

The Guidelines of Operation

The Women's Giving Circle of North Central Florida



Women's Giving Circle of North Central Florida

Guidelines of Operation

History

In 2006, the female board members of the Community Foundation of North Central Florida (then known as the Gainesville Community Foundation) identified the need for a fund focused on programs that support women and girls. The Women's Giving Circle of North Central Florida (WGC) was established to meet this need.

Vision

The WGC is dedicated to supporting the work of agencies that fulfill our mission. Through the power of collective giving, the WGC will significantly enhance their impact and improve our community.

Mission

The mission of the WGC is to meet the needs of women and girls primarily in the Alachua County community by supporting programs that empower women and girls through education, self-sufficiency, and personal development.

The goal of the WGC is to:

- Support programs that empower women and girls in our community,
- Educate members about the power of women as donors and philanthropists, and
- Connect women with other women who are interested in building a better community.

Sponsor and Fund Management

The WGC is under the sponsorship of the Community Foundation of North Central Florida (CF). WGC monies are held in a field of interest fund established and managed by the CF.

Donors

While anyone who wishes to further the mission and vision of the WGC through financial support can donate, a "donor shall be defined as any woman who annually complies with the following financial obligations:

- Contribute a minimum of \$1,000 per year to be paid annually by the close of the fundraising cycle which begins September 1 and ends on January 31 of the following year. Payment plans may be arranged through staff at the CF.
- Women age 40 and younger may contribute \$500 and be classified as a donor.

Each donor shall have one vote regardless of the amount of any contributions in excess of the annual amount required. Less a \$50 administrative fee, 80% of each gift will be used for grants while 20% will be held in a WGC endowment fund to create a legacy for the WGC. Donors must have made their donation as of January 31 to be eligible to vote on grantmaking and/or serve on committees for that year.

Businesses may become corporate donors by contributing an annual fee of \$1,500. This fee entitles them to the following:

- A certificate of recognition
- Their logo will appear on the WGC newsletter, CF website, and all printed materials produced by the WGC
- An invitation for one representative to all WGC events
- Recognition in the CF annual report

Giving Circle Committees

The WGC shall have a Leadership Team and a Grants Committee. On an annual basis, the chairwoman for each will review their committee's needs and recommend a structure to the WGC donors. The term for committee chairs and officers is two years.

Leadership Team

The Leadership Team is responsible for executing the mission and vision of the organization and ensuring the effective operation of the WGC. The current President and CEO of the CF will serve on the Leadership Team. Donors can express their interest in serving on a committee through the Donor Form or by contacting CF staff. Committee structures will be evaluated yearly between June and September. The following activities are included in this responsibility:

- Assist the CF in planning and directing social and educational events for the WGC
- Oversee all the organization's business, including fundraising and grantmaking
- Prepare the calendar of work for each fundraising and grants cycle
- Recruit new donors
- Assess donor needs and interest

Grants Committee

- Develop grants process, guidelines, application
- Review the grant applications
- Recommend a list of annual grants
- Maintain grants process and recommend changes to achieve strategic objectives
- Oversee post grant evaluation tasks

Grants

General Grant Criteria for Awarding Grants

The WGC is interested in funding programs that will produce significant improvement in the lives of women and girls. Proposals will be considered that support new and innovative ideas as well as those with demonstrated results and impact.

Type of Grants Awarded

- **General Grants.** General grants are traditionally smaller in size and are limited to one year of funding to a specific agency, followed by one year of ineligibility.
- **Impact Grants.** The WGC will award one impact grant per year to fund programs consistent with the primary impact area within the WGC mission statement. The primary focus for this type of grant is identified by the Leadership Committee and approved by the donors.

Eligible Organizations

The WGC will consider proposals from not-for-profit organizations physically located in the North Central Florida area and qualified as tax-exempt under Section 501(c)(3) of the IRS code or classified as a unit of local government. Proposals must seek financial assistance in support of community programs that focus on providing services to women and girls living in the North Central Florida area.

Staff

The CF Staff will provide the following support to the WGC:

- Serve as a connection between the WGC and CF
- Provide long-term continuity
- Support donors in strategic growth and activities at a feasible level

Decision/Approval Process

Day-to-day implementation: The Leadership Team and CF staff work in consultation to consider ideas and recommendations from committees, donors and/or staff.

Fundraising activities must be approved in advance by the CF Board of Directors per the CF's Fundraising Policy.

Changes to Guidelines shall be recommended by the donors and approved by the CF Board of Directors.