

**Wisconsin Environmental Education Board
Grant Committee
Planning Timeline July 2012 to June 2013**

Target A. OPERATE THE GRANTS PROGRAM

Action Identify priorities for the 2013-2014 grant cycle.
 Responsibility Grant Committee, WEEB Board
 Vehicle Priorities will appear in the RFP and other grant literature
 Timeline Board meeting July, 2012

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 2012
 Board meeting July, 2012

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 17, 2012 to February 9, 2013

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 2013

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 2012.

Action Conduct a training session for reviewers or assign mentor to reviewer.
 Responsibility Grants Committee and Administrative Specialist.
 Vehicle Meeting is held or mentor assigned.
 Timeline Feb 2013

Action Proposals will be numbered & distributed to reviewers
 Responsibility Administrative Specialist
 Vehicle Reviewers will receive grants
 Timeline Feb 2013

Action Grants are reviewed
Responsibility Reviewers
Vehicle All grants are reviewed and scored Budget& merit review forms.
Timeline Feb-April 2013 **Merit Review Wed April 3**

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 2013.

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 2013

B. CONDUCT SITE REVIEWS

Action Identify and assign site reviewers for 2011 and 2012 proposals.
Responsibility Administrative Specialist
Vehicle Report to grant committee. Review forms completed.
Timeline June-October, 2012 and June-October, 2013

C. PUBLISH & DISTRIBUTE REPORTS

Action Print & distribute 2012-2013 Grant Recipient book
Responsibility Administrative Specialist
Vehicle Copies to 15 depository libraries, 1 copy to WCEE, 1 copy to grant chair
Timeline October 2012