JOIN THE CONSERVATION EDUCATION GRANTS REVIEW TEAM

Metro is recruiting people to review Nature in Neighborhoods conservation education grants. Committee members review and evaluate grant pre-applications and applications and recommend to the Metro Council which proposals best meet the grant program criteria and goals. The Metro Council makes all final funding decisions.

Thanks to the voter approval of Metro's 5-year local option levy in 2013, funding for 2016 conservation education grants is set at a total of $200,000. Grants have a maximum of $30,000. For more information about the Nature Neighborhoods conservation educations grants, please see www.oregonmetro.gov/grants.

INTERESTED IN REVIEWING GRANTS?

Metro is looking for people with backgrounds in restoration, conservation education, program evaluation, philanthropy, grant management, fundraising, community partnership development and volunteer management.

In selecting members for this committee, Metro seeks a mix of members that bring experience and expertise, such as:

- Experience reviewing or writing grant proposals and offering suggestions on ways to strengthen programs
- Experience with programs that involve a wide range of partners and funding
- Appreciation of the challenges and benefits of engaging diverse community groups

GRANT REVIEW COMMITTEE DUTIES

- Serve a one-year term with an opportunity to be reappointed.
- Review approximately 30 pre-applications in February and 25 full applications in April.
- Evaluate applications based on the information submitted; the purpose, goals and evaluation criteria; and the review committee's professional and collective judgment.
- Attend two review committee meetings (4 hours each).
- Develop funding recommendations together with other review committee members.
- Provide feedback to staff about ways to strengthen the grant program administration and outcomes.

SUBMIT A COVER LETTER AND RESUME

To apply for the conservation education grant review committee, please submit a cover letter and resume which details your individual background. Metro staff will begin reviewing applications in **January 2016.**

Resume

Please attach a resume that reflects your relevant experience and skills.

Cover letter

Please address the following in your cover letter:

- **Contact information:** Name, title, phone, email, and mailing address..
- **Experience:** Why are you are interested in serving on the conservation education grant review committee? How will your lived and professional experience and skills help you evaluate whether proposals meet the grant program purpose and goals?
- **Community engagement:** How do you keep informed and aware of the community's diverse needs and priorities? If applicable, please describe your connection and involvement in equity, social justice and/or environmental justice work.
- **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 for four hours each. Are you available to do so?

Submission

Please email your cover letter and resume to: Crista Gardner, Grants Coordinator, naturalareasgrants@oregonmetro.gov .

WHAT'S THE TIMELINE?

January 2016	Submit cover letter and resume
Jan. 26, 2016	Conservation Education pre-applications due
February 2016	Review and evaluate pre-applications (approximately 30 proposals)
February 2016	Grant Review Committee meeting to decide which proposals to invite for full applications
February 2016	Successful pre-applications invited to submit full applications
March 2016	Final applications due to Metro
March-May 2016	Review and evaluate full applications (approximately 25 proposals)
April 2016	Grant Review Committee meeting to decide which to recommend to the Metro Council for funding
June/July 2016	Grant awards announced
July 1, 2016	Metro funds available