflicts are and will be deemed inconsequential, openly disclosing any conflict of interest / dual loyalty, or the potential perception of a conflict of interest / dual loyalty, will provide a foundation for transparency and credibility in decision-making.

A policy of disclosure promotes the sharing of any conflict of interest / dual loyalty and provides a process to remove any potential bias or influence stemming from that conflict while members of the authorizing bodies consider matters and make decisions. While others may always question the decisions that are reached, this policy intends to protect those involved in decision-making by showing the careful consideration of potential conflicts, recording the process to address potential conflicts, and demonstrating the intentional effort to avoid bias or influence.

### **POLICY**

Philadelphia Yearly Meeting's clerks, treasurers, members of Administrative Council, Nominating Council, Quaker Life Council, and their appointed committees and subcommittees shall submit to the As clerk of their council, and granting groups shall submit to the clerk of the Granting Committee, an annual disclosure statement:

1. listing any organizations with which they or any of their relatives (as defined on the form) are affiliated and where a potential conflict of interest / dual loyalty may exist;
2. any transaction with PYM in which they or any of their relatives have a direct or indirect financial benefit;
3. acknowledging by their signature that the member is familiar and will comply with the latest version of this policy.

In the event there is any material change in the information contained in the annual disclosure statement, the member who submitted it shall promptly submit written notice of the change.

### **IMPLEMENTATION**

To lead by example, clerks, treasurers, and all members of the authorizing bodies will implement this policy.

Annual disclosure statements will be solicited by the clerk of each council or committee when a member joins a council or committee, subcommittee, or granting group or when clerks and treasurers take up

The clerks of each council shall be responsible for the administration of this policy. The clerk of the council and its members shall hold information disclosed under this policy in confidence, except where in the judgment of any of such persons the best interest of PYM requires further disclosure. In the event councils or committees work collaboratively, all members involved in the collaborative effort shall share disclosures relevant to their joint work.

### **DISCLOSURE AND RECUSAL**

Although many potential conflicts are and will be deemed inconsequential, every member has the responsibility to ensure their entire council is made aware of situations that involve personal, familial, or organizational relationships that could create a real or perceived conflict of interest / dual loyalty.

In the event any member has a conflict of interest / dual loyalty in a matter being considered, (See attached annual disclosure form) the member shall disclose fully the precise nature of the interest, involvement, or loyalty at the first knowledge of the conflict.

Any clerk, treasurer, or member of an authorizing body who is uncertain about a possible conflict of interest / dual loyalty in any matter shall disclose their concern; or they may request a clearness committee to determine whether a possible conflict exists.

A clerk, treasurer, or member who has declared, or has been found to have, a potential conflict of interest / dual loyalty that is deemed consequential in any matter shall refrain from participating in consideration, discernment, or decision-making of the proposed matter, unless for special reasons the council or committee requests information or interpretation from the person or persons involved.

Friends should find it customary to disclose any potential conflict of interest / dual loyalty when a matter arises and the presence of a potential conflict exists. The clerk should be mindful and encourage this practice as matters come to agenda or discussion. Such disclosures should be recorded.

### **COMPLIANCE WITH FEDERAL LAW ON PRIVATE BENEFIT TRANSACTIONS**

Friends understand that service to PYM is voluntary. They must exercise care not to violate federal law on using charitable assets as a means for private benefit.

If Philadelphia Yearly Meeting's clerks, treasurers, members of the Administrative Council, Nominating Council, Quaker Life Council, and their appointed committees, subcommittees, and granting groups, have the power to approve a grant on behalf of PYM:

1. For purposes of federal tax law (Section 4958 of the Internal Revenue Code), that clerk, treasurer or member is a **Disqualified Person**;
2. **Disqualified Persons** may not be the recipient of a grant from funds which they otherwise have sole or joint power to distribute and from which they approve grants;
3. In addition, such grants may not be made to a person who is affiliated with a disqualified person, that is, a member of the **Disqualified Person's** immediate household or a person with whom the **Disqualified Person** has a material economic relationship, such as a dependent parent or dependent child relationship or a business relationship.
4. Disclosure and recusal are not enough; a **Disqualified Person** and persons affiliated with a **Disqualified Person**, as defined in no. 3 above, may not receive grants from funds where **the Disqualified Person** otherwise has the sole or joint power to distribute those funds and the sole or joint power to approve a grant; and
5. Violations of these rules can give rise to substantial penalties on PYM and on the recipient of a grant deemed to be a private benefit.

