AmeriCorps Grant Reviewer Opportunity

Overview & Mission

The **Governor's Office of Community Service** (GOCS) improves lives and landscapes across Montana through national service and community volunteerism. A primary function of GOCS is to engage AmeriCorps as a strategy to meet community needs and develop contributors. The Grant Review Workgroup scores and ranks AmeriCorps grant applications, develops a funding recommendation, and presents the recommendation to the Commission on Community Service for approval. Upon approval, grant applications are submitted to AmeriCorps for final funding determination.

For members of the Commission on Community Service, serving as a grant reviewer is a vital role and it requires significant commitment (see below for travel & time commitments). GOCS will request four commissioners to volunteer for a grant review; three primary, and one alternate. If one of the primary reviewers does not attend the grant reviewer orientation and does not communicate their absence to GOCS ahead of time, the alternate reviewer will be asked to take their place. One community volunteer reviewer will separately be selected by GOCS.

Grant Reviewer Expectations

- Have an interest in impactful AmeriCorps programming in Montana
- Be familiar with needs, objectives and goals outlined in the Montana State Service Plan
- Serve as a representative of GOCS, the Commission on Community Service, or as a Community Volunteer in the role of Grant Reviewer
- Exhibit ethical behavior
- Analyze and score grant applications logically and effectively against specific criteria
- Consider input of other reviewers when arriving at consensus scores
- Have a basic understanding of meeting decorum and procedures

Essential Functions & Accountabilities

- Participate in up to two grant review cycles (fall and spring)
    - Attend virtual Grant Review Workgroup orientations (fall and spring)
    - Attend Grant Review Workgroup meetings in-person, in Helena (fall and spring)
- Agree and adhere to terms of the Non-Disclosure and Conflict of Interest Certification form
- Read and understand grant review criteria, scoring guide, evaluation committee guidelines, and other pertinent materials as provided by GOCS
- Read grant applications and associated materials as provided by GOCS
- Provide individual scores for pertinent sections of each grant, referencing the appropriate Notice of Funding Opportunity/Available, scoring sheet, and Scoring Guide

- Provide written justification for all scores
- Actively participate in discussion and consensus scoring during in-person grant review
- Ask questions of GOCS staff concerning materials or processes
- Communicate with GOCS staff about attendance at orientations and workgroup meetings
- Return all printed and written materials and notes to GOCS staff at the end of each workgroup meeting

Time & Travel Commitments

Time: Reviewers participate in up to two grant review cycles within an 8-month timeframe, one in fall and one in spring. For each grant review cycle: 1 hour of virtual orientation, 8-12 hours of independent review, 6-8 hours of in-person review in Helena (not including drive time). Time commitments vary depending on number and type of grant applications. Lunches are provided for in-person reviews in Helena.

Travel: Attendance at in-person Grant Review Workgroup meetings (fall and spring) in Helena. GOCS will provide mileage reimbursement and lodging as appropriate.

Honorarium

Grant reviewers who represent the Commission on Community Service or are Community Volunteers may be eligible to receive an Honorarium for their participation in the Grant Review Workgroup. Dollar amounts vary depending on annual appropriations and available budget.

Thank you for your interest in serving on the AmeriCorps Grant Review Workgroup!
To learn more about AmeriCorps in Montana, visit serve.mt.gov