

Call for Reviewers: Out of School Time Grant Competitions

About the Grant Competitions

United Way of the National Capital Area (United Way NCA), is seeking volunteer grant application reviewers for three separate Request for Applications (RFA) to award close to \$3.35 million. United Way NCA is responsible for leading the review process and seeks a diverse group of reviewers. All interested reviewers, please respond to this call no later than Friday, July 10, 2020.

United Way NCA has released three School Year grant competitions on behalf of the Out of School Time Office of Grant and Youth Outcomes (OST Office). All three RFAs will provide funds to high-performing, non-profit, youth development organizations providing children and youth with high quality Out of School Time (OST) programming.

RFA Synopsis and Position Summary

The reviewer's responsibility is to provide an impartial and objective review of applications submitted to the OST Office for funding consideration. Reviewers are expected to thoroughly read, score, and comment on 7-10 application packets.

- RFA # 1: Fiscal Year 2021 Year Round OST Invitation Only RFA invites recipients of both School Year 2019-20 OST and 2020 Summer Strong DC to apply. Applications are limited to 10 pages of narrative including budget narrative. The reviewer will need to assess approximately 10-15 pages per packet, for each application's responsiveness to the criteria published in the RFA.
- RFA # 2: School Year 2020-21 OST RFA is open to organizations of any budget size. Applications are limited to 14 pages of narrative including budget narrative. The reviewer will need to assess approximately 14-25 pages per packet, for each application's responsiveness to the criteria published in the RFA.
- RFA # 3: School Year 2020-21 Small Non-Profit RFA is open to organizations with budgets of \$250,000 or less. Applications are limited to 6 pages of narrative including budget narrative. The reviewer will need to assess approximately 6-12 pages per packet, for each application's responsiveness to the criteria published in the RFPs and to take part in reconciliation discussions with other reviewers who have read the same applications.

These RFAs solicit applications for OST programs with a positive youth development focus serving at-risk children and youth. The competitions are open to any 501(c)3 entity that proposes to serve District children and youth.

*While not guaranteed, reviewer applicants may request to be involved in a particular review process – either for RFA #1, #2 or #3.

Time Commitment

Participate in a mandatory two-hour training on one of the following dates:

(PLEASE NOTE: Reviewers from the previous year's competition do not need to attend the in-person reviewer training, but do need to read and score a mock application)

- **Tuesday, July, 14, 2020- Webinar from 6:00-8:00 p.m.; OR**
- **Wednesday, July, 15, 2020- Webinar from 10:00 a.m.-12:00 p.m.**
- Read and score a mock application and return by July 17, 2020

For RFA #1 and #2

- Be available from **July 21, 2020 – August 4, 2020** to read and review 7 - 10 applications, approximately 90 minutes per application.
- Electronically submit completed scores and commentary by **August 4, 2020**.

For RFA #3

- Be available from **July 21, 2020 – August 3, 2020** to read and review 7 - 10 applications, approximately 50 minutes per application.
- Attend reconciliation discussion on **August 5, 2020, via Webinar from 6-8 p.m.**
- Electronically submit completed scores and commentary by **August 3, 2020**.

Skills, Knowledge, Education, Experience, and other requirements

Reviewers must have the following:

- At least three years of relevant experience in or knowledge of positive youth development and informal learning settings for children and youth
- Experience evaluating applications
- Knowledge of the District of Columbia neighborhood and wards
- Ability to identify specific and explicit application details that align to a scoring rubric
- Ability to provide specific and constructive feedback on each application
- Ability to look beyond one's own lens of programmatic quality and structure to assess programs as objectively as possible
- Ability to meet deadlines, communicate, and follow-through on assignments
- Sign and disclose any conflicts of interest or known bias to any potential applicant
- Commitment to maintain confidentiality about the process and applications
- Knowledge and use of Microsoft Excel and email

The application will be completed via Survey Monkey. Please have a copy of your resume or bio available to upload as part of your survey responses. **Please access the reviewer application [here](#) and complete by Friday, July 10, 2020.**