

HEALTH CARE FOUNDATION OF GREATER KANSAS CITY

PROGRAM/GRANTS COMMITTEE CHARTER

The Bylaws of the Health Care Foundation of Greater Kansas City (HCF), Section 6.1.4 Program/Grants Committee, state:

6.1.4 Program/Grants Committee. There shall be a Program/Grants Committee of the Board which shall consist of not less than three members of the Board. The members of the Program/Grants Committee who are Directors shall be elected by the Board for terms of one year. The Board shall elect one of the members of the Program/Grants Committee who is also a member of the Board to serve as the Chair of the Program/Grants Committee; provided, however, that no member of the Program/Grants Committee shall serve more than two consecutive one-year terms as Chair of the Program/Grants Committee. In addition, the Chairperson of the Board may appoint up to two prior members of the Board who are no longer Directors to serve as voting members of the Program/Grants Committee for terms of one year, for up to three terms. These appointees will not be considered members of the Board and will only serve on the Program/Grants Committee. The Program/Grants Committee shall recommend to the Board what programs, grants and other expenditures should be made by the Corporation in furtherance of the Corporation's purposes and shall perform such other duties as the Board may from time to time direct.

The following, upon approval by the Board of Directors, shall constitute the Charter of the Program/Grants Committee, and is intended to provide the general scope of the work of the Program/Grants Committee.

This Charter of the Committee, which is approved by the Board of Directors, constitutes a statement of the Committee's authority, structure, and responsibilities. It provides guidelines for the Committee's interactions with the Board and management.

Authority

The Bylaws generally provide that the Committee shall oversee the HCF grantmaking process; which includes conducting needs assessment research, developing funding priorities, developing grant guidelines, establishing the grant review process including feedback to both successful and unsuccessful grant applicants and technical assistance training to grassroots non-profit organizations, determining the grant approval authority of the President and Chief Executive Officer, overseeing and providing feedback to the President and CEO on grants approved under his/her authority, developing an evaluation process to determine if grantees are achieving agreed upon outcomes and also determining how HCF will measure the impact the Foundation has in the service area due to our funding and other activities. All grants in excess of the amounts for which the President and Chief Executive Officer has the authority to act without prior board approval will be approved by this committee before they are presented to the full Board of Directors for final approval.

This committee will strictly adhere to the conflict of interest policy that was adopted by the Board of Directors on March 17, 2005 and approved by the Missouri Attorney General on April 18, 2005.

Composition

The Program/Grants Committee shall consist of not less than three members of the Board and such other persons as the Board may determine. The Board shall elect one of the members of the Program/Grants Committee who is also a member of Board to serve as the Chair of the Program/Grants Committee.

Committee members should have a commitment to community and individual health and well-being, and be willing to learn about the complexities of healthcare service provision in the community.

Meetings

The committee shall meet every other month, or more frequently as circumstances dictate.

The Committee shall regularly submit approved minutes of their meetings to the Board. These will be posted on the Health Care Foundation of Greater Kansas City website for public view.

Primary Responsibilities

The Committee shall assist the Board in making grant funding decisions. The Program/Grant Committee's primary duties and responsibilities are to:

- develop and recommend for the Board's approval, policies governing grantmaking to include the utilization of outside reviewers
- review and recommend for the Board's approval, action on specific grant proposals submitted under HCF grantmaking programs except those approved by the President and Chief Executive Officer
- establish and recommend program areas and types of initiatives to be funded through the HCF grantmaking process
- work with the Finance & Investment Committee to recommend annual grant award allocation amounts for full Board approval based upon community need with consideration of the Foundation's funding priorities and financial health
- periodically conduct a community needs assessment to reassess health care needs of the Foundation service area to guide it in its expenditures
- assess the effectiveness of grants and programs funded
- monitor the grant administration process to ensure compliance with the Foundation's mission and values

General Responsibilities

- perform an annual self-assessment of the Program/Grants Committee performance
- assess the adequacy of this Charter on an annual basis, or as often as conditions warrant
- perform any other activities consistent with this Charter and HCF's Bylaws, as the Committee of the Board deems necessary or appropriate