

4. Don Cipriani, IGNITE Philanthropy* (Special Advisor)
5. Fasil Marriam, Children’s Rights and Violence Prevention Fund
6. Frederique Seidel, World Council of Churches
7. Gonzalez Marsie, Aldeas Infantiles SOS
8. Helena Duch, Oak Foundation* (Special Advisor)
9. Mark Canavera, CPC Learning Network
10. Paula Wachter, Red por la Infancia
11. Petra Heusser, Child Protection Area of Responsibility
12. Stephen Blight, UNICEF
13. Sabine Rakotomalala, World Health Organization
14. Silvia Novoa, World Vision International in Mexico
15. Susan Hillis, Center for Disease Control and Prevention

IV. MEMBER REPLACEMENT

A Committee member may be removed by unanimous vote of other Committee members for continued absence, or other appropriate reasons. In the event that a Committee member is removed or resigns, the original appointing body will select a replacement.

V. OPERATIONS

- The Committee will review funding requests, both contracts and proposals, on a rolling basis and in batches depending on the date of submission. See schedule below:

SUBMISSION DEADLINE	AWARD NOTIFICATION DATE (BY)
August 31, 2018	September 28, 2018
October 31, 2018	November 27, 2018
December 31, 2018	January 31, 2019

- The coordinator will pre-screen all applications to determine eligibility and basic qualifications as defined in the request for proposals;
- The coordinator will provide Committee Members with a set of contract proposals and written guidelines that outline their responsibilities, considerations for reviewing and scoring contract applications (based on the Application Assessment Tool), and the general nature and timeline of the review process. Any questions or concerns that arise may be directed to the coordinator;
- Contract proposals will be assigned by the coordinator based on the member’s area of expertise, interest and language proficiency;
- Reviewers will be responsible for scoring their assigned applications and producing a very brief written summary of their evaluation of each application, including their recommendation for accepting the submission, rejecting the submission or seeking additional information from the submitting organization. Any requested information must be submitted to the coordinator and reviewer by a set deadline;

- Contract applications and recommendations will then be discussed at the Committee level;
- If a member is unable to complete the evaluation by a deadline set by the coordinator, the contract proposals will be redistributed among other members of committee;
- All voting members of the Grants Review Committee lacking a conflict of interest will be invited to participate in the final review and awarding decisions;
- A quorum of at least 7 members must be present to vote on award decisions (in person, by conference call or email), with the exception of brief periods in which a reviewer may leave to avoid a conflict of interest;
- Decisions are made by a majority vote, a quorum being present;
- Email vote. In certain cases, depending on the urgency or a special circumstance, an email vote may be required. This may involve an email from the coordinator to each member detailing the proposed action and the deadline for voting. If at least seven members respond by the deadline and four vote the same way, the action will be taken.
- Decision letters will be sent to each applicant from New Venture Fund.

VI. CONFLICT OF INTEREST

Review Committee members must declare any conflicts of interest prior to the grants review assessment call/meeting. Members with conflict of interest will recuse themselves when their projects are discussed. A conflict of interest exists if a committee member has a real or apparent conflict of interest with an individual or an organization that has submitted a contract proposal he or she is supposed to review, vote on or manage. The committee member must recuse herself/himself for the following reasons if he/she, a close relative (e.g., spouse, minor child, sibling, or parent), or partner (e.g., close professional associates or other colleagues):

- Has a financial interest in the outcome of an activity;
- Serves as an officer, director, member, owner, trustee, expert, advisor, consultant (with or without compensation), or employee of an applicant or other organization that would be affected by his or her decision;
- Is negotiating or has an arrangement for prospective employment with an applicant or other organization that would be affected by his or her decision.

VII. TIMELINE AND MEETINGS

- The coordinator will determine meeting/calls times and schedule with feedback from members;
- Committee meetings and voting shall be held via conference call, in-person or via email.