Many of PYM's funds are intended to support members of the yearly meeting community. Clerks, treasurers, members of Councils, and their appointed committees, subcommittees and granting groups, and their affiliates, may apply for and receive a PYM grant from funds where they do not have sole or joint approval power, if the grant is approved by a sister body that, as part of its standing charge, does have distribution authority—that is, a Council, committee, subcommittee, or granting group of appropriate decision makers, on which body the member does not serve and whose members do not have any conflict of interest.



**PHILADELPHIA YEARLY MEETING  
CONFLICT OF INTEREST / DUAL LOYALTY POLICY  
ANNUAL DISCLOSURE STATEMENT**

I have read the Conflict of Interest / Dual Loyalty Policy adopted by the Philadelphia Yearly Meeting (PYM). To the best of my knowledge, there are no matters other than those set forth below, that could give rise to a conflict of interest / dual loyalty with my obligations to the Philadelphia Yearly Meeting. I understand a conflict of interest / dual loyalty could occur when I have a personal interest or loyalty (either directly or through an affiliate) in a contract, transaction, arrangement, or other issue involving PYM being considered by the council or committee of which I am a member, that is, or may be, economically or otherwise, adverse to, or different than, that of PYM.

**Disclosure:** Below is a list of all organizations and business relationships that could give rise to a conflict between my personal interest/loyalty and my obligation to PYM because:

1. the other organization is an entity of which I, or any relative of mine\*, is a director, officer, trustee, partner, or employee; or
2. the other organization is an entity from which I, or any relative of mine, receives direct financial benefit from grants\*\*, programs, or services.

( ) I understand and will uphold the duty of confidentiality.

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Council:** \_\_\_\_\_

\* A "relative" is any person who is (a) spouse or partner of the member, (b) a parent, child, brother, or sister of the member, (c) a parent, child, brother, or sister of the spouse or partner of the member, and (d) the spouse of each person listed in clause (b) and clause (c).

\*\* This policy does not require members to reveal receipt of any individual PYM grants authorized by a sister council, committee or granting group of which they are not a member.

## B. Granting Group Guideline Change Request

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Approved November 2016

### Granting Committee Guidelines Change Form

The PYM Granting Committee must approve changes to Granting Group guidelines. When your Granting Group decides to request a change, please record the decision in your group's meeting minutes and notify the PYM Granting Committee by *e-mailing* your *Granting Group's minute* to [grants@pym.org](mailto:grants@pym.org) with either *this form* OR an *electronic markup of your current guidelines* showing changes requested. Please include in your e-mail 1) the reasons for the changes and 2) the dates and contact information specified below.

The Granting Committee will be in dialog with your Clerk or designated contact person if there are further questions. If you are recommending multiple changes using this form, please include one recommended change per form. This information and format will help the Granting Committee to clearly understand and quickly act on your request.

GRANTING GROUP NAME: \_\_\_\_\_ DATE OF MINUTE:  
\_\_\_\_\_

CLERK OR CONTACT NAME: \_\_\_\_\_ NEXT APPLICATION DEADLINE:  
\_\_\_\_\_

✓ *Check preferred contact method(s):*  CELL PHONE: \_\_\_\_\_  HOME PHONE:  
\_\_\_\_\_

E-MAIL:  
\_\_\_\_\_

**CATEGORY OF CHANGE:** *Choose one only. For multiple changes, use additional copies of this*

*form.*  **Purpose** - A brief summary of your granting group's work.

