



Form for "Reviewer Application"

You must complete the below form if you want to be considered for the role of Grant Reviewer.

Applicant Information Section

Please enter the requested information into the fields below. **Note that the information provided here will be used to generate contracts and payments, should you be selected to be a reviewer for a grant program, so make sure that all spelling is correct and the information is accurate.** Some of these questions are optional and you may indicate that you choose not to answer.

 **Full Legal Name** - The name provided here will be used to generate contracts and will need to be consistent with government issued identification or other means of legally verifying your identity.

 **Mailing Address** - This information is required for the creation of contracts and to issue payments. This information may also be used to identify and prioritize Reviewers based in specific parts of the County.


Street _____
City _____
State _____
Zip Code _____

Contact Information

Email _____
Secondary Email (optional) _____
Primary Phone Number _____ (###-###-####)
Secondary Phone Number (optional) _____ (###-###-####)

Race and Ethnic Information


In line with Montgomery County's Racial Equity & Social Justice goals, the Office of Grants Management collects racial and ethnic information. The structure of this portion of the survey is based on federal standards for collecting racial data. Given the County's significant diversity, this survey is also collecting ethnic data. Note that the information entered should be based on how the person identifies themselves. Responding to these questions is optional.

 Do you identify as Hispanic, Latino, Latina, Latine, or Latinx?

- Yes
 No


What race (or races) do you identify as? Feel free to select multiple races.

- American Indian or Alaskan Native
 Asian
 Black or African-American
 Native Hawaiian or Pacific Islander
 White
 Prefer not to answer

 What ethnicity/nationality/country of origin (or ethnicities/nationalities/country of origin) do you identify as? Enter up to 5 ethnicities/nationalities/countries of origin.


Ethnicity #1 _____
Ethnicity #2 _____


Ethnicity #3 _____
Ethnicity #4 _____
Ethnicity #5 _____
Prefer not to answer

 **Employment** - Please indicate your current employment status. If you are retired, self-employed, unemployed, or have a different status then please note it in both fields below. If you have multiple positions, then please just cite the one most relevant to this application. The other positions should appear in your attached CV, resume, LinkedIn profile, and/or personal website.


Current Employer _____
Position _____


 **Provide a link to your LinkedIn profile and/or personal website (optional).**

 **Applicant Expertise Section** The Office of Grants Management is seeking reviewers whose expertise falls into at least one of three broad categories: **Cultural Competence and Racial Equity & Social Justice, Project Management and Administration, and Subject Matter Expertise.** As an application review policy goal, the Office of Grants Management has each application reviewed by at least one person with expertise in each of the three categories. This ensures a balanced review that can evaluate key factors that will impact the success of a proposed project from multiple perspectives. If you feel that you meet the criteria for a category below, please briefly summarize your experience and qualifications. **A single applicant may be qualified for two, or even all three, categories so feel free to complete each category you would be comfortable reviewing a grant with that lens.** Certain expertise could easily fall into multiple categories and should be identified in each response. As you summarize your relevant experiences, note that reviewer selectors will have access to your resume, CV, LinkedIn profile, and/or personal website to look at more details.

 **1. Cultural Competence and Racial Equity & Social Justice - Do you have cultural competence in a particular underserved community and/or Racial Equity and Social Justice experience (intimately familiar with community needs, current initiatives and effective approaches aimed at addressing those needs at the local level)?** We need reviewers who understand the nuanced impact of culture, history, language, and other non-traditional factors on what makes a project successful in a target community. A project taking these factors into account in its project design can be just as important as a clear budget or performance plan. This expertise could include, but is not limited to, lived experience, trainings received or given, academic research, community work, cultural immersion, language skills, or some other experience related to a specific race, ethnicity, nationality, persons from a specific country or region, religion, gender, or other underserved community.

- Yes
- No

 1a. If Yes, please describe your expertise/experience specifically as it relates to the Montgomery County context (300 words or less)

 **2. Project Management and Administration - Do you have project management or administration experience (at least 5 years of experience developing and managing projects, grants, budgