

**EXECUTIVE OFFICE OF THE MAYOR  
OFFICE OF COMMUNITY AFFAIRS  
SERVE DC – THE MAYOR’S OFFICE ON VOLUNTEERISM**

**CALL FOR COMMUNITY GRANT REVIEWERS**

**2012 AmeriCorps State Competitive Grant Competition**

NOTICE: Reviewers are required to be available on Thursday, December 1, 2011 from 4:30pm to 5:30pm and Friday, December 16, 2011, 9:00am to 12:30pm. Reviewers will participate in a one hour training session on Thursday, December 1, 2011, and a consensus review session on Friday, December 16, 2011. Please see the remainder of the announcement for further details.

SUMMARY: Serve DC – The Mayor’s Office on Volunteerism is seeking individuals to review grant applications for the 2012 AmeriCorps State Competitive Grant Competition. This is an excellent opportunity to network with colleagues in the national service field, learn more about the grant-making process, develop your own grant-writing skills, and contribute your knowledge and experience to Serve DC’s efforts to select high-quality Washington, DC-based programs for AmeriCorps funding.

**What does a grant reviewer do?** Grant reviewers will help to evaluate grant applications for the 2012 AmeriCorps State Competitive Grant Competition. Reviewers read, score and evaluate applications, and discuss their findings with a small group of fellow reviewers and a facilitator. The panel then comes to consensus to rank the applications according to quality and recommend them for the next level of review.

**What qualifications should reviewers have?** Serve DC is looking for a diverse group of reviewers--males and females of all ages, races and ethnicities--that have experience with national service or community-based programs, and grant writing. For example, reviewers may be community service practitioners, educators, college students, national service alumni, people working in foundations, or individuals working on public policy issues. *Preference will be made to applicants who have experience in writing or reviewing federal grants and/or writing or managing performance measures.*

Reviewers must be comfortable reading a large volume of material in a short period of time and providing analysis in a small group setting.

**Can members currently serving in AmeriCorps or any other streams of service serve as reviewers?** No, you must have completed your AmeriCorps service before being selected as a reviewer. Alumni of AmeriCorps programs are strongly encouraged to apply to serve as reviewers. AmeriCorps members must have completed service by November 30, 2012.

**Can people who work for a Corporation for National and Community Service-funded program serve as a reviewer?** Yes, people who work for organizations affiliated with Learn and Serve America, AmeriCorps, Senior Corps, or other national service programs may serve as reviewers. For instance, an individual who works for an organization that hosts a VISTA

volunteer may review AmeriCorps applications. However, people cannot serve as a reviewer for the AmeriCorps Competitive competition if they work for an organization that is being considered for funding in this competition.

**What is the time commitment?** Reviewers must be available on **Thursday, December 1, 2011 from 4:30pm to 5:30pm** and **Friday, December 16, 2011 from 9:00am to 12:30pm; this session may run later depending on the number of applications received.** Reviewers will participate in an afternoon training session on Thursday, December 1, 2011, and a consensus review session on Friday, December 16, 2011. The period between training and consensus session will be dedicated to reviewing and scoring the applications.

**What are the benefits to reviewers?** The grant review experience is an excellent opportunity to meet and network with colleagues in the national service field: 1) find out about exciting programming and trends in national service; 2) develop a deeper understanding of the grant-writing and grant-making processes; 3) and contribute experience to the selection of high-quality programs for the District of Columbia. **This is a volunteer opportunity.**

**How does one apply to become a reviewer?** To apply, please forward your resume to: Isabel Spake, AmeriCorps Program Officer, Serve DC – The Mayor’s Office on Volunteerism, 2000 14<sup>th</sup> Street, NW, Suite 101, Washington, DC 20009 or e-mail [isabel.spake@dc.gov](mailto:isabel.spake@dc.gov). Please share this announcement with others who are qualified reviewers.

**Is there a deadline to apply?** Yes. Please submit resumes as soon as possible, but no later than 5pm on **Tuesday, November 8, 2012** for consideration. We will begin reviewing resumes as they arrive.

**What are the next steps after submitting a resume?** Serve DC will review resumes and begin contacting qualified applicants. We will check for conflicts of interest and confirm availability at that time.

*Thank you for your interest in serving as a reviewer and for sharing this announcement with others who may be interested. This is an important part of our review process and our efforts to recommend high-quality programs for funding.*

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