**Types of Grants** - A summary of who and what your group's grants can support; this tells people if the group is a good fit to apply to, and whether they want to apply.

**Eligibility** - Who can receive grants from the funds in your care, and for what purposes, as determined *by the restrictions and purposes of those funds?* [Other restrictions determined by PYM or by your granting group in stewarding those funds should be described in '*Application Requirements*'.]

**Application Requirements** - Who can receive grants from the funds in your care, and for what purposes, as determined *by PYM?* What additional requirements exist beyond those imposed by fund restrictions - do you limit applications to once a year? Do you require reporting on past grants? This category includes that kind of requirement. [Preferences about what kind of applications your group would prefer to fund should go under

**'Priorities'**. Legal restrictions on the funds in your care should be described under **'Eligibility'**.]

- Priorities** - What kind of projects and needs do you prefer to fund? What factors do you consider when deciding between applications? [If there is something that would *prevent* you from making a grant, that should be listed under **'Application Requirements'**.]
- Grant Size** - Are there upper or lower limits on the size of grants from your group? Is there are typical grant size applicants might expect, if their application is approved?
- Application Procedures & Expectations** - An explanation of the process of applying and reporting; this category explains how to apply, as distinct from whether or not one is eligible to apply.
- Application Timeline** - A summary of dates relevant to the application process, for reference; when are your deadlines, and when do you meet to make decisions?
- Funds** - Names & descriptions of funds under your group's care [detailed fund restrictions that relate to applications should be included under **'Eligibility'** above]. This information is included in guidelines to provide transparency to applicants, and to honor the donors who made these grants possible. It is also useful for the granting group's own reference since they are the ones who make allocations from these funds. Applicants apply to the Granting Group and not to specific funds.
- Contact** - To whom, and to where, inquiries, applications, & reports should be directed.
- Other** – Please explain in Section 3, 'Reason For Change'.

**1. Original Guideline Text** *Please type or paste here:*

*Attach pages as necessary*

**2. Proposed New Text** *Please type or paste here:*

*Attach pages as necessary*

### **3. Reason For Change**

*How did the need for change arise? Explain impact on grant effectiveness and/or application process:*

*Attach pages as necessary*



**PHILADELPHIA YEARLY MEETING  
GRANTING COMMITTEE HANDBOOK**

**APPENDIX B  
APPOINTMENTS SUBCOMMITTEE  
HANDBOOK**



# PYM Granting Committee

## Appointments Handbook: *Granting Group Membership*

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### Background

One of the primary responsibilities of the Granting Committee is to maintain sufficient membership in each of the Granting Groups under its care. Here, sufficient means not only sufficient numbers to adequately distribute the funds assigned to each Granting Group, but also the proper mix of skills and institutional memory to carry out the wishes of the donors and to provide meaningful witness for the Yearly Meeting.

### **Appointments Subcommittee Guidelines**

The Granting Committee's Appointments Subcommittee must consider the full cycle of membership on a Granting Group, and the steps necessary to recruit, install, maintain, and recognize members for service. This document contains a timeline outlining the annual process, a workflow for appointing new members, a form for gathering information on each prospect, a checklist for tracking necessary steps taken in contacting each prospect, and the beginnings of a handbook that explains terms, guiding principle, and policies. It is intended that an individual checklist will be started for each prospect for a slot on a Granting Group, and will be used to make sure all necessary information about the prospect is received and noted by the Granting

Committee, and that the member receives all necessary information about their role on a Granting Group.

This checklist will remain active, and the "career" of the now-member will be tracked, and the proper end-of-term procedure recorded. Again, the procedure is to track the complete cycle of service of a member, from prospect, to serving member, to an ex-member; and to make sure helpful information is imparted to the prospect, and that the Granting Committee follows good practices in both recruitment and recognition of service.

We note that PYM has treated the appointments to Committees and Groups with fiduciary and grant making responsibilities as quite special, and worthy of extra thought and consideration. We would be advised to remember that history and the reasons for the additional clearness process.

