



Focus Group Voting Guidelines

Impact100 Owensboro is implementing a single voting method for each Focus Group when voting for a grant to move forward as a Finalist. **This method applies even if the Focus Group has no grant they would like to put forth as a Finalist.** Absentee voting is addressed separately.

1. Focus Group leaders will list the name of **EACH** organization that has applied for a grant to be ready to tabulate the votes. **Do not eliminate any organization** before the vote, even if, after your discussions, it seems that no one will vote for a particular entity. This will be evident during the voting.
More than half of the total number of votes must be for one grant for it to be considered a majority winner.
2. Focus Group members will have **two** voting options: **vote for your #1 choice or the option "I do not wish to put any grant forward."**
3. Focus Group leaders will then tally the votes beside each organizations name. For example:

A Focus Group has 11 full members and 2 (1/2) members for a total of 12 votes. (Do not count heads in the room, count votes in the room.) This example requires a minimum of 6.5 votes for a simple majority.

Grant A: 2.5 votes

Grant B: 6.5 votes

Grant C: 2 votes

Grant D: 1 vote

Grant E: 0 votes

I do not wish to put any grant forward: 0 votes

In the above example, **you have a clear majority winner, Grant B.** Your Focus Group successfully voted to put Grant B forward as a Finalist for the Annual meeting.

4. If there is no simple majority, **the organization that got the least votes is eliminated, as well as any that received no votes.** Again, more than half of the total number of votes must be for one grant for it to be considered the winner. For example, if the same Focus Group size from above voted as follows:
Grant A: 3 votes
Grant B: 1 votes
Grant C: 3 votes
Grant D: 5 vote
Grant E: 0 votes
I do not wish to put any grant forward: 0 votes

Although Grant D has the most votes, there is not a majority vote. Grant B would be eliminated because it received the fewest votes, and Grant E and “I do not wish to put any grant forward” are eliminated because they have zero votes. You would then vote again, using the same method: everyone votes for their #1 choice. The choices now are between Grants A, C and D.

5. If there is no clear majority after the second vote, repeat the process above by eliminating any option with zero votes and the option with the least votes and vote again. If the group is down to two remaining grants and there is a tie, we suggest you take time to discuss the merits of the two tied organizations, and then vote again. You will use the same method: vote your #1 choice. If there is still a tie, you will put them both forward to the Impact100 review committee. You will need to collect the grant evaluation forms from your Focus Group members. The review committee will look at the evaluation forms to determine who goes forward as a Finalist.
6. It is possible that both of your organizations could be put forth as Finalists, in the event that a group has a majority of their members choose the option “I do not wish to put any grant forward” when they vote.

Absentee Voting

1. If you have members of your Focus Group who will not be present to vote, they need to let the Focus Group leaders know ahead of time. When you schedule the next Focus Group meeting and announce that you will be voting at that time, you will also need to announce that anyone who cannot make the voting meeting will need to send you their votes ahead of time. We suggest that you give members a time at which absentee votes must be in, for example, an hour before voting starts. **After the vote is taken, no votes will be accepted.**
2. **The method for voting via Absentee is different. The absentee member will rank EACH organization,** with a #1 choice, #2 choice, #3 choice, etc. They also must know they have a choice to vote “I do not wish to put any grant forward.” For example:

#1, Grant A
#2, Grant C
#3, Grant D
#4, I do not wish to put any grant forward
#5, Grant B

Here the absentee members have the option to rank “I do not wish to put any grant forward.”

3. Since they are absent, they cannot vote again should it be needed. **Therefore, if their first choice got the least votes and is thereby eliminated, their #2 choice would move up to the #1 spot.** This would continue until a majority was clear or a tie was unbreakable within the Focus Group.