

# Facilitation Practices for the COVID-19 Prevention and Response Fund

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## **Principles**



- Connect people (even if it's virtual!)
- Transparency
  - Establish clear expectations
  - Communicating funder constraints (capacity, budget & grant parameters)
- Balance input/discussion and speed
- Establish community guidelines
- Make the best of virtual tools while being mindful of people's comfort with technology (e.g. Googledocs, polls, surveys, chatbox)
- For the group: Learning to let go of perfection to keep the process moving

# Flow of Meetings (2 hours each) – Round 1



#### Meeting 1 Orientation

- Introductions (~45 minutes)
- Orientation to the Fund
- Community Guidelines
- Decision-Making Expectations
- Early input on fund priorities
- Survey afterwards to collect more input

#### Meeting 2 Fund Priorities

- Survey input was compiled to share preliminary fund priorities
- Refinement of priorities
- Options for % allocation

## Meeting 3 Grant Application

- Confirmed funding priorities
- Eligible populations
- Grant Review
- Grant Application

#### Meeting 4 Misc Issues

- Language translation
- Response options
- Invite and open call mix
- · Grant size

## **Example Agenda**



- 15-minute small group breakouts for a connecting activity
- Small group discussion with large group report-out
- Large group; for each issue:
  - Proposals (from PN or from the group)
  - Discuss
  - Vote
  - Further discussion if needed
  - Confirm decision

## **Decision-Making Process**



- Balance speed and honoring all perspectives
- Decisions will be made with the following approach:
  - Sharing of ideas with chance for everyone to contribute
  - General poll to identify top priorities/proposals
  - Opportunity for discussion, especially from people who have concerns or differing opinions from the majority
  - Revise proposals if needed
  - Final vote with majority

### Round 2



#### Meeting 1

- Trust-based Philanthropy
- Debrief of experience with Round 1

#### Meeting 2

Review of proposals for decisions

## **Preparation**



- Being clear with funder:
  - What is already decided?
  - What issues does the funder want input from the group?
  - What issues does the funder want the group to fully decide?
- Importance of context setting

## **Praxis Consulting Group**



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Nelson Parrish II, MA Senior Consultant nelson@praxiscg.com Praxis Consulting Group assists nonprofits, employee-owned companies, and health care organizations in developing high performing workplaces by aligning organizational leadership, strategy and culture.

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