*"The Nominating Committee, when making nominations, is sensitive to the need for balance in the areas of geography, gender, and spiritual discernment. The Committee also encourages Friends to view service to the Yearly Meeting as an opportunity for spiritual growth as well as an obligation."*

**The Appointment Subcommittee uses the Queries from the PYM Nominating Handbook when reviewing nominees.**

1. Is the person a member or sojourning member of a monthly meeting within our Yearly Meeting?
2. Does the person have appropriate resources, abilities, leadings, and spiritual gifts?
3. Is the person experienced in spiritual discernment?
4. Is the person already serving our Yearly Meeting in one or more capacities and, if so, is service in another position rightly ordered at this time?
5. Do our nominations promote diversity of gender, ethnicity, age, geographic region, viewpoint, and background?
6. Is there a good mix of individuals with little or no experience and those with experience?

# The Appointments Process

## *Key*

GG = Granting Group

GC = Granting Committee

## When Does a Granting Group Need Members?

- Members cycle off on schedule
- New or different skills are needed due to changes in granting group work
- Normal attrition and members leaving off-cycle

There are other reasons a GG may need more members. GC may decide that additional members are needed beyond the historical roster in order to spread the work around or to take on some new set of tasks or witness. A need might become evident in the course of regular review by the GC, or arising out of a request by the GG.

Further, there are times when a GG may have an underperforming member. The GG clerk should determine the cause(s) and contact GC liaison to explain the problem. A representative of the GC can then contact the member and enter into a dialogue. Usually, the conversation can be framed in a way to avoid upsetting the member.

## Where to Look for New Members

Members may be found passively, in the normal course of life, when a GC member notes that a PYM member with whom they are acquainted might be a good fit for a granting group; and actively, when the GC publicizes a need for GG members and solicits inquiries. Members already involved with PYM structures may be good prospects, but care should be given to inviting qualified PYM members who are not already involved. Granting Group members, sprint and collaborative members, and quarterly and monthly meeting members might also be asked to put forward recommendations.

## Term Limits and Length of Service

Members of granting groups are appointed for a fixed and definite period of time, an approximately three-year term.

- o Terms start on August 1 and run for three years. All terms end on July 31<sup>st</sup>.
- o A member may be nominated and appointed before or after August 1<sup>st</sup>, and in that case the new member will have an end date of August 1 that is either a little short of three years or a little over, depending on how close to August 1

they began; the terms are fixed by date of rotation, and not by length of service.

- No one will be appointed to fill out an existing term (i.e., to serve for a one- or two-year term).
- At the end of the term, the member can be asked to serve again (be reappointed).
- Members may serve up to a maximum of three consecutive terms (approximately nine years).

## Yearly Process

### Recruitment, Installation, Maintenance, Recognition

As Needed:

1. If a granting group member decides at any time not to continue, a minute of appreciation will be written by the Granting Committee Clerk
2. If a granting group requires new members as a result of a timely need, locate and appoint new member(s)
- 3.

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**August**

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**September**

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**October**

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**November**    *Staff: provides list of current members in their third year of appointment (and highlights those in their third panel)*

*Subcommittee: contacts GG Clerks to (1) notify of members leaving; (2) ask whether members completing 1<sup>st</sup> or 2<sup>nd</sup> panels should be reappointed; and (3) discern whether additional members skills or attributes are needed to accomplish the group's work.*

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**December**

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**January**    *Subcommittee: contacts members who will be completing their service to (1) remind them of this, with the end date (end of July), (2) recognize and thank them for their service to date.*

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**February**    *Subcommittee: contacts current members in third year of appointment who have been preapproved by their GG Clerk to ask (1) whether they wish to be reappointed, (2) if they have any questions or concerns about their service, (3) recognize and thank them for their service to date.*

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**March**        *Subcommittee: identifies how many (if any) new members are needed for each granting group*

