

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

Target A. OPERATE THE GRANTS PROGRAM

Action Identify priorities for the 2010-2011 grant cycle.
 Responsibility Grant Committee, WEEB Board
 Vehicle Priorities will appear in the RFP and other grant literature
 Timeline Board meeting July, 2009

Action Incorporate Forestry & School Forest grant program updates into an RFP
 Responsibility Program Specialist
 Vehicle Have Grant Committee Members review RFP
 Timeline Grant Committee review-June 2009
 Board meeting July, 2009

Action Create energy grant program RFP
 Responsibility Grant Committee with Melissa Rickert from KEEP
 Vehicle Program Specialist and KEEP discussions
 Timeline Unknown

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, 2009, distribution to begin Sept 14, 2009

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 15, 2009 to February 13, 2010

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 2010

Action Contact potential grant reviewers to assemble a review team.
 Responsibility Administrative Specialist for general, &forestry, school forest, Melissa R 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 2010
Action	Proposals will be numbered & distributed to reviewers
Responsibility	Administrative Specialist
Vehicle	Reviewers will receive grants
Timeline	Feb 2010
Action	Grants are reviewed
Responsibility	Reviewers
Vehicle	All grants are reviewed and scored Budget& merit review forms.
Timeline	Feb-April 2010 Merit Review Wed April 7, 2010 or Thursday April 8 2010 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 2010.
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 2010

B. CONDUCT SITE REVIEWS

Action	Identify and assign site reviewers for 2008 and 2009 proposals.
Responsibility	Administrative Specialist
Vehicle	Report to grant committee. Review forms completed.
Timeline	June-October, 2009 and June-October, 2010

C. PUBLISH & DISTRIBUTE REPORTS

Action	Print & distribute 2009-2010 Grant Recipient book
Responsibility	Administrative Specialist
Vehicle	Copies to 15 depository libraries, 1 copy to WCEE, 1 copy to grant chair
Timeline	October 2009

Action	Biennial Report to Legislature
Responsibility	Administrative Specialist and new committee

Vehicle
Timeline

Written document
By October 2009