



## Wyoming Department of Education

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Cheyenne, WY 82002-0050

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### MEMORANDUM NO. 2007 - 125

**TO:** School District Superintendents  
School District Principals

**FROM:** Kimberly Prey, After-School Program Consultant  
Health and Safety Unit *KHP*

**DATE:** July 13, 2007

**SUBJECT:** 21<sup>st</sup> Century Community Learning Centers (21 CCLC) Grant Competition Reviewers

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### INFORMATION TO SHARE

The Wyoming Department of Education administers the 21<sup>st</sup> Century Community Learning Centers (21 CCLC) federal grant for after-school programming. Professionals in the field are needed to read and evaluate the grant proposals for the 2008-2012 competitive grant competition.

Approximately \$1.3 million will be available to support after-school programming under the 21 CCLC grant program. The purpose of the 21 CCLC program is to establish or expand community learning centers that provide enrichment opportunities and activities designed to complement the regular academic program of students during those times when school is not in session. Centers (which can be located in elementary or secondary schools or other similarly accessible community facilities) provide a range of high-quality services to support student learning and development, which may include tutoring and mentoring, homework help, academic enrichment, music, arts, sports, cultural activities and community service opportunities. At the same time, centers help parents by providing a safe environment for students during non-school hours or periods when school is not in session.

A small mini-grant stipend will be provided to grant reviewers for their time and effort in completing the grant review.

If you are interested in participating in the grant review process, please review the enclosed information and direct your questions to Kimberly Prey at [kprey@educ.state.wy.us](mailto:kprey@educ.state.wy.us) (307.777.5332).

Enclosure: Grant Readers Needed document  
Grant Reviewer Information Form

# Grant Readers Needed!

## Wyoming Department of Education 21<sup>st</sup> Century Community Learning Centers Grant

The Wyoming Department of Education (WDE) administers the 21<sup>st</sup> Century Community Learning Centers (21 CCLC) federal grant for after-school programming. Professionals in the field are needed to read and evaluate the grant proposals for the 2008-2012 competitive grant competition.

Copies of the grant application and project guidelines, as well as the grant proposals, will be mailed to readers. The readers will then be given approximately one month to review the applications, complete the scoring rubric for each grant, and return all materials to the WDE. One phone conference will be held with all of the readers at the completion of the grant review to clarify questions or inconsistencies.

### Timeline

<b>October 12, 2007</b>	Grant applications received by the Wyoming Department of Education.
<b>October 16, 2007</b>	Grant review materials mailed to grant readers.
<b>November 16, 2007</b>	Grant application reviews completed and all materials returned to WDE.
<b>November 20, 2007</b>	Grant reader conference call at 10:00 a.m.

Grant readers must complete the review of the proposals by the November 16 deadline and take part in the conference call on November 20.

To avoid conflict of interest, please do not apply to read the 21 CCLC grants if your district/school/community is applying for funding.

A mini-grant stipend of One Hundred Twenty Dollars (\$120.00) will be provided to each grant reader at the completion of the grant proposal review. One Hundred Dollars (\$100.00) will be provided for the time and effort of the grant reader, with the remaining Twenty Dollars (\$20.00) to be utilized as reimbursement for shipping the grant materials back to the WDE. The mini-grant stipend is contingent upon completion of meeting the required deadlines, participating in requested phone conferences, as well as other necessary duties.

**If you are interested in reading grant proposals for Wyoming's 21<sup>st</sup> Century Community Learning Centers grant, please complete the attached grant reviewer information form and mail or fax it by September 10, 2007, to:**

Wyoming Department of Education  
Attention: Kimberly Prey  
Hathaway Building, 2<sup>nd</sup> Floor  
2300 Capitol Avenue.  
Cheyenne, WY 82002  
Fax: 307-777-6234

WDE staff will contact you if you are selected to be a reader.



Wyoming Department of Education

# Grant Reviewer Information Form

## Wyoming Department of Education 21<sup>st</sup> Century Community Learning Centers Grant

I am interested in reading grant proposals for the Wyoming 21<sup>st</sup> Century Community Learning Centers grant, and I certify that I do not have a conflict of interest to read, review and score the 21 CCLC grant proposals.

- I will not personally receive financial benefit from awarded grant funding.
- My family, friends, place(s) of work and/or organization(s) with which I am affiliated will not receive financial benefit from awarded grant funding.

I agree to ensure the confidentiality of the grant proposals at all times. I will not discuss the content, names of applicants or information regarding the proposals with other individuals not participating in the grant proposal review. I agree to follow the instructions and meet the deadlines for the proposal review, and I will return the applications and scoring materials to the WDE, retaining no copies of documents related to this review.

My signature indicates my assurance that I do not have a conflict of interest for the grant review and that I agree to ensure confidentiality within the grant review process.

\_\_\_\_\_  
Signature Date

Please type or print

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/District: \_\_\_\_\_

Address: (Please provide the address to which the applications will be mailed)

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Please mail or fax this completed form to:  
Wyoming Department of Education  
Attn: Kimberly Prey  
Hathaway Bldg., 2<sup>nd</sup> Floor  
2300 Capitol Ave.  
Cheyenne, WY 82002  
Fax: 307-777-6234

**Please return this form no later than  
September 10, 2007.**

Thank you for your interest in helping to select future 21 CCLC grantees. Please contact Kim Prey at 307-777-5332 or [kprey@educ.state.wy.us](mailto:kprey@educ.state.wy.us) with questions.