

**Wisconsin Environmental Education Board
Grant Committee
Planning Timeline July 2010 to June 2011**

Target A. OPERATE THE GRANTS PROGRAM

Action Identify priorities for the 2011-2012 grant cycle.
 Responsibility Grant Committee, WEEB Board
 Vehicle Priorities will appear in the RFP and other grant literature
 Timeline Board meeting July, 2010

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 2010
 Board meeting July, 2010

Action Revise, print, and distribute 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, 2010 to February 12, 2011

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 2011

Action Contact potential grant reviewers to assemble a review team.
 Responsibility Administrative Specialist
 Vehicle Those agreeing to review will respond. List of Reviewers will be distributed.
 Timeline December 2010.

Action Conduct a training session for reviewers.
 Responsibility Grants Committee and Administrative Specialist.
 Vehicle Meeting is held.
 Timeline Feb 2011

Action Proposals will be numbered & distributed to reviewers
 Responsibility Administrative Specialist
 Vehicle Reviewers will receive grants
 Timeline Feb 2011

Action Grants are reviewed

Responsibility Reviewers
Vehicle All grants are reviewed and scored Budget& merit review forms.
Timeline Feb-April 2011 **Merit Review Wed April 6**

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 2011.

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 2011

B. CONDUCT SITE REVIEWS

Action Identify and assign site reviewers for 2009 and 2010 proposals.
Responsibility Administrative Specialist
Vehicle Report to grant committee. Review forms completed.
Timeline June-October, 2010 and June-October, 2011

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 2010

Action Biennial Report to Legislature
Responsibility Administrative Specialist and new committee
Vehicle Written document
Timeline By October 2011