

**Wisconsin Environmental Education Board  
Grant Committee  
Planning Timeline July 2011 to June 2012**

Target A. OPERATE THE GRANTS PROGRAM

Action Identify priorities for the 2012-2013 grant cycle.  
 Responsibility Grant Committee, WEEB Board  
 Vehicle Priorities will appear in the RFP and other grant literature  
 Timeline Board meeting July, 2011

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 2011  
 Board meeting July, 2011

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, 2011 to February 11, 2012

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 2012

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 2011.

Action Conduct a training session for reviewers.  
 Responsibility Grants Committee and Administrative Specialist.  
 Vehicle Meeting is held.  
 Timeline Feb 2012

Action Proposals will be numbered & distributed to reviewers  
 Responsibility Administrative Specialist  
 Vehicle Reviewers will receive grants  
 Timeline Feb 2012

Action Grants are reviewed  
Responsibility Reviewers  
Vehicle All grants are reviewed and scored Budget& merit review forms.  
Timeline Feb-April 2012 **Merit Review Wed April 4**

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 2012.

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 2012

## B. CONDUCT SITE REVIEWS

Action Identify and assign site reviewers for 2010 and 2011 proposals.  
Responsibility Administrative Specialist  
Vehicle Report to grant committee. Review forms completed.  
Timeline June-October, 2011 and June-October, 2012

## C. PUBLISH & DISTRIBUTE REPORTS

Action Print & distribute 2010-2011 Grant Recipient book  
Responsibility Administrative Specialist  
Vehicle Copies to 15 depository libraries, 1 copy to WCEE, 1 copy to grant chair  
Timeline October 2011

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