Policy Nonprofit Nominations and Presentations

This policy establishes consistent requirements for members who nominate eligible nonprofit organizations and present those nominations at quarterly meetings. It clarifies individual membership, nomination eligibility, preparation expectations, and the roles of the nominating member and nonprofit representatives.

A. Individual Membership and Eligibility to Nominate

1. Membership in VCWWC belongs to an individual, not to an organization.
2. An organization may remit a quarterly contribution on behalf of an individual; however, the individual remains the VCWWC member and is responsible for meeting all membership requirements.
3. A member is eligible to submit a nomination if their previous quarter's contribution has been received.
4. An eligible member may nominate a nonprofit where they work, volunteer, serve as a board member, or otherwise provide support, even if they have no formal affiliation with the organization.
5. The nonprofit nominated is not required to have any board member, volunteer or other representative who is a member of VCWWC.
6. Eligible members may only nominate one nonprofit in each quarter.

B. Eligible Nonprofit Organizations

A nominated organization must:

- Qualify as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.
- Serve Volusia County.
- Meet all additional legal, operational, documentation, and waiting-period requirements established by VCWWC.
- Complete any required nonprofit agreement if selected to receive a grant.

C. Submitting and Reviewing a Nomination

1. The nomination must be submitted in the name of the VCWWC member who is making the nomination.
2. The member must complete the required nomination form and submit all requested information and documents by the stated deadline.

3. Before submitting a nomination, members are encouraged to connect with the nonprofit's leadership. This can help ensure they have the information needed to accurately share the organization's work and explain how the proposed funds would be used.
4. Once your nomination is received, a VCWWC volunteer will confirm its receipt and contact you if there are any questions or if additional information is needed.

D. Presenter Designation and Preparation

1. If a nomination is drawn for consideration at a quarterly meeting, the specific VCWWC member named on that nomination form must conduct the presentation.
2. The right to present belongs to the nominating member and may not be transferred or assigned to another member or to a representative of the nonprofit.
3. If the nominating member is unable to present, another person may not present in their place.
4. The nominating member is encouraged to work with the nonprofit in advance so that they feel prepared to describe its work, explain the proposed use of the grant, share relevant examples, and respond accurately to questions.
5. Members are encouraged to participate in VCWWC presentation and communication training when offered.

E. Participation by a Nonprofit Representative

1. The nominating member must lead and conduct the presentation.
2. A nonprofit employee, board member, volunteer, client, or other knowledgeable representative may attend and may answer specific questions when additional expertise is needed.
3. A nonprofit representative may not replace the nominating member, deliver the primary presentation, or assume the member's role as presenter.
4. The presentation and question-and-answer period must remain within the total time established for each presenting organization.

F. Administration and Interpretation

1. This policy shall be administered in accordance with the VCWWC Bylaws and other Board-approved policies and procedures.
2. If this policy conflicts with the Bylaws, the Bylaws shall govern.
3. Questions not addressed by this policy shall be referred to the Governing Board or its designated committee for interpretation and resolution.
4. The Governing Board may revise this policy as needed to maintain a fair, consistent, and member-led grantmaking process.

Approved by the VCWWC Governing Board on October 19, 2026.