

**Wisconsin Environmental Education Board
Grant Committee
Planning Timeline July 2013 to June 2014**

Target A. OPERATE THE GRANTS PROGRAM

Action Identify priorities for the 2014-2015 grant cycle.
 Responsibility Grant Committee, WEEB Board
 Vehicle Priorities will appear in the RFP and other grant literature
 Timeline Board meeting July, 2013

Action Incorporate General, Forestry, School Forest & Water grant program updates into the various RFPs
 Responsibility Program Specialist
 Vehicle Have Grant Committee Members review RFP
 Timeline Grant Committee review-June 2013
 Board meeting July, 2013

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 2013 to February 15, 2014

Action Evaluate and revise the grant review and selection process
 Responsibility Grants committee
 Vehicle Grant committee meeting. Revised review forms will be updated & printed.
 Timeline June 2013 and By January 31 2014

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 2013-January 2014.

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 2014

Action Proposals will be numbered & distributed to reviewers
 Responsibility Administrative Specialist
 Vehicle Reviewers will receive grants
 Timeline Feb 2014

Action Grants are reviewed
Responsibility Reviewers
Vehicle All grants are reviewed and scored Budget& merit review forms.
Timeline Feb-April 2014 **Merit Review Wed April 2 at UWSP 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 2014.

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 2014

B. CONDUCT SITE REVIEWS

Action Identify and assign site reviewers for 2012 and 2013 proposals.
Responsibility Administrative Specialist
Vehicle Report to grant committee. Review forms completed.
Timeline June-October, 2013 and June-October, 2014

C. PUBLISH & DISTRIBUTE REPORTS

Action Print & distribute 2013-2014 Grant Recipient book
Responsibility Administrative Specialist
Vehicle Copies to 15 depository libraries, 1 copy to WCEE, 1 copy to grant chair
Timeline October 2013 (is done as of June 2013)