



Petoskey-Harbor Springs Area
community foundation

YAC GRANTMAKING AND INTERVIEW DAY

IMPORTANT INFORMATION TO KEEP IN MIND

The Petoskey-Harbor Springs Area Community Foundation's Youth Advisory Committee (YAC) has always agreed that a large list of rules is not necessary. Respecting each other's opinions has been the one guiding principle.

However, as a member of the Youth Advisory Committee with the responsibility of allocating community grant dollars toward youth issues, it is very important that some basic grantmaking principles and practices be followed.

CONFIDENTIALITY – Organization information is trusted to you either through the grant proposals or presentations. This information is not to be shared with people outside of the YAC. YAC grant discussions and decisions are also not to be shared. Official notice of the grant decisions will come from Community Foundation staff following the final approval by the Board of Trustees. Confidentiality is strictly necessary to maintain the trust of the organizations and the general public.

CONFLICT OF INTEREST – In the event a family member is employed, volunteering or receiving services through one of the organizations that has applied for funding, please indicate this at the beginning of the discussion on this organization.

RESPECT FOR DIFFERENT VIEWPOINTS – Throughout the grantmaking process you will be exposed to different viewpoints and you will be expected to share yours. As always, everyone's opinion is important and will be respected.

INTERVIEW DAY ETIQUETTE – Read all the grant proposals before the interview day and have your questions ready! The purpose of the personal presentations is to obtain information that was not available or unclear in the written proposals. When asking questions, please put yourself in the presenter's position. Not all presenters are comfortable in front of a large group. It is your responsibility to make them feel welcome and as comfortable as possible. Respect the time they are taking to meet you, give them your full attention during the presentation - that includes not eating or whispering to each other during their presentation.