

CALL FOR REVIEWERS For February 2017 Reviews of 21st Century Community Learning Center (CCLC) Grant Applications

The North Carolina Department of Public Instruction (NCDPI) is seeking qualified individuals to serve as grant reviewers to read and score the 2017 21st CCLC applications during the period of February 1-28, 2017. A one-day face-to-face training for the selected grant reviewers is scheduled to be held in Greensboro, North Carolina on Tuesday, January 10, 2017. The review process is being managed for the NCDPI by the SERVE Center at the University of North Carolina at Greensboro (UNCG). Interested individuals should apply by **December 17, 2016**. The application process is described below. Please email Beth Thrift (bthrift@serve.org) at the SERVE Center if you have questions about the application process.

What is the 21st CCLC Grant Program?

The 21st CCLC grantee organizations provide before and after-school, weekend, and summer school academic enrichment opportunities for children attending low-performing schools to help them meet local and state academic standards in such subjects as reading, mathematics, and science. In addition, programs may provide activities for youth development, drug and violence prevention, art, music, technology, character education, counseling, and recreation to enhance programmatic academic aspects. The program also supports a component for family literacy and community outreach. Grant proposals to operate a 21st CCLC can be submitted by local education agencies, faith-based organizations, institutions of higher education, or for-profit corporations. The grants to be awarded by NCDPI will range from \$50,000 - \$400,000 for three years. The majority of the students served by these programs are in grades K-8. Program guidelines define eligible students as those primarily attending low-income schools. NCDPI expects to receive up to 300 applications by January 16, 2017 for funding for the 2017-18 school year. For more information on the 21st CCLC program administered by NCDPI, visit <http://www.ncpublicschools.org/21cclc/>.

What will be required of Grant Reviewers?

1. Reviewers will read and score their assigned grant applications from February 1-28, 2017. Reviewers will be asked to score up to 20-30 applications. Each review will take approximately 90 minutes per application, for a total of up to approximately 45 hours to be completed over the 3- 4-week period.
2. The reviewers will record their scores using a web-based grant management system. Thus, reviewers must have computer and Internet access to conduct their reviews. The web-based grant management system will be explained during the grant reviewer training provided to the selected reviewers.
3. Selected reviewers must review all materials provided before training; attend a one-day, face-to-face training currently scheduled for January 10, 2017, in Greensboro; and participate in a follow-up 90-minute webinar if needed. Once the applications are assigned to reviewers, there may be a short conference call to answer any final questions before scoring begins.

4. Reviewers will use a rubric provided by NCDPI to guide their scoring. In addition, reviewers will be expected to provide comments for each application outlining strengths and weaknesses.
5. Reviewers will be required to sign a Confidentiality Agreement and a Conflict of Interest Statement prior to beginning the review process.
6. **Reviewers cannot be associated with a school district or organization that is submitting a 21st CCLC grant application in January 2017.**

Reviewer Qualifications

We are seeking reviewers who have one or more of the following qualifications:

- experience with out-of-school or extended day programs or knowledge of research or practice on this topic (for example, written publications, etc.);
- experience with or knowledge of research and practice in designing, implementing, or evaluating interventions for at-risk students from high poverty schools;
- experience with working with communities to forge meaningful partnerships that foster commitment to improving the lives of youth and their families;
- relevant experience in an education-related field;
- experience with conducting evaluations of education programs or community programs for at-risk youth;
- experience as a grant reviewer (preferably in education); and/or
- experience as a project director/manager/coordinator of a grant-funded project.

Preference will be given to applicants who have more than one of the above qualifications.

Reviewer Compensation

The reviewers selected will receive \$250 to attend a one-day training in Greensboro on January 10, 2017; and if necessary, a follow-up 90-minute webinar. Reviewers will be compensated for grant reviews at the rate of \$75 per application reviewed with the expectation of reviewing up to 20-30 applications. SERVE Center at UNCG will pay reviewers upon their completion of grant reviewer responsibilities as outlined.

How to Apply:

Instructions for Submitting a 21st CCLC Grant Reviewer Application and Résumé

If you are interested in applying to become a 21st CCLC Grant Reviewer, please complete the following steps by December 17, 2016.

1. **Access and complete the online application at:** https://uncg.qualtrics.com/jfe/form/SV_6LnPsV1Xyq0wnid.
 - a. Ensure you complete all questions in application.
 - b. You will be asked to provide professional references as part of the application.
2. **Upload a current three-page (or less) résumé which includes your education and work history, and relevant publications/skills/experiences.**
 - a. You can upload your résumé as either a Microsoft Word document or an Adobe PDF file (see Section J in the application for instructions and upload button).
 - b. Use the naming convention **Resume_LastName_FirstName** for your résumé. For example: Joan Jones' résumé file would be named: Resume_Jones_Joan.
3. Your submission **must be received via email by 11:00 pm on December 17, 2016.**

You will receive an email acknowledging receipt of your materials. If you do not receive an email notification of receipt of your materials, please email Beth Thrift (bthrift@serve.org) and request a confirmation of receipt.

We will notify reviewers of their selection by December 30, 2016, and provide details about the face-to-face training.

Thank you for your interest in serving as a 21st CCLC grant reviewer.