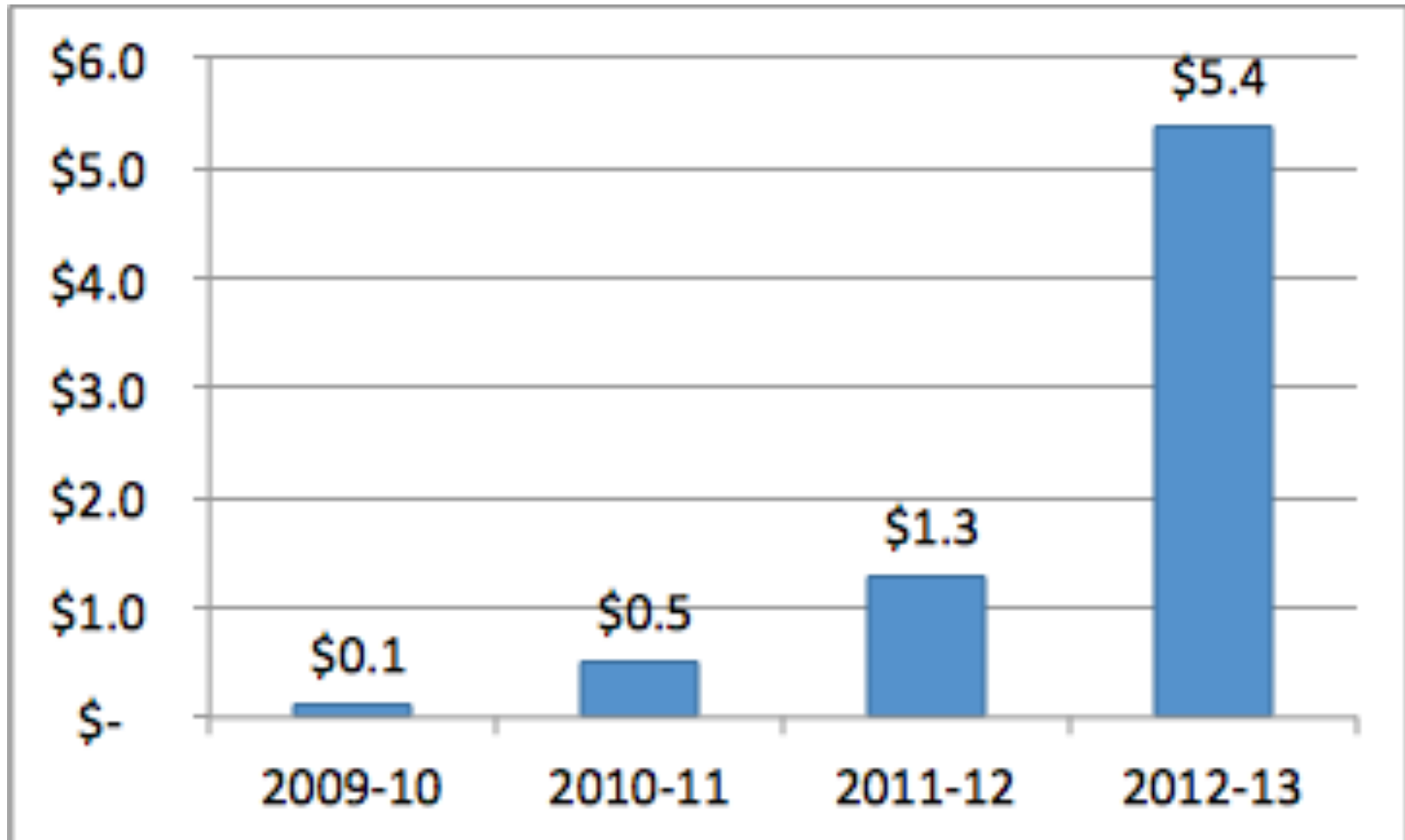


# Appendix

1. Grants overall: spend 2009-2013
2. Grants admin: 2012-2013 summary
3. Grants comparison: reporting requirements
4. Grants comparison: distribution of grants and grant funds across each program in FY 2012-2013
5. Grants comparison: committees
6. Grants comparison: learning and evaluation
7. Specific life-cycles of each grants program
8. FDC: anticipated funds distribution FY 2012-2013
9. Sources: links to more information

# Aggregate grant spend over time

Annual spend in M USD



Note: Excludes FDC allocation to WMF, Wikimania Scholarships & Fellowships due to lack of historical information (for now)

# Recent improvements in grants administration

## Improvement in 2012-13

- Public tables and templates, more complete public documentation of WMF Grants Program policies published on Meta, **increasing transparency**
- Better agreements and compliance checks put in place, **reducing risks**
- Improved and standardized forms, templates, and documentation, **helping grantees navigate each process**
- Streamlined and well-documented internal processes, increasing efficiency and **improving response times**
- On average, funds are sent to the grantee in less than 25 days from decision, and reports are reviewed within 9 days.

