

Dear Early Childhood Stakeholder / Partner:

We are seeking your support to recruit Volunteer Grant Application Reviewers for the third round of the [Early Education Matching Grant \(EEMG\) program](#). Help us recruit a diverse pool of volunteer grant reviewers by sharing this information with your network and encouraging individuals to participate!

The EEMG program will accept competitive applications, which must be reviewed by an external panel of experts to ensure objectivity. The grant reviewer is an essential role that helps to ensure that high quality grantees are selected to increase enrollment of low-income children in high quality early learning programs across the state.

To best evaluate the grant applicants, we are seeking individuals from a wide variety of disciplines, work settings, and cultural backgrounds. We are seeking a diverse pool of reviewers that have experience in early childhood education and child development. Reviewers must be free from conflicts of interest and evaluate each application on its own merit. Reviewer responsibilities include:

- Participate in a training (via webinar) on the EEMG program guidelines, requirements and application criteria to be held the week of January 5th;
- Read and be thoroughly familiar with the EEMG program guidance and with assigned applications;
- Independently review, evaluate and score each application based only on provided review criteria; and
- Provide final scores and recommendations for all applications based on review criteria and consensus strengths and weaknesses.

#### **Grant Review Timeframe**

October 29, 2015	RFF sent to potential applicants
January 15, 2016	RFF proposals due back
January 19th – February 5th	Grant application review
Early April	Approximate date of award decisions made

The commitment time for participation as a grant reviewer will vary depending on the number of grant applications received and the number of reviewers recruited. It is our goal to minimize the burden on our volunteer grant reviewers by recruiting a robust pool of qualified individuals, which further underscores the importance of this request!

To apply for participation on the EEMG grant reviewer team, individuals must **complete and submit the enclosed Application and Conflict of Interest Statement to Amanda Lopez at [A.Lopez@Transformconsultinggroup.com](mailto:A.Lopez@Transformconsultinggroup.com) by Friday, December 18th.**

FSSA reserves the right to make all reviewer selections. All decisions will be final. Reviewers will be identified once final decisions are complete. You may contact [Amanda Lopez](#) or [Beth Barrett](#) with any questions.

Thank you for your consideration, and we hope you will consider joining us in this important work.

Sincerely,

Amanda Lopez, MSW  
President

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