CALL FOR REVIEWERS

**FY25 Kentucky Numeracy Counts Grant Review**

The Kentucky Department of Education is seeking qualified individuals to review the Numeracy Counts grant. The Kentucky Numeracy Counts Fund grant shall only be used to purchase approved high-quality research and evidence-based curriculum aligned to kindergarten through grade three (3) academic standards in mathematics and expenditures for curriculum-based professional learning to implement a new curriculum.

**Reviewer Qualifications**

For this review, we seek persons with a deep understanding of The [*Kentucky Academic Standards for Mathematics*](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Kentucky_Academic_Standards_Mathematics.pdf), professional learning, and mathematics coaching. We desire representation from individuals with teaching, assessment, intervention, administrative, or higher education backgrounds.

## Reviewer Requirements

In addition to the specified experience and background, reviewers **must** be available to attend the **entire** reviewer training and review to be held, on **March 25th- 28th, 2025**, virtually. Reviewers may not finish and leave ahead of their assigned team members, as group discussion and debate are required for each application. The first day will consist of training and scoring. The scoring process will continue the following days. Each reviewer must be present each day in its entirety to be eligible to review and receive payment.

I**n order to facilitate a successful virtual review, reviewers should have access to a personal computer with Microsoft Word, PowerPoint, and Teams software installed. Reviewers should also have reliable access to high-speed internet.**

## Reviewer Compensation

Persons selected for this review will receive a $350.00 per day stipend for the four-day training and evaluation process. Note - These reviewers are neither employees nor contractors of KDE, and as such, cannot be paid through the payroll system.

## State Employees

Employees of the State of Kentucky may not serve as grant reviewers.

**KTRS Exemption**

***The KDE will continue to inform all reviewers that if they are KTRS retired members, they have the responsibility to seek an exemption from the KTRS for return to work and to report earnings appropriately to the KTRS. It is not KDE’s responsibility to complete this paperwork for individuals. Please contact Tanya Bradshaw if you have questions about the KTRS exemption for reviewers,*** [***tanya.bradshaw@education.ky.gov***](mailto:tanya.bradshaw@education.ky.gov) ***The KTRS process must be completed by April 20, 2025.***

**All other questions related to this Call for Reviewers should be sent to Jennifer Bryant*.***

\*DO NOT SUBMIT THIS PAGE WITH THE REVIEWER APPLICATION\*

KENTUCKY DEPARTMENT OF EDUCATION

# COMPETITIVE GRANTS REVIEWER APPLICATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | **\*KY Vendor #:** |  |
| **Physical Address:** |  | | **Mailing Address**  **(If different)** |  | |
| **City:** |  | **State:** |  | **Zip Code:** |  |
| **Preferred Phone:** |  | | **Alternate Phone:** |  | |
| **Preferred Email:** |  | | **Secondary Email:** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| \*All reviewers must obtain a Kentucky Vendor number in order to be paid for grant review services. If you currently do not have a KY vendor number, please mark N/A. Directions on how to obtain a vendor number will be shared if selected for grant review. | | | |
| Are you available for the specified review dates – March 25th-28th, 2025? YES NO | | | |
| Highest Degree Received: Associate Bachelor’s Master’s Doctorate Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Do you have experience in reviewing local, state, or federal competitive applications? | | YES | NO |
| Do you have experience writing any local, state, or federal competitive applications? | | YES | NO |
| Have you been involved in the writing process (writing, planning, editing, reviewing, etc.) for any applications for the FY25 Kentucky Numeracy County Grant? If so, you are NOT eligible to score. | | YES | NO |
| Please check any of the following grants that you have reviewed for the Kentucky Department of Education. | | | |
| Read to Achieve or Math Achievement Fund  21st Century Community Learning Center Grant  Dropout Prevention or Re-Engagement Grants  Striving Readers/ KYCL Grants  Migrant Education | Arts Grant (any)  RDIF mini-grant or MAF mini-grant  McKinney-Vento Homeless Education  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Grant Review Experience | | |

|  |
| --- |
| **List grants you have reviewed for other entities.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Enter the number of years of experience at each level.  Reviewers should have a minimum of five years combined experience in the following fields.  Do not “double or triple count” years. For example, if you were the principal of a K-8 school for 7 years, do not tally 7 years’ experience in Elementary, Middle, and Educational Administration. 7 years in Educational Administration would most accurately match your job duties. | | | |
| Level | Number of  Years | Level | Number of Years |
| Early Childhood/Preschool |  | Adult Education (ABE/GED) |  |
| Elementary (K-5) |  | Higher Education/Post-Secondary |  |
| Middle (6-8) |  | Out-of-School Programming |  |
| High (9-12) |  | Instructional Coaching |  |
| Educational Administration |  | Instructional Interventions |  |
| Non-Profit / 501C3 Organizations |  | Community, Social Services, and Related |  |

A CURRENT RESUME\* MUST BE ATTACHED TO THIS APPLICATION

\*Not to exceed three pages.

REVIEWER TIMELINE

|  |
| --- |
| Reviewer Applications with Resume due Wednesday, March 5, 2025, 4pm ET |
| KDE will notify selected reviewers on or around March 18, 2025. |
| KDE will host a practice TEAMS meeting with Reviewers on Monday, March 24th, 10 am ET. |
| Review Dates: March 25th-28th, 2025, Virtually |

Applications will be accepted via email or mail.

Address mailed Applications to:

Jennifer Bryant, Kentucky Department of Education

300 Sower Blvd. 5 CSW 21

Frankfort, Kentucky 40601

Submit Questions about this Call for Reviewers to:   
Jennifer Bryant

**Phone:  502-892-6793 Ext #4354**

**Email:** [**Jennifer.bryant@education.ky.gov**](mailto:Jennifer.bryant@education.ky.gov)