## Challenges

- Maintaining flexible and responsive grants admin processes to support volunteers with limited time rather than organizations with paid staff
- Partnering with less experienced grantees makes processing grants more time-consuming: grantees need guidance through each step in the process
- Working internationally: currencies, compliance, nonprofit status, legal and tax requirements, international funds transfers, communication, timezones
- Reducing risks is necessary but complex and time-consuming

# Reporting requirements across grant programs

	Annual Plan Grants	Individual Engagement	Project & Event Grants	Travel & Participation
Type of reports	impact; quarterly progress	final; midpoint; check-ins	final; interim as required	final
Final report due	within 90 days of the end of the grant's term	within 30 days of the end of the grant's term	within 60 days of the end of the grant's term	within 14 days of the event's conclusion
Interim report due	within 30 days of the end of Q1, Q2, and Q3	within 15 days of 3 months after project start	as required	not required
Installment schedule	twice annually	twice within grant's term	as required	reimbursement
Requirements for second installment	review of Q1 report; Q2 report submitted on time; in compliance, sufficient progress	midpoint report submitted on time; in compliance, sufficient progress	in compliance, sufficient progress	review and acceptance of final report; in compliance
Review of final report	staff reviews and comments; prepares summary for FDC	staff reviews for completeness and accuracy and must accept the report or mark it incomplete		
How to submit report	entity's proposal hub page on Meta	TBD	inputbox on Grants:Index, inputbox on submission	inputbox on Participation: Support
Requirements for final report	audited financials; reporting by program; reporting on impact and learnings across programs; compliance	TBD	financial report with documentation of expenditures; reporting on impact and learnings; compliance	financial report with documentation of expenditures; brief statement of impact
Incentives to report	not eligible for future grants until compliant; reflects poorly on track record			will not receive funds

# Distribution of all grant requests and funds

## FY 2012/2013

Program	Requests	% Funded	Planned	Actual - allocations	Actual - dollars	Disbursed to date
FDC	16	81% proposals; 82% dollars requested	\$11.14mn available	13	\$9.2M	\$4.9M
WMF Grants	33 decisions; \$436,500; 5 withdrawn; 12 open	89% requests; 86% dollars requested	\$350,000*  *\$550K is actual planned spend, with less \$200K for WMNL spend	29	\$377,000	\$298,900
IEG	22 proposals, \$334,892	36% grants; 16% dollars requested	\$100,000 or 7 grants	8	\$58,850	\$28,350
PSP	27 decisions; \$40,000; 8 withdrawn; 2 open	83% requests; 61% dollars requested	\$50,000	22	\$23,500	\$14,000

# Committee comparisons across grant programs

	FDC	WMF Grants (GAC)	IEG	Wikimania Scholarships	PSP
<b>Size</b>	7 (soon to be 9)	21	18	9	2 (+ WMDE)
<b>Diversity: gender &amp; location</b>	1 woman; 3 GS; 7 countries	2 women (+4 former members); 10 GS	2 women; 4 GS; 12 countries	1 woman; 3 GS; 7 countries	WMF staff and WMDE staff
<b>Formation</b>	Alternates board appointed and elected seats; Inaugural committee was board appointed	Minimum requirements to join, no cap	Minimum requirements to join, no cap.	At least 1 from local organizing team. No formalized process beyond that - last year, established 2 year rotations, with local team + WMF selecting	Organizationally anointed
<b>Role in review</b>	Formally recommends funds allocations to the WMF Board of Trustees	Informally advises WMF on decisions; Engages with grantees on-Wiki to improve or clarify proposals	Individual commenting and feedback on proposals, joint funding recommendation to WMF	Individual rating of applicants with compiled totals coming to WMF for ultimate selection	Lightweight review for eligibility criteria, mission-alignment, and return on investment
<b>Estimated time commitment</b>	4-day meetings twice annually; approx 10 committee calls annually		3 hours/week for 2 months, 2x/year. +1 day 2x/year.	~55 hrs annually, primarily loaded in Jan-Mar.	2-3 hours/week for review of requests and reports

