Community Grant Reviewer Opportunity

The Office of Grants Management is seeking people to volunteer and participate in our grantmaking process by serving as community reviewers who will read and evaluate grant proposals. Veterans and people with experience in developing Veterans memorials are in a unique position to contribute to our grantmaking process and help to make decisions to distribute Legacy grants to local units of government for Veterans memorials to preserve the culture and heritage of Minnesota.

The Office of Grants Management is committed to recruiting three community reviewers who will review grant proposals remotely.

- We are looking for Veterans and people with interests or experience in Veterans memorials or other related areas.
- We will provide a small stipend to eligible community reviewers who meet eligibility requirements, complete a webinar on grant evaluation, review on time, and complete the required process to receive payments.

Grant reviewers will read and review approximately ten proposals in a 21 day time period starting in January of 2022.

Proposals are generally 2-3 pages in length. Orientation will be required. All orientation and grant review will take place remotely and online.

Reviewers

- Read, score, and take notes on applications online in January 2022.
- Attend an online orientation to discuss the grant evaluation process and a selection of applications.
- Can expect to spend, on average, 15-20 hours total, depending on total grant proposals submitted.
- Receive a modest financial stipend of $200 to thank volunteers for their time and expertise.
- Play a crucial role in the grant making process as their scores help determine which applications will be recommended for approval.
- Advance the Office of Grants Management’s commitment to diversity, equity and inclusion in the grantmaking process.

Who can serve?

The Office of Grants Management is interested in individuals who are Veterans. It is important to us to involve people most affected in our decision-making process to distribute state funds. Office of Grants Management will give special consideration to geographic representation from throughout the state and we seek a balance of those with previous experience with people who will bring new perspectives to the grant review process.

Selected reviewers must
• Be a Minnesota resident.
• Have access to a computer with an Internet connection and intermediate computer skills.
• Be a Veteran or have experience or background in developing Veterans memorials, or a similar area of expertise.
• Be committed to completing all aspects of the grant application review: reading approximately ten proposals in a 21-day period in January of 2022.
• Register with the state’s system for payment to be eligible to receive a stipend.

What do I do if selected?

Upon completion of the grant application reviewer interest form, selected reviewers will confirm their availability, register with the state's payment system, and declare conflicts of interest with the panel coordinator before being assigned to specific proposals.

Reviewers will participate remotely in an orientation session and review a set of assigned applications by accessing them online and completing a review form with notes for each applicant.

Why participate as a community reviewer?

Contributing your time as a community reviewer will help ensure that the grantmaking decisions our agency makes are informed by a wide range of perspectives, including people with lived experiences as a Veteran, developing Veterans memorials, or other related area. If you have an interest in how the state supports Veterans through Veterans memorials, this is an opportunity to make a difference.

How can I apply?

The Office of Grants Management is using a short application form to learn more about your background, experience, and commitment to equitable outcomes for Arts and Cultural Heritage Fund grants. Please complete and submit our interest form.

• Grant Application Reviewer Interest Form (office.com)

Questions

If you have questions about the community reviewer process, please email Sarah Hernandez at sarah.hernandez@state.mn.us