**Hello Greater Harrisburg Foundation Grantmakers!**

The grantmaking materials for the upcoming Greater Harrisburg Foundation UPstream Grantmaking Meeting on **Thursday, October 24, 2019 from 1-3pm at TFEC** (we will meet in the Board Room) are now available through our web portal at [www.tfec.org](http://www.tfec.org). **Our second grantmaking meeting will take place Thursday, October 31, 2019 from 1-3pm at TFEC.** Follow the instructions below to access the portal and all grantmaking materials:

1. Go to the TFEC website at [www.tfec.org](http://www.tfec.org).
2. Click on “Committee Log-In” in the upper right hand corner of the page.
3. Enter your Usernameand Password

Once you are logged into the portal, all grantmaking materials are posted under the GHF UPstream heading. Within the GHF UPstream heading, you will see seven Areas of Focus. You will also see a document titled “1 Year Grantmaker History” (a summary of all GHF UPstream awards made in the most recent prior year), the UPstream video (which provides an overview of the UPstream concept) and a link to the Grant Guidelines. Each Area of Focus will contain the following documents.

1. Grantmaker Worksheet

*For your use as you read. Areas that are shaded indicate that a grant applicant or project meets the criteria of an Area of Interest (AOI) fund and its funds may be used. Unrestricted funds may support any project and have been shaded as such.*

1. Three Year Applicant History

*Captures the TFEC funding history (within our competitive grantmaking programs) of each applicant during the previous three years.*

1. Grant Applications for Review

**Seventy one applications were received requesting $634,135.88 in funds. Each application has been placed within a correlating Grantmaker Worksheet, as listed below, centered upon an Area of Focus. Applicants are listed once and each Area of Focus will be discussed and awarded funds separately. A total of $450,208 in grant funding may be awarded; this total consists of $206,077 in Unrestricted Funds and $244,131 in cumulative AOI funds. The applications will be reviewed in our grantmaking meeting(s), in the order below:**

* Communities of Focus 7 Applications Seeking $63,930
* Education 21 Applications (6 Adult Education & 15 Youth Education) Seeking $193,181
* Environment & Parks 4 Applications Seeking $33,675
* General 13 Applications Seeking $101,281
* Health & Wellness 9 Applications Seeking $83,300
* Homelessness & Hunger 8 Applications Seeking $79,820
* Mental Health 9 Applications Seeking $78,948.88

**REVIEWER TIPS AND INFORMATION**

* Each application contains 10 questions, a Budget Worksheet, and applicants could choose to provide 1, 2, or 3 letters of support as appropriate to their application. Applicants whose project required a fiscal sponsor or another organization’s participation will have additional letters.
* When reviewing each application, begin by reading the Project Snapshot, as it contains the “core” of the application and look for the sentence, “Grant funds will be used to\_\_\_\_\_” in Question 2. The Budget Worksheet will also state how funds will be used and other sources of support. **Starting here is a great reading strategy if you are short on time!**
* During the grantmaking meeting, we will review applications using the Grantmaking Worksheet for each Area of Focus and will work in the order posted in the above chart. Where we end in our first meeting is where we will begin in our second meeting.
* Each Grantmaker Worksheets features shaded spaces. A shaded space indicates that a particular applicant and/or application meet the criteria of an AOI fund. *This does not indicate that funds must or should be awarded; applications will continue to be evaluated for quality and use of the UPstream concept.* Shading does indicate that if the application is well liked by the group, then funds from that category may be utilized for a grant award. Unrestricted funds may be used for any application.
* During the grantmaking meeting, each Area of Focus Excel sheet will be posted on the TFEC Board Room screen to aid the group and keep track of awards. Large paper copies of each Grantmaker Worksheet will also be available. Don’t worry, TFEC staff will keep track of this during the meeting!
* If you would like to draft award amounts on your Grantmaker Worksheet, it is easiest to award funds from the shaded (AOI) columns and then “fill in” any additional needs with Unrestricted funds. You may find that some Grantmaker Worksheets have fewer applicants, all of whom meet the criteria of the AOI funds and unrestricted funds will not be needed—that is okay.
* Should funds not be awarded from an Area of Interest column, they will roll over to be used in the coming year.
* **We will begin each Area of Focus by asking the group to share which applications they felt should not be awarded funding at this time (try to note these as you read!). We will then seek to award our Area of Interest funds, and then our Unrestricted funds based upon the quality of the remaining applications.**
* **Lastly, each Grantmaker Worksheet contains the following information:**
* Document Header—Number of applicants, total amount being sought by applicants, and the total Area of Interest funds available.
* Column Headers—Fund names, amounts, and criteria are provided
* County Codes indicate in which county the work will take place—Cumberland (C), Dauphin (D), Franklin (F), Lebanon (L), Perry (P), and/or York (Y) Counties.
* The Unrestricted column states $206,077 and is the same on each Grantmaker Worksheet. This indicates the total amount of unrestricted funds we will be working with throughout the grantmaking meeting (ie: we do not have $206,077 available to each Area of Focus).

**If you have not yet done so, please RSVP for the meeting by emailing Jennifer Strechay at** **jstrechay@tfec.org** **by October 19.** If you will need to call in to the meeting, please RSVP as such and use the following conference line to participate: 1-877-567-1262, passcode 877077. If you require paper copies for any reason, please let us know and we will be happy to print for you to pick up here at TFEC or put the materials in the mail.

The main focus of our October 24th meeting will be GHF UPstream. GHF Benjamin Franklin Trust Fund Grant Materials (if you are a paper person) will be distributed during the October 24th Grantmaking Meeting and will be posted in the portal per usual and will be reviewed during the October 31st meeting after completion of all UPstream awards if time allows. If time does not allow, our October 31st meeting will be used to complete our review of all UPstream materials and we will utilize an email or phone conversation to complete our review of the Benjamin Franklin Trust Fund Grant Materials.

I hope you are as excited as we are for this round of grantmaking and if you have any questions, please ask!

Best,

Jen Strechay