# Learning and Evaluation plans across programs

	Type	Activity	Frequency	Participants
<b>FDC</b>	Process	<ul style="list-style-type: none"> <li>• Process Survey</li> <li>• Cost/Benefit survey</li> </ul>	Twice a year (post-round)	Some sent to all participants of the round
	Learnings	<ul style="list-style-type: none"> <li>• <a href="#">Quarterly report</a></li> <li>• <a href="#">Impact report</a></li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Annually</li> </ul>	All funds recipients
	Self- improvement	<ul style="list-style-type: none"> <li>• Survey FDC re: deliberations</li> </ul>		FDC
	Learnings / Monitoring	<ul style="list-style-type: none"> <li>• Site Visits</li> </ul>	Every two years	All funds recipients
<b>WMF Grants Program</b>	Learnings	<ul style="list-style-type: none"> <li>• Final report</li> </ul>	Post-project (ongoing)	All grantees
	Learnings / Process	<ul style="list-style-type: none"> <li>• Post-grant survey</li> </ul>	<i>Post-project (ongoing)</i>	All grantees
	Learnings / Monitoring	<ul style="list-style-type: none"> <li>• Site Visits</li> </ul>	As appropriate	Some grantees
<b>IEG</b>	Process	<ul style="list-style-type: none"> <li>• Process survey</li> </ul>	Twice a year (post-round)	Some sent to all participants of the round
	Learnings	<ul style="list-style-type: none"> <li>• Mid-point report</li> <li>• Final report</li> </ul>	<ul style="list-style-type: none"> <li>• Twice a year</li> <li>• Twice a year</li> </ul>	All grantees
	Learnings / Process	<ul style="list-style-type: none"> <li>• Interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Twice a year</li> </ul>	Post-award interviews

# IEG process steps and touchpoints

Process	Committee	Grantmaking staff	Other WMF staff
Draft	IdeaLab, talk page comments	Siko - IdeaLab, facilitation	
Submissions	IdeaLab, talk page comments	Siko - eligibility, feedback	Communications (minor open call support)
Review	Scoring, comments	Siko - community/committee facilitation	subject matter experts consulted as-needed (ex/ Erik)
Decision	Consensus-building	Siko - consensus-building, due diligence Anasuya - approval Admin - compliance Admin - grant agreement	
Grant execution	Mentorship at-will (planned)	Admin - disbursement Siko - monthly check-ins L&E - consult, analysis	Finance - disbursement
Interim reporting	Mentorship at-will (planned)	Siko - status checks, feedback Admin - 2nd disbursement	Finance - disbursement
Final reporting		Admin - compliance Siko - feedback, acceptance L&E - consult, analysis	



# WMF Grants process steps and touchpoints

Grantee portions	Grantmaking staff	Other WMF staff	Committee work
Draft	AB encourages applicants to share drafts; AB reviews	--	--
Submission	AB relays to GAC; WO reviews for completeness	--	GAC reviews and comments
Revisions	AB discusses, asks for revisions	--	GAC comments on revisions
Decision	AB makes decisions; AS approves; WO executes agreement and compliance checks, prepares disbursement(s); WO confirms	Finance executes wire, performs follow up; Legal input if needed	--
Grant execution	AB sometimes consulted; AB approves any changes; WO tracks	--	--
Interim reporting	AB+WO review reports, ask questions, accept reports	--	--
Final reporting	AB+WO review, ask questions, accept; resolve amounts due, approve and track re-allocations	Finance receives underspend	--

# FDC process steps and touchpoints

Grantee portions	Grantmaking staff	Other WMF staff	Committee work
<b>Draft proposal</b>	KL contacts entities that have submitted LOIs to advise best funding options; AB & WO provide significant input into eligibility determinations; If requested, KL provides feedback to entities on draft proposals	Finance: announce initial eligibility, perform initial compliance checks on eligible entities, announce final eligibility	
<b>Submission</b>	KL & WO review submission for validity, address incomplete submissions; HW updates FDC portal after submission; KL & WO ask clarifying questions; KL, WO, JW analyze proposal budgets; KL, WO, AS respond to questions for staff; KL follows up with each entity to address issues as needed; KL & WO publish staff assessments; KL & WO summarize community review	Finance sends report to FDC; Finance inputs into staff assessments; Comms publicizes community review; PE provides input into staff assessments	FDC members review proposals and staff inputs; FDC members comment on proposals and ask clarifying questions; Community comments and asks clarifying questions
<b>Revisions</b>	Proposals to the FDC can't be revised once submitted		

