

Small Development Grants Committee Charter

The Small Development Grants Committee is established under Article 5, Sections 1-2 of the NumFOCUS Bylaws.

Purpose

To assist the NumFOCUS Board of Directors in facilitating the Small Development Grants program by making funding decisions for the program.

Mission

The Small Development Grants Committee will distribute funding to NumFOCUS projects in a way that is fair, equitable, and supports long- term sustainability and project development.

The Committee will:

- evaluate project proposals;
- make funding decisions and;
- provide targeted feedback to applicants about the quality of their proposals

The co-chairs will:

- provide oversight and final approval of committee decisions;
- communicate the committee's decisions to the board of directors and;
- recuse themselves when evaluating proposals submitted by their own project(s)

Duration/Type of Committee

The committee will be a standing committee.

Committee Composition

Membership

1. The Committee will consist of no more than 13 members, including the co-chairs.
2. Officers
 - a. The committee will be led by co-chairs who currently serve as project leaders on either a NumFOCUS Sponsored or Affiliated project. Project leaders may be maintainers, project leadership body members, or anyone with a substantial, vetted role on a project.

Selection

1. Co-chairs - the NumFOCUS Board of Directors will appoint project leaders to serve as the committee's co-chairs from the pool of current project leaders who have expressed an interest by responding to an open call to NumFOCUS projects.
2. Members - Vacant member positions will be filled by the co-chairs from the pool of applications submitted during a community-wide call for committee member volunteers.
3. Membership will reflect the NumFOCUS Diversity Statement by welcoming and encouraging participation by people of all backgrounds and identities and promote and sustain a culture that values mutual respect, tolerance, and learning.

Terms

1. Committee members and co-chairs will serve a 1-year term (3 funding cycles) with the option for unlimited renewals.

Meetings

1. The committee will meet at least once per funding cycle to review and offer funding recommendations as a group.
2. All meetings are scheduled and led by the Co-chairs. All non-meeting communications of the committee will be held in the [#smallgrants](#) Slack channel.

Record Keeping and Reporting

1. All committee records will be kept in the [*SDG Committee shared drive](#).
2. The co-chairs will submit a report of all funding decisions to the board of directors at the close of each funding cycle.

* The committee will review its charter annually and recommend any proposed changes to the board for review.