

# Local Development Finance Authority Ann Arbor/Ypsilanti SmartZone

## **Grant Review Committee Charter**

Approved by the Board [DATE]

### PURPOSE

The Grant Review Committee reviews grant applications submitted to the Ann Arbor/ Ypsilanti SmartZone Local Development Finance Authority (“LDFA”). The Grant Review Committee accepts grant proposals per process described in the document “Guidelines and Processes Governing the Application for Funding to the Local Development Finance Authority of the Cities of Ann Arbor and Ypsilanti, Michigan”.

### AUTHORIZED ACTIVITIES

- Develop the grant proposal evaluation process
- Review submitted proposals for compliance with the proposal requirements and alignment with the LDFA strategic objectives
- Reject proposal submissions that do not comply with the approved LDFA Grant Funding Guidelines
- Make funding recommendations to the LDFA Board for final approval
- Notify applicants of funding decision

### MEMBERSHIP

The Committee shall consist of three to four members. Members shall serve for a 12-month term. (July 1st through June 30th). There is no limit to the number of terms a member may serve.

### MEETINGS AND REPORTS

The Committee will meet at least once per quarter to review proposals submitted by the quarterly submission date. Prior to meeting, committee members shall review the submitted proposals and come prepared to discuss the proposal merit.

On a quarterly basis the Grant Review Committee will submit a report to the LDFA Board summarizing the proposals received and the funding recommendations.

### DURATION

The Committee shall serve until dissolved by the Board of Directors.

### RULES OF OPERATION

1. Grants will be submitted to the Chief Financial Officer of the City of Ann Arbor.
2. Grant proposals will be evaluated on a quarterly basis. The evaluation process will take place during January, April, July, October.
3. Applicants will be notified in writing of the funding decision.

4. Proposals rejected for lack of compliance with proposal guidelines may be resubmitted as corrected.

#### CONFLICT OF INTEREST

Members are required to bring any conflict, potential conflict, or the appearance of a conflict to the attention of the LDFA board. Any Member who is determined to have a conflict of interest will be prohibited from participating in any committee or LDFA Board work on the topic.

#### GRANT REVIEW COMMITTEE MEMBERS

Committee Members (July 1, 2019 – June 30, 2020)

- Heather Grisham, Chair
- Caryn Charter
- Stephen Rapundalo