



WOMEN'S FUNDS PARTICIPATION GUIDELINES

To create an environment conducive to mutual respect and collective inquiry, we ask that all participants in the discovery spaces do the following:

Before the Meeting

- You will receive the Zoom link to the discovery space once you register.
- We understand that unexpected circumstances arise, and you may need to cancel your registration. If you need to cancel, you can email us at womensfunds@fenomenalfunds.org or contact the facilitators in advance of the meeting date.
- We value diversity and language justice. Fenomenal Funds will provide simultaneous interpretation where needed. We will be flexible in accommodating any additional needs of participants. Please inform us at womensfunds@fenomenalfunds.org or contact the facilitators in advance about your needs so that we have sufficient time to support your participation.

During the Meeting

- **Arrive on time, stay for the full session, and fully participate in the spaces you registered.**
- **Send only one representative from your organization to each discovery space** so that all the organizations can participate in the discussion equally. If you feel that you need to send more than one person to the space—for example, there are key decisions that need the perspective of the Executive Director and your colleague—please talk to your facilitator(s) and seek agreement with your group mates in advance.
- **Make your decision to stay in only one group by the third round of the meeting.** This timing is so that all Collaboration Groups will have sufficient time to thoroughly discuss and confirm their collaborative partners and the focus of their collaboration.
- **Respect others' rights to hold opinions and beliefs that differ from yours.** Challenge or criticize the idea, not the person. Listen carefully to what others are saying, even when you disagree with what is being said. The comments you make (asking for clarification, sharing critiques, expanding on a point, etc.) should reflect that you have paid attention to what the speaker has said. Allow everyone the chance to talk. If you have much to say, try to hold back a bit; if you are hesitant to speak, look for opportunities to contribute to the discussion. Respect confidentiality: share the message, not the messenger.
- **Complete an online evaluation and reflection questionnaire** at the end of each session.

After the Meeting

- **Share information with your colleagues.** While one person from each organization will attend the session, it is important that you continue to bring the rest of your team along in the process. You can do this by verbally sharing the information with your team members during team meetings. We will also share our synthesis of the key points for the meetings so that others on your team can understand and share perspectives on emerging topics and considerations.

- **Give us feedback.** The design of the Collaboration Grant is about creating a new and imaginative process and a new way of co-creating. Please help us to learn and continually improve the process by giving us feedback, comments, and suggestions through one or both of the following methods:
 - Complete the **evaluation and reflection questionnaire** at the end of the session.
 - Email womensfunds@fenomenalfunds.org; feel free to copy your regional representatives in the Advisory Committee who are leading the process design.

Tools and Resources Index

Preparation And Planning Guidelines
Collaboration Grant Parameter
The Collaboration Labs Guidelines: Discover, Define, Refine Phases
Women's Funds Survey to Identify Collaboration Topics
Women's Funds Participation Guidelines
Advisory Committee Review Discussion Guide
Discover Phase: Collaboration Topic Description
Define & Refine Phase: Collaboration Grants Plan
Define & Refine Phase: Collaboration Grants Budget Guidelines
Facilitator And Documenter Guideposts
Facilitator Orientation
Documenter Orientation
Discover Phase Documenter Template
Define Phase Documenter Template
Refine Phase Documenter Template
Discover Phase Reflection Questions
Define Phase Reflection Questions
Refine Phase Reflection Questions
Supporting The Collaborations
Fishbowl Session Example
Reflecting And Learning
Learning Conversation Example

Please visit the Fenomenal Funds website for more tools and resources:

<https://fenomenalfunds.org/grantmaking/collaboration-grants/tools-resources>