

February 15, 2023, 11:30am - 1:00pm PT/12:30-2:00 pm MT

**AGENDA**

##

## # of people in attendance: 35

## Meeting Schedule/Agenda

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| --- | --- | --- | --- |
| **Time** | **Min** | **Activity** | **Presenter** |
| 11:15 - 11:30am  | 15 | Meeting Prep-reviewed tech and presentation structure | Programming Committee |
| 11:30 - 11:45am | 15 | * Welcome – Jodi
* Asked attendees to introduce themselves in the chat
* Provided brief overview of GPA
* Asked exec members to introduce themselves
* Chapter business
	+ **Member Survey** – Lisa gave update
		- Great participation with interest in volunteering
		- Many responses geared towards more opportunities for connecting. Chapter will be considering in-person meet-ups in near future.
		- Provided a link in chat for [GPA Meetups Survey](https://docs.google.com/forms/d/e/1FAIpQLSfF29Fgj0dHhTPpg63pHEVQtgEHJ1qTXG5qbVH9zKb5X2om_A/viewform) to gather feedback on in-person meet-ups.
	+ **Call for Volunteers** – Jodi opened conversation
		- Communications – Heather provided a quick overview, if interested or for more info, email at gpanorthwest1@gmail.com
		- Programming – Darci provided a summary of programming committee, if interested or for more info, contact Darcie at dspar@oregonfoodbank.org or gpanorthwest1@gmail.com
	+ **National Scholarship** – Lisa gave update
		- Window for applications for membership to GPA (national) is open. Due date Feb 28.
	+ <https://grantprofessionalsfoundation.org/available-scholarships/>
	+ Conference scholarships will be open in June
	+ Lisa will send follow-up email to chapter members with info and links
	+ **WVDO/GPA Event** – Isabel gave overview
		- Isabel provided an overview of event; Arthur gave info on the pre-event workshop to prepare LOI prior to event with funders and peers
	+ <https://wvdo-or.org/workshops/letter-of-inquiry-workshop/>
 | JodiExec CommLisaJodiHeatherDarcieLisaIsabel/Emmanuelle |
| 11:45 - 11:50am | 5 | **Intro to Tech Stuff*** + Isabel provided info on how to use zoom functions in break-out rooms and during presentation
 | Isabel |
| 11:50 - 11:55am | 5 | **Introduction of Program** - Darcie* + Poll: What is your opinion about budgets?
	+ Results of poll question:
		- Budgets are beautiful – 47%
		- Budgets are boring – 7%
		- Budgets baffle and bewilder me – 33%
		- Budgets are the bane of my existence – 13%
 | DarcieIsabel |
| 11:55 - 12:10pm | 15 | **Breakout groups: Introductions and Question*** + Reflecting on your experience with budgets, what challenges would you like to highlight for or ask funders about?
		- Questions to funders (for LOI event) can be found [here](https://docs.google.com/spreadsheets/d/1ducH9NLlynH7PSPR2DXfktuFEdEPdYUurKzQN1_IZr4/edit#gid=1038301254).
 | Darcie |
| 12:10 - 12:20pm | 10 | **Report back**: each group shares ONE question/challenge.* + Questions shared by breakout groups included:
		- How do we reflect overhead cost in the budget?
		- Are funders open to other budget templates from the ones they are requesting? If org already has budget prepared, but funder has their own form, can we submit what we already made?
		- How would funders like grantees to handle the situation where you know the numbers are wrong but you don’t have any other information to give them?
		- How flexible can budgets be in terms of indirect/admin costs?
		- Is it off-putting to have the org budget? How nailed down does the budget have to be for the request?
		- How can we include capacity building in the budget? (e.g., fundraising, operating, etc.)
		- What are funders looking for in a budget?
		- How detailed should the budgets be? Taking into account possible changes in programming or pricing due to external factors between time of submission to time of award - how detailed should budgets be? Are funders flexible?
		- What are cost that are not acceptable to funders in a budget? What are the dealbreakers? What do they not like to see in budgets?
 | Darcie |
| 12:20 - 12:55pm | 35 | **Budget Building** * + Darcie invited the group to work on a program budget together
	+ Participants contributed feedback via chat and “in-person.”
	+ Some highlights:
		- Put your org name at top of budget (not funder name)
		- Budget as a support of the project description – paint the picture in numbers
		- Indirect costs: lump or detailed? depends on funders and what they may require. If it helps support the ask, or there is a strategic angle, add details
		- More feedback below (end of document)
 | Darcie and Nicole |
| 12:55 - 1:00pm | 5 | **Wrap up** – Darcie* + Lisa will send follow-up email with links to budget docs and scholarship link
	+ Jodi – Questions/requests to be added to mailing lists: gpanorthwest1@gmail.com
 | Darcie |
| 1:00 – 1:30pm  |  | **Post-meeting networking** - continue conversation informally* + A handful of people stayed 5 minutes past one.
	+ Meeting ended at 1:10pm
 | Darcie and Emmanuelle |

