THE SHARE FUND

Blueprint

Reviewed and updated annually by The Funding Committee

Below is a set of recommended guidelines we, The Share Fund Funding Committee, are providing to future Funding Committee members.

These guidelines are based on our evolving learnings as well as our deep commitment to women, transgender, and gender non-conforming individuals and BIPOC communities in our state. It is our hope that future funding Committee members will find these guidelines useful and build on them as they continue the important and hopeful work of The Share Fund.

Committee Representation

- The Committee should make sure there is always Indigenous representation on the Committee
- There should always be geographic diversity in the Committee (members from across Washington state)
- The Committee should remain predominantly composed of women, non-binary, transgender, two-spirit, and gender-expansive individuals.
- The Committee will consider diversifying the topics, lived-experience, skills, knowledge-area, and networks of the new members to address any gaps within the current Committee members' demographics and experiences.

Committee Framework

- Funding Committee members should be asked to make a 2-year commitment to serve.
- The departing/onboarding of Committee members should be staggered so that at no time the Funding Committee is composed entirely of new members.
- New Committee members should be invited in cohorts of no fewer than 2 people at a time.

Committee Continuity

- Members interested in serving an optional a third year are encouraged to share their interest with the Committee before recruitment for the upcoming year begins. This could be conveyed via a brief written or verbal reflection on Committee members' capacity to continue serving, what they hope to contribute in a third year, and how an additional year would benefit the Committee. The Committee can then determine, as a group, whether extending a member's service aligns with its current needs and priorities while creating opportunities for new leadership.
- Future Funding Committees are encouraged to balance continuity with renewal. Members serving a third year can support the preservation of institutional knowledge, support onboarding of new members, and provide stability during times of transition.

Accessibility & Inclusion

- The Funding Committee is encouraged to view accessibility and inclusion as ongoing practices rather than fixed goals. Committees are invited to regularly reflect on whether their application process, outreach, communications, and decision-making practices are accessible to organizations and individuals across Washington State.
- Particular attention should be given to reducing unnecessary barriers for grassroots, rural, emerging, and under-resourced organizations. The Committee is encouraged to seek feedback from applicants and community partners and use those learnings to strengthen the grantmaking process over time.

Cycling-off the Committee

- After the initial commitment has been fulfilled, Committee members transition to the Share Fund Alumni Group.
- When a Committee member leaves, they should select three potential people they think would be a good fit for the Committee. The Support Team at Phila will look at the three recommended individuals, where the needs of the Committee are and anyone else not selected in previous years, and make a selection.

Committee Compensation

Committee members receive an annual stipend.

- The purpose of the stipend is to recognize the difficult work of The Share Fund and to signal to other funders, particularly those practicing participatory grantmaking, that this work requires compensation.
- The stipend is not intended to be a salary.

- The stipend reflects gender pay inequity by paying 18% more to women, transgender, and gender non-conforming individuals.
- The stipend should always include a COLA increase to account for inflation.
- The stipend is paid to Committee members in two installments, typically in May and October.

Calculating the annual stipend amount

- The stipend floor (the base, annual stipend amount offered to each Committee member) is adjusted each Spring, and should reflect annual adjustments for (1) gender-based pay inequities and (2) COLA rates.
- Stipend amounts are typically reassessed in the Fall (October) and adjusted based on workload.
- The stipend for the current year becomes the stipend floor for the following year.
- The stipend amount may be increased each year to reflect additional, project-based work.
    - This work and associated pay may not be equally distributed across the Committee.
    - How the pay and workload is distributed across the Committee is decided by the Committee.
    - Project-based pay does not affect the stipend floor.

Participatory Grantmaking Process

- The Committee looks at potential impact areas and needs in the Spring.
- Grantmaking discussions generally start in June of each year and with decisions being made in August.
- Checks are cut for grantees in September. However, we accept the need for flexibility and an exception can be made for time-sensitive opportunities (like elections). Decisions regarding these instances can be made earlier in the year.
- Our aim is to fund a geographically diverse pool of grantees from Washington state.
- The Committee should use the Community Trust and Transparency Agreement to guide their work, or adapt it to suit the needs of that year's Committee.
- The Committee can change these guidelines with a full group discussion. Changes must honor previous decisions for multi-year funding and must honor The Share Fund's commitment to diverse representation in the Committee and grantee list.

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