

JOIN THE TRAILS GRANTS REVIEW TEAM

Metro is recruiting people to review Nature in Neighborhoods trails 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 2015 trails grants is set at a total of \$500,000. Small grants have a maximum of \$25,000 and larger grants have a maximum of \$100,000. For more information about the Nature Neighborhoods grants, please see www.oregonmetro.gov/grants.

Interested in reviewing grants?

Metro is looking for people with backgrounds in trail planning and design, trail construction management, environmental planning and habitat restoration, outreach related to recreational trails or active transportation, grant management, volunteer coordination, and/or community partnerships. In selecting members for this committee, Metro seeks a mix of members that bring experience and expertise including:

- Experience planning, designing, implementing and evaluating trails projects
- 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

GRANT REVIEW COMMITTEE DUTIES

- Serve a one-year term with an opportunity to be reappointed.
- Review approximately 30 pre-applications in November and 25 full applications in February.
- 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) on 8:30 a.m. to 12:30 p.m. on December 8, 2015 and March 1, 2016.
- 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, please submit a cover letter and resume describing your individual background. Metro staff will begin reviewing applications on **October 1, 2015**.

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 trails grant review committee? Please explain how your experience and skills fit the grant program goals, categories and purpose. Specifically:
 - Do you have experience in trail planning and design, trail construction management, environmental planning and habitat restoration, outreach related to recreational trails or active transportation, grant management, volunteer coordination, and/or community partnerships?
 - What is your experience reviewing grant proposals and offering suggestions on ways to strengthen programs?
 - What is your experience with programs that involve a wide range of partners and funding?
- **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 8:30 a.m. to 12:30 p.m. on December 8, 2015 and March 1, 2016?

Submission

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

WHAT'S THE TIMELINE?

July 2015	Availability of grant funds announced
5:30 - 7 p.m., September 22, 2015	Trails grant workshop
4 p.m., November 3, 2015	Trails pre-applications due to Metro
8:30 a.m. to 12:30 p.m., December 8, 2015	Review committee meeting
January 2016	Final applications due to Metro
8:30 a.m. to 12:30 p.m., March 1, 2016	Review Committee meeting
March 2016	Grant awards announced