**EXECUTIVE COMMITTEE**

President: Jodi Tanner Tell

Vice President: Lisa Kron

Secretary: Jenny Lind

Treasurer: Melissa Gardea

**CHAIRS**

Programming Chair: Darcie Spar

 Regional Conference Chair: Arthur Davis

 Social Chair: Heather Ellis

 Membership Chair: Susy Lacer

 Former President: Jennifer Mangieri, Heather Ellis

GPA Advisory Board: Heather Ellis, Arthur Davis, Darcie Spar, Rick Horton, and Jennifer Mangieri

**2023 GPA Meeting Dates**

|  |  |
| --- | --- |
| **Chapter Meetings***Wednesdays, 11:30 am - 1:00 pm* | **Executive Committee Mtgs***Fridays, 3:30 – 5:00 pm* |
| May 17th | April 14th |
| August 16th | July 14th |
| December 6th | October 20th |

**Budget Comments (from chat / shared by participants)**

General

* I include the project dates rather than the calendar or fiscal year
* Using the budget to help tell your story can be particularly helpful when you have limited space in the narrative.
* It may seem obvious to start with your org name – [not the funder name on the budget]

Categories / Line Items

* I do overall categories and then line items under them. I subtotal the types. So Materials and Supplies would have Class Supplies and any other line items under it.
* For slightly larger grants we include data management and evaluation as expenses.
* I usually use categories of Personnel, Fringe Benefits, Mileage (if relevant), Supplies (paper handouts, etc.), Equipment (like desks and chairs if needed), Other, Administrative costs
* Some line items are tricky to categorized, such as child care. When my staff are providing child care, it goes under personnel. When it's a stipend offered to families, it might be a participant cost (to help families pay for their own sitter). It may even go under contractor, if we are hiring outside of our organization to bring someone in.

Overhead/Indirect Costs

* Some funders list the maximum indirect or admin expense that they will fund.
* The Overhead Myth: <https://blog.candid.org/post/the-overhead-myth-crash-course-to-fundraising-transparency/>
* For indirect, I usually use examples, rather than specific costs
* I think it depends on the funder with indirects. I break out the costs by line item when there's not a percentage allowed.
* I just usually put "indirect" if a percentage is allowed.
* “Shared expenses” is a common term on our budgets to describe indirect costs

Staffing/Personnel

* For Staffing, I will indicate percentage of FTE and description of which staff position it is allocated to. I find this helps with having the budget tell a story that aligns with the narrative in the proposal.
* What type of benefits we should include to the personnel (tax & benefit)? One is sometime just taxes and FICA (or whatever the org pays). The other is the full benefits amount (insurance, retirement, etc.).
* Can we include support staffs (who don't have direct role in project activities) in the personnel? like Finance personnel
* I’d usually not include staff who don’t have a direct role in personnel. I’d include them in the “admin/indirect” category, unless they are a supervisor for the program
* Often those support (finance staff, etc.) costs go under indirect costs. It'll depend on the funder whether or not you can do that, or if you would just put it as 15% or a different amount.

Revenue

* I will often list revenue in categories like "Grants" and then beneath expenses add a Sources of Support section with names but without amounts
* Regarding specifically allocated funds, if the funder requires it but has no parameters, I look to see what other types of revenue we have and what they will cover. That can influence what gets allocated where, or if it needs to be allocated at all.
* Would reflect other fundraising revenue to show it's not all 100% reliant on one grant
* We usually do list individual foundation names and amounts under revenue, when there are multiple sources, as that's often asked for. For donors/events etc we just have a line item for "agency fundraising".
* Often, I will break out foundation grants by specific funders
* I’ll usually indicate if funding is secured or pending.
* Question: How do folks define pending, for foundation requests? Does it include only submitted proposals that we are waiting to hear back on or does it also include proposals that have not yet been submitted but that we plan to submit? Does it include anything else?
* We differentiate between "pending" (submitted) and "planned" meaning we will likely approach.
* No individual donor names.
* Do any of you ever have a line for your own org’s contribution to the program? We have some programs that require a bit of support from our own operating budget
* Yes, that's "agency fundraising".
* Yes! "Cost share" or "matching."
* I might collapse individual, corporate, and membership into "Other fundraising"
* Are all these listed revenue sources on this budget specifically restricted for this program or should we list all our unrestricted funds/earned income that we receive that we will allocate from our budget towards this specific program?

Accounting

* I work on the books (still learning), it is sort of my understanding and practice to just format the chart of accounts in the way that can be directly exported for grant reporting. Is that the common practice?
* it’s great if the chart of accounts lines up with the grant budget for great reporting. I don’t know that it always happens (common practice) but it’s great if it can.
* Sometimes we can use the whole chart of accounts, but we may be making a simpler budget for individual grants. In that case it's critical to ensure that the lines we show align with the chart of accounts, even if the budget lines may include multiple chart entries.