# FDC process steps and touchpoints, continued

Grantee portions	Grantmaking staff	Other WMF staff	Committee work
<b>Decision</b>	AV coordinates logistics for deliberations; KL & AS prepare agenda for deliberations; KL supports ombudsperson and board in appeals and complaints; WO requests and reviews information from funded entities; WO performs compliance checks; WO issues grant agreement; AS approves each grant; WO prepares first disbursement; WO updates proposal steps; HW & WO update portal to reflect decisions	Travel team coordinates; Support for deliberations from admin team; Finance sends wires, performs follow up as needed; Sue certifies recommendation; Sue pre-approves recommendation; Sue approves each grant and signs grant agreements; Admin team mails and receives agreements; Finance or legal approves supporting documents if required by local law	FDC members submit initial funds allocations, plan deliberations; FDC deliberates; Board advisors participate; FDC determines second funds allocations; FDC draft recommendation text; FDC finalize and publish recommendation; Board reps investigate complaints; Board delivers decision
<b>Grant execution, monitoring</b>	AS & KL perform site visits; KL provides mentoring and support to funded entities	Finance performs site visits; Finance may also perform some mentoring and provide support to entities	FDC members join site visits as possible
<b>Interim reporting</b>	KL, AS, WO, JW review 3 progress report, prepare report for FDC; WO prepares second disbursement after 2nd progress report	Finance reviews 3 progress reports; Finance sends second wire, performs follow up as needed	FDC members review 3 progress reports or summaries from staff and consider them during deliberations
<b>Final reporting &amp; Learning</b>	KL, AS, WO, JW review final reports, prepare summary report for FDC; WO works with entities to resolve amounts due WMF; JW documents cross-entity learnings; JW & KL coordinate surveys for process improvements; KL, AS present report findings at various WM events	Finance performs thorough review of final financial report and audited statements; Finance assists grants team in thorough compliance review	FDC members review final reports or summary from staff and consider them; FDC reviews cross-entity learnings; FDC discusses process improvements as needed

# FDC Recommendation to Board

Entity	Requested amount (USD)	Recommended allocation (USD)	% of requested amount that was funded
WM CZ	\$ 14,084.50	\$ 0	0%
WM FR (R2)	\$ 747,259	\$ 525,000	70%
WM HK	\$ 211,660	\$ 0	0%
WM NO	\$ 235,715	\$ 140,000	59%
WM AR	\$ 146,854	\$ 146,854	100%
WM AU	\$ 291,115	\$ 0	0%
WM DE	\$ 1,820,000	\$ 1,790,000	98%
WMF	\$ 4,459,000	\$ 4,459,000	100%
WM FR (R1)	\$ 961,109	\$ 94,000	10%
WM IL	\$ 145,026	\$ 141,172	97%
WM HU	\$ 67,477	\$ 67,477	100%
WM NL	\$ 471,445	\$ 350,000	74%
WM AT	\$ 241,088	\$ 220,000	91%
WM SE	\$ 341,570	\$ 341,570	100%
WM CH	\$ 560,000	\$ 362,000	65%
WM UK	\$ 919,868	\$ 536,336	58%
<b>TOTAL</b>	<b>\$11,633,270</b>	<b>\$ 9,173,409</b>	<b>79% (65% non WMF)</b>

# General sources

- **Grants Home:** <http://meta.wikimedia.org/wiki/Grants:Start>
- **IEG**
  - recipients: <http://meta.wikimedia.org/wiki/Grants:IEG#ieg-engaging>
  - survey feedback: [http://meta.wikimedia.org/wiki/Grants:IEG/Feedback/round\\_1\\_2013](http://meta.wikimedia.org/wiki/Grants:IEG/Feedback/round_1_2013)
- **WMF Grants Program**
  - recipients: <http://meta.wikimedia.org/wiki/Grants:Index/Requests>
  - grants retrospective: [https://meta.wikimedia.org/wiki/Grants:Retrospective\\_2009-2012](https://meta.wikimedia.org/wiki/Grants:Retrospective_2009-2012)
- **FDC Program**
  - recipients: [http://meta.wikimedia.org/wiki/FDC\\_portal/Proposals](http://meta.wikimedia.org/wiki/FDC_portal/Proposals)
  - continuous improvements: [http://meta.wikimedia.org/wiki/FDC\\_portal/Feedback\\_and\\_continuous\\_improvement\\_of\\_the\\_FDC\\_process#Overview\\_of\\_the\\_funds\\_dissemination\\_assessment\\_process](http://meta.wikimedia.org/wiki/FDC_portal/Feedback_and_continuous_improvement_of_the_FDC_process#Overview_of_the_funds_dissemination_assessment_process)
  - round 1 feedback: [http://meta.wikimedia.org/wiki/FDC\\_portal/Feedback\\_and\\_continuous\\_improvement\\_of\\_the\\_FDC\\_process/Process\\_Survey/2012-13\\_Round\\_1](http://meta.wikimedia.org/wiki/FDC_portal/Feedback_and_continuous_improvement_of_the_FDC_process/Process_Survey/2012-13_Round_1)
  - detailed timeline: [http://meta.wikimedia.org/wiki/FDC\\_portal/Timeline](http://meta.wikimedia.org/wiki/FDC_portal/Timeline)
- **IdeaLab:** <https://meta.wikimedia.org/wiki/Grants:IdeaLab>
- **Grantmaking & Program Dashboard:** <http://gp.wmflabs.org/>