*Subcommittee: identifies and discusses prospects for nomination internally*

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	<i>Subcommittee: contacts prospects per procedure in checklist [see next page]</i>
<b>April</b>	<i>Granting Committee: reviews information for prospects and reports from subcommittee, approves or declines to approve nominations</i>
<b>May</b>	<p><i>Granting Committee: reviews information for any additional or deferred prospects and reports from subcommittee, approves or declines to approve nominations</i></p> <p><i>Subcommittee: notifies nominees that they have been appointed, effective either August 1 or immediately</i></p> <p><i>Subcommittee: notifies Granting Group Clerks of appointments, effective either August 1 or immediately</i></p> <p><i>Subcommittee: notifies prospects not nominated, thanks them for bios. Not the best match for needs of the group now; will keep on file, May we contact them regarding other openings?</i></p>
<b>June</b>	<p><i>Subcommittee: drafts and sends report to Administrative Council on new, current, and rotating members of Granting Groups</i></p> <p><i>Subcommittee: drafts and sends minutes of appreciation to members rotating off of Granting Group in this month</i></p>
<b>July</b>	

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## Nominating Checklist for Granting Group Members

### Workflow for nomination of a new member

This is a checklist for the process of how a candidate is appointed to a granting group. This may arise (1) as part of the yearly membership review, or (2) at other times during the year because of a timely need for new members on a given Granting Group.

#### Workflow & Checklist

1. **Initial contact:** subcommittee member obtains candidate's basic information from PYM Staff. Member calls candidate to discuss interest after sending out the Subcommittee's email to forinitial . Candidates are not *asked to join*; they are asked if they are *interested in joining*, to avoid awkwardness and confusion if their nomination is not confirmed.
  - a. Information you should give prospect:
    - i. Role of the Granting Committee and who you are
    - ii. What work the particular Granting Group does
    - iii. Meeting dates, times, and locations (if known), and/or frequency of meetings

- iv. Expectations for that Granting Group (site visits? travel? time commitment per year?)
  - v. Term limits
  - vi. Make clear that they are being asked about serving on a specific granting group (and which one)
  - vii. Make clear that they are being asked if they are interested in doing this work, they are not (yet) be asked to do this work
  - viii. Timeline of the nomination process itself
2. **Second contact:** If candidate is interested, follow up by email or mail to provide additional information for them to review, and a space for them to ask questions
- a. Information you should give prospect:
    - i. Copy of GG Guidelines
    - ii. Timeline of the nomination process itself (again)
    - iii. Anything missed in the first contact
  - b. Information you should ask for:
    - i. Provide a copy of the basic information you have (contact information, meeting membership) and ask if anything needs to be changed.
    - ii. Ask for a *brief* (one-paragraph) bio and a *brief* (one-paragraph) statement of why they are interested in serving on [a particular] granting group, in their own words. Note that this might be shared with the GG and the GC.
3. **Third contact EITHER:**
- a. Ask if the candidate has reviewed all materials and information and whether they are willing to serve on the particular Granting Group, or
  - b. Confirm to the candidate that you have heard already that he/she *is* interested in serving on a particular Granting Group, in response to prior contact
4. **Granting Committee review:**
- a. **GC Appointments Subcommittee member:** brings the nomination to the subcommittee for recommendation to the full Granting Committee if approved.
  - b. **The subcommittee** forwards the recommendation to the GC Clerk and Director of Grant Making where it is placed on the GC meeting Agenda. At the same time the Granting Group Clerk is notified of the nominee and consulted confidentially.

