CALL FOR REVIEWERS

**FY23 21st Century Community Learning Center Program (CCLC)**

The Kentucky Department of Education is seeking qualified individuals to review the FY23 Cycle 20 21st CCLC applications. Local school districts, community, and faith-based organizations, as well as other private and governmental organizations are eligible to apply for funds to design and implement effective out-of-school programs that improve student achievement and social development.

**Reviewer Qualifications**

For this review, we seek persons with a deep understanding of effective out-of-school programs and/or experience implementing out-of-school programs. We desire representation from educators with teaching, administrative or higher education background as well as qualified people from the community who have experience implementing or working in an out-of-school program.

## Reviewer Requirements

In addition to the specified experience and background, reviewers **must** be available to attend the **entire** reviewer training to be held on **January 23-26, 2023**, virtually. Reviewers must be available to participate in assigned group discussion and debate required for each application. The first day will consist of training and scoring. The scoring process will continue the remaining days. Each reviewer must be present each day in its entirety to be eligible to review and receive payment.

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

## Reviewer Compensation

Persons selected for this review will receive $300.00 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 Tiffany Yeast if you have any questions,*** [***tiffany.yeast@education.ky.gov***](mailto:tiffany.yeast@education.ky.gov) ***.The KTRS process must be completed by April 20, 2022.***

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

KENTUCKY DEPARTMENT OF EDUCATION

# COMPETITIVE GRANTS REVIEWER APPLICATION

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

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| \*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 – January 23-26, 2023? 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 FY23 Cycle 20 21st CCLC 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/Early Reading Incentive Grant  21st Century Community Learning Center Grant  Dropout Prevention or Re-Engagement Grants  Striving Readers/ KYCL Grants | Arts Grant (any)  Math Achievement Fund/ Any Math grant  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **List grants you have reviewed for other entities.** |
| **Please check any of the following types of technology you have access to for the grant review.**  Android Device (phone or tablet) Laptop Computer  Apple Device (I-phone or I-pad) Desktop Computer |

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| Enter the number of years’ experience at each level.  Reviewers should have a minimum of five years’ combined experience in the following fields. | | | |
| Level | Number of  Years | Level | Number of Years |
| Early Childhood/Preschool |  | Adult Education (Literacy/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 |  |

A CURRENT RESUME\* MUST BE ATTACHED TO THIS APPLICATION

\*Not to exceed three pages.

REVIEWER TIMELINE

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| FY23 21st Century Community Learning Center (CCLC) Reviewer Applications with Resume due Friday, November 18th, 2022, 4pm ET |
| KDE will notify selected reviewers on or around Wednesday, November 30, 2022. |
| KDE will host a practice TEAMS meeting with Reviewers on Friday, January 20, 2023, 10am ET. |
| FY23 21st CCLC Review Dates: January 23-26, 2023, virtually. |

Mail 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)