



United Way
of Greater New Haven

United Way of Greater New Haven Summer Youth Fund Grant Review Team 2023

Grant Review Team Interest Form Due Monday, March 6th, 2023, 4 PM

Purpose of Position:

United Way of Greater New Haven (UWGNH) brings people, resources and organizations together to create a thriving community. UWGNH values the experience and expertise of our community in making decisions about community investments, and so we are currently seeking volunteers interested to serve on our Summer Youth Fund Grant review team. The opportunity is open to individuals who work with youth agencies or schools, parents, youth advocates, and most importantly YOUNG PEOPLE themselves (ages 15 and older) are encouraged to apply.

Time Commitment:

March 2023. Please plan to commit a minimum of 5-10 hours to this effort. Particularly heavy time investment will be required during March 16 – 27 for the reading and scoring of grant applications. Please make sure you have the time available for this process and can commit to attending the mandatory orientation and review session meetings.

Orientation and Review Session:

Orientation and training will be held virtually on one of the following dates. Please note that we will schedule the orientation on a date when the majority of reviewers are available:

- Tuesday, 3/14 @ 3 – 4 PM
- Tuesday, 3/14 @ 4 – 5 PM
- Wednesday, 3/15 @ 3 – 4 PM
- Wednesday, 3/15 @ 4 – 5 PM

Volunteer reviewers must also be available on one of the following dates for the virtual final review & recommendations session:

- Tuesday, 3/28 @ 3 – 6 PM
- Wednesday, 3/29 @ 3 – 6 PM
- Thursday, 3/30 @ 3 – 6 PM

Job Description:

Review team members assess grant proposals submitted by local youth organizations. This will involve the following:

- Participating in a 1-hour mandatory volunteer training.
- Reading anywhere between 10-15 online grant proposals.
- Scoring applications using a rubric in an online system.

- Participation in a Review Session meeting (3 hours), held via Zoom, during the month of May to determine which proposals best align with the goals of the grant program and make funding recommendations.

Requirements:

- Not currently employed by (as staff or a consultant) or on the Board of an organization or group submitting a proposal for funding.
- Be able to dedicate at least 5-10 hours of service including required training, reviewing and scoring applications, and making funding recommendations over 3 weeks in March 2023.
- Access to a PC and WiFi.
- Knowledge of—through work within or lived experience with—local youth programs.
- Able to maintain confidentiality and not share applicant information outside of meetings.
- Disclosure of relationships with local youth organizations (as a volunteer, donor, current youth participant, etc.) and completion of the Conflict-of-Interest form.

Participation Stipend:

We recognize that there may be costs members will incur to fully participate in this process. For this reason, eligible Review Team members who attend all meetings and submit all materials on time will receive a stipend in recognition of their time invested in this process. To be eligible for a stipend, you must meet the following: 1) if employed, your participation on the committee is not part of your current scope of work (e.g. you have to take time off to participate); and 2) you are not affiliated with UWGNH either as staff, consultant, or Board member.

Accommodations:

We will work with review team members to support your full participation in this process (Examples: if you prefer printed copies of review materials).

Interested in Joining the Team? Please complete our interest form before March 6, 2023.

You will be notified on Tuesday, March 7 whether you have been selected to be part of the Grant Review Team. Please hold the orientation and review session meeting times in your calendar until the Review Team members are confirmed.