



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
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Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2007 - 141

TO: School District Superintendents
School District Principals

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

DATE: August 24, 2007

SUBJECT: 21st Century Community Learning Centers (21 CCLC) Grant Competition Reviewers

INFORMATION TO SHARE

The Wyoming Department of Education administers the 21st 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 questions to Kimberly Prey at kprey@educ.state.wy.us (307.777.5332).

Enclosures: Grant Readers Needed Document
Grant Reviewer Information Form

Grant Readers Needed!

Wyoming Department of Education 21st Century Community Learning Centers Grant

The Wyoming Department of Education (WDE) administers the 21st 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

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

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

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 \$120 will be provided to each grant reader at the completion of the grant proposal review. \$100 will be provided for the time and effort of the grant reader with the remaining \$20 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 21st 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
Attn: Kimberly Prey
Hathaway Bldg., 2nd Floor
2300 Capitol Ave.
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 21st Century Community Learning Centers Grant

I am interested in reading grant proposals for the Wyoming 21st 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) for 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 to 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., 2nd 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 with questions.