

**Wisconsin Environmental Education Board
Grant Committee
Planning Timeline July 2008 to June 2009**

Target A. OPERATE THE GRANTS PROGRAM

Action Identify priorities for the 2009-2010 grant cycle.
 Responsibility Grant Committee, WEEB Board
 Vehicle Priorities will appear in the RFP and other grant literature
 Timeline Grant Committee meeting May, 2008
 Board meeting July, 2008

Action Incorporate Forestry & School Forest grant program updates into an RFP
 Responsibility Grant Committee with Jeremy Solin invited
 Vehicle Grant Committee meeting May 2008, consultations
 Timeline Grant Committee meeting May, 2008
 Board meeting July, 2008

Action Create energy grant program RFP
 Responsibility Grant Committee with Carrie Ziolkowski from KEEP
 Vehicle Grant Committee meeting May 2008, consultations
 Timeline Grant Committee meeting May, 2008
 Board meeting July, 2008

Action Revise, print, and distribute announcement flyer.
 Responsibility Grants committee and administrative assistant.
 Vehicle Flyer will be printed and distributed.
 Flyer will be mailed to all schools, WEEB list
 Timeline Printing by August 15, 2008, distribution to begin Sept 1, 2008

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 Sept 1, 2008 to February 14, 2009

Action Evaluate and revise the grant final reporting process.
 Responsibility Grants committee
 Vehicle New reporting forms available
 Timeline Board meeting July, 2008

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 January 31 2009
Action	Contact potential grant reviewers to assemble a review team.
Responsibility	Administrative Specialist for general, &forestry, school forest, Carrie Z for energy.
Vehicle	Those agreeing to review will respond. List of Reviewers will be distributed.
Timeline	December 2009.
Action	Conduct a training session for reviewers.
Responsibility	Grants Committee and Administrative Specialist.
Vehicle	Meeting is held.
Timeline	Feb 2009
Action	Proposals will be numbered & distributed to reviewers
Responsibility	Administrative Specialist
Vehicle	Reviewers will receive grants
Timeline	Feb 2009
Action	Grants are reviewed
Responsibility	Reviewers
Vehicle	All grants are reviewed and scored Budget& merit review forms.
Timeline	Feb-April 2009 Merit Review Wed April 8, 2009 at University Center
Action	Recommendations made to the WEEB for their action.
Responsibility	Grant Committee.
Vehicle	Written report to WEEB. Motion by WEEB to distribute grant funds.
Timeline	April 2009.
Action	Grant Recipients Announced
Responsibility	Administrative Specialist
Vehicle	Grant acceptance forms and “no letters” mailed. Database on Website
	Press releases. Notification to legislators
Timeline	May 2009

B. CONDUCT SITE REVIEWS

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

C. PUBLISH & DISTRIBUTE REPORTS

Action	Print & distribute 2008-2009 Grant Recipient book
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Responsibility Administrative Specialist
Vehicle Copies to 15 depository libraries, 1 copy to WCEE, 1 copy to grant chair
Timeline October 2008

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