- c. **Granting Committee as a whole:** reviews nominees and approves or declines to approve them. **NOMINEES THAT ARE APPROVED BECOME MEMBERS OF THE GRANTING GROUPS, AS DESIGNATED BY THE GRANTING COMMITTEE.** Their service will commence either: (1) August 1<sup>st</sup> or (2) immediately, if filling a vacancy or an enlargement of the Granting Group. **NOTE: If the appointments subcommittee must fill a vacancy which cannot wait until the quarterly GC Committee meeting, The GC Clerk may obtain electronic approval from the full committee. When this occurs, the appointment is minuted at the next GC meeting.**
  - d. **GC Meeting Recorder:** notes appointments to the granting group in meeting minutes
  - e. **Granting Staff:** notify PYM Database Coordinator of membership changes, using minutes
5. **Confirm decisions to nominees:**
- a. **Subcommittee:** *Email* nominee (so they have a written record) notifying them that they have been appointed. *CC GG clerk, so that the clerk is aware, and note that the new member will be contacted by the GG clerk*
  - b. **Granting Group Clerk:** *Email* or call nominee, welcoming him/her to the GG. *Attach or send copies of recent GG minutes and agendas, so the new member is familiar with recent work the GG has done. Affirm term dates and meeting dates and note next meeting date if known.*

## **PYM Granting Group Membership Prospect Information Form**

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Contact Date(s)

Prospect Name

Address, City, State, Zip

Monthly Meeting

Preferred Tel. Number             Work    Home    Cell

Alternate Tel. Number            Work    Home    Cell

E-mail Address

Relevant Experience, Skills, and Interests

Demographics [if known and relevant]

Granting Group(s) interested in

GC Contact Person

Comments

## Checklist for Contacting Nominees

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Action	Done ('yes' if done)	Done by whom	Date Done
Obtained basic information from staff			
Initial contact with the prospect			
- Identified & Explained Granting Group			
- Explained term system			
- Explained appointment process			
Follow-up contact			
- Sent GG guidelines			
- Sent GG meeting dates			
- Sent Granting Committee background information			
- Asked for a brief bio			
* Received brief bio			
- Asked to correct basic info if needed			
* Received correct info OR not needed			
- Asked for a brief statement on interest			
* Received statement on interest			
- Asked if interesting in serving			
* Received answer (note answer below)			
Granting Committee review			
- Send information above to PYM Staff			
* Heard decision from GC			
IF APPROVED			
- Notify contact that they are now a member			
- Notify contact of next meeting date			
- Send past minutes to member			
- Notify GG Clerk of new member (cc member)			
- Reaffirm term end date			

- Notify PYM staff of membership			
IF DECLINED			
Notify contact that they were not appointed; not best match for GG at this time.			
Thank them for bio – we want to keep it on file; thank them for willingness to serve.			
Ask - may we contact them if we have another opening?			

## Nomination Process Letter Templates

The following letter templates are provided for the steps of the appointment process. These templates have been developed as a resource for the work of the Appointments Subcommittee. The templates may be personalized or adapted but must contain the information appropriate for the step of the process.



# Philadelphia Yearly Meeting *of the Religious Society of Friends*

Wednesday, March 04, 2020

Dear Friend,

You have been nominated to serve on the \_\_\_\_\_ Granting Group of Philadelphia Yearly Meeting Grants. As a member of the Granting Appointments Subcommittee I am contacting you to inquire about your interest in serving the yearly meeting in this way.

If you are interested in serving, the next step would be to provide a short statement of interest inclusive of some applicable biographical information. The committee would also like to know if you have skills in the clerking or recording roles.

Once received, this information will begin the Grants Appointment Subcommittee discernment about your nomination at our monthly meeting.

In service and light,

( )

PYM Grants Appointment Subcommittee

## **PYM Granting Committee**

**Pym.org 215-241-2718**

Ken Park, Clerk

Tom Armstrong

Yolanda Covarrubias

Wally Evans

Doug Humes

Carter Nash

Irene Oleksiw

Tom Peterson



# Philadelphia Yearly Meeting *of the Religious Society of Friends*

Wednesday, March 04, 2020

Dear Friend (Appointee),

This is your official notification that you have been appointed by the Philadelphia Yearly Meeting Granting Committee to the (Name) Granting Group.

Your first of three possible terms on the Granting Group will end on (7/31/ (year)). Thank you for agreeing to serve.

You will find the granting group's information at ([pym.org](http://pym.org) granting group link).

The Clerk of your granting group is (Clerk's Name and email link), who is copied here.

She will provide an orientation to introduce you to the group's recent work, and confirm the meeting schedule for the coming year.

Please contact your Clerk if you have questions about the granting group and its work. Feel free to contact me with questions or concerns.

Sincerely,

( )

For the PYM Granting Appointments Subcommittee

## **PYM Granting Committee**

**Pym.org 215-241-2718**

Ken Park, Clerk

Tom Armstrong

Yolanda Covarrubias

Wally Evans

Doug Humes

Carter Nash

Irene Oleksiw

Tom Peterson



# Philadelphia Yearly Meeting *of the Religious Society of Friends*

Wednesday, March 04, 2020

Dear (Friend's Name)

I am on the Granting Committee's Appointment subcommittee. We are tasked with appointing and reappointing members of PYM's Granting Groups.

According to our records your current term as a member of the (Granting Group Name) Granting Group is due to expire on (Date). You are eligible to be re-appointed to the committee.

The clerk of the granting group is hopeful that you will be able to continue your service.

Please notify me of your wishes by replying to this email or calling me at (Your Phone Number).

The Granting Committee welcomes any suggestions you might have of other PYM Friends who might be willing to serve on both your committee and any other part of our charitable organization.

In faith and service,

(Member Name)

PYM Granting Appointments Subcommittee

## **PYM Granting Committee**

**Pym.org 215-241-2718**

Ken Park, Clerk

Tom Armstrong

Yolanda Covarrubias

Wally Evans

Doug Humes

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Irene Oleksiw

Tom Peterson



**Philadelphia**  
**Yearly Meeting** *of the Religious Society of Friends*

Wednesday, March 04, 2020

Dear ( Re-Appointee),

This is your official notification that you have been reappointed by the Philadelphia Yearly Meeting Granting Committee to the (Granting Groups Name) Granting Group.

This begins your (term number) of three possible terms on the Granting Group.

This term began on ( ) and will end on ( ). Thank you for agreeing to serve again!

Sincerely,

(Member's Name)

PYM Granting Appointment Subcommittee

**PYM Granting Committee**

**Pym.org 215-241-2718**

Ken Park, Clerk

Tom Armstrong

Yolanda Covarrubias

Wally Evans

Doug Humes

Carter Nash

Irene Oleksiw

Tom Peterson



**Philadelphia**  
**Yearly Meeting** *of the Religious Society of Friends*

Wednesday, March 04, 2020

Dear (Clerk's Name),

As part of the Granting Committee's Appointment process, we forward the names of any nominees to the Granting Group to the Clerk when the discernment process is beginning.

(Nominee's Name) from (Meeting) is currently under discernment for the (Granting Group Name) Granting Group.

Please feel free to consult with your Granting Committee Liaison (Name) with any concerns you might have with this nomination.

Sincerely,

(Member Name)

For the PYM Granting Appointments Subcommittee

**PYM Granting Committee**

**Pym.org 215-241-2718**

Ken Park, Clerk

Tom Armstrong

Yolanda Covarrubias

Wally Evans

Doug Humes

Carter Nash

Irene Oleksiw

Tom Peterson



**Philadelphia**  
**Yearly Meeting** *of the Religious Society of Friends*

Wednesday, March 04, 2020

Dear ( )

On behalf of Philadelphia Yearly Meeting Granting Committee, I would like to extend our sincere thanks for the service you have provided to the ( ) Granting Group. Your service concluded on ( ).

It is through the service and dedication of individual Friends that Philadelphia Yearly Meeting Grants continues the stewardship of our Quaker legacies. Faithful commitment on the part of PYM Friends such as yourself has helped sustain the yearly meeting's ability continue to make grants that further Friends Testimonies and strengthen of our religious community.

In service and light,

( Clerk )

PYM Granting Committee, Clerk

**PYM Granting Committee**

**Pym.org 215-241-2718**

Ken Park, Clerk

Tom Armstrong

Yolanda Covarrubias

Wally Evans

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