

**Wisconsin Environmental Education Board  
Grant Committee  
Planning Timeline July 2007 to June 2008**

Target A. OPERATE THE GRANTS PROGRAM

Action Identify priorities for the 2008-2009 grant cycle.  
 Responsibility Grant Committee, WEEB Board  
 Vehicle Priorities will appear in the RFP and other grant literature  
 Timeline Grant Committee meeting May, 2007  
 Board meeting July, 2007

Action Incorporate Forestry & School Forest grant program updates into an RFP  
 Responsibility Grant Committee with Jeremy Solin and Sterling Strathe invited  
 Vehicle Grant Committee meeting May 2007, consultations  
 Timeline By October 1 2007

Action Create energy grant program RFP  
 Responsibility Grant Committee with Carrie Ziolkowski from KEEP  
 Vehicle Grant Committee meeting May 2007, consultations  
 Timeline By October 1 2007

Action Revise, print, and distribute announcement flyer.  
 Responsibility Grants committee and administrative assistant.  
 Vehicle Flyer will be printed and distributed.  
 Timeline Flyer will be mailed to all schools, WEEB list, WCEE network mailing list.  
 Printing by October 15, 2007, distribution to begin Nov 1, 2007

Action Revise, print, and distribute 3 RFPs.  
 Responsibility Grants committee and administrative assistant.  
 Vehicle RFPs will be posted on WEEB website, printed and distributed.  
 RFPs will be mailed to grant applicant & distributed at appropriate conferences.  
 Timeline Nov 1 2007 to February 15, 2008

Action Evaluate and revise the grant final reporting process.  
 Responsibility Grants committee  
 Vehicle New reporting forms available  
 Timeline By December 2007

Action Evaluate and revise the grant review and selection process  
 Responsibility Grants committee  
 Vehicle Grant committee meeting. Revised review forms will be printed.  
 Timeline By December 2007

Action Contact potential grant reviewers to assemble a review team.  
 Responsibility Administrative Assistant for general, Carrie Z for energy.

Vehicle Timeline	Those agreeing to review will respond. List of Reviewers will be distributed. January 2008.
Action Responsibility Vehicle Timeline	Conduct a training session for reviewers. Grants Committee and Administrative Assistant. Meeting is held. Feb 2008
Action Responsibility Vehicle Timeline	Proposals will be numbered & distributed to reviewers Administrative Assistant Reviewers will receive grants Feb 2008
Action Responsibility Vehicle Timeline	Grants are reviewed Reviewers All grants are reviewed and scored                      Technical & merit review forms. Feb-April 2008 <b>Merit Review Thursday April 3, 2008 at University Center</b>
Action Responsibility Vehicle Timeline	Recommendations made to the WEEB for their action. Grant Committee. Written report to WEEB. Motion by WEEB to distribute grant funds. April 2008.
Action Responsibility Vehicle Timeline	Grant Recipients Announced Administrative Specialist Grant acceptance forms and “no letters” mailed. Database on Website Press releases. Notification to legislators May 2008

## B. CONDUCT SITE REVIEWS

Action Responsibility Vehicle Timeline	Identify and assign site reviewers for 2006 and 2007 proposals. Administrative Assistant Report to grant committee. Review forms completed. June-October, 2007 and June-October, 2008
---	--

## C. PUBLISH & DISTRIBUTE REPORTS

Action Responsibility Vehicle Timeline	Print & distribute 2007-2008 Grant Recipient book Administrative Assistant Copies to 15 depository libraries, 1 copy to WCEE, 1 copy to grant chair October 2007
---	---

Action Design, print & distribute 2005-2007 Biennial Report to legislature  
Responsibility Administrative Specialist, Committee Chairs, WEEB Chair  
Vehicle Printed report  
Timeline October 15, 2007 on website

Action Create grant policy and operational manuals  
Responsibility Administrative Assistant  
Vehicle Copies to grant committee  
Timeline Ongoing