



## Nature in Neighborhoods Capital Grants Review Committee Position Description

Metro is recruiting people to review Nature in Neighborhoods capital grants. The Nature in Neighborhoods Capital Grants program uses funding from the 2006 Natural Areas bond measure to help nature thrive in neighborhoods and the built environment. This grant program strives to fund projects that get the community involved, foster diverse partnerships and lead to bigger social benefits, from jobs and economic development to livable neighborhoods and clean air.

The final round of capital grants will be awarded in 2016. For more information about the capital grants, please see [www.oregonmetro.gov/capitalgrants](http://www.oregonmetro.gov/capitalgrants).

A grant review committee, staffed by Metro, reviews all applications and makes funding recommendations to the Metro Council based on the grant program's criteria. The committee is expected to award over \$1.8 million in funding the 2016 with a maximum request of \$500,000.

While the committee is comprised of water quality, natural resource and fish and wildlife experts, it's important that community members from neighborhoods, non-profits, and businesses are represented as well. In selecting members for this committee, Metro seeks a mix of members that bring experience and expertise including:

- a commitment to integrating nature into the built environment
- experience reviewing proposals and offering suggestions on ways to strengthen projects
- experience with projects that involve a wide range of partners and funding
- appreciation of the challenges and benefits of engaging diverse community groups

### Review committee duties

- review twelve to fifteen applications and staff reports
- attend two review committee meetings (approximately 5 hours each)
- attend at least a half-day of site visits
- provide feedback to staff about ways to strengthen the grant program outcomes

### Submit a Cover Letter and Resume

To apply, please submit a cover letter and resume describing your individual background. Metro staff will begin reviewing applications on **June 1, 2016**.

### Cover letter

Please address the following in your cover letter:

- **Experience:** Why are you interested in serving on the capital grant review committee? Please explain what your experience and skills will contribute to the committee.

- **Community engagement:** How do you keep informed and aware of the community's diverse needs and priorities?
- **Conflict of interest:** Do you anticipate any conflicts of interest that might require you to excuse yourself from the review of any potential grant proposal(s)?
- **Availability:** In order to be eligible to serve on the grant review committee, you must attend the two grant review meetings that are 4-5 hours each. Please share your availability for participating in such a meeting. If a weekday meeting is a barrier, please let us know if a weekend date would make a difference in your ability to participate.

### **2016 Timeline**

- 90 minute orientation meeting in July
- Review meeting #1 – 5 hours the week of September 12<sup>th</sup>
- Site visits will occur over the last two weeks of September
- Review meeting #2 – 5 hours the week of October 31<sup>st</sup>
- Presentation of recommendations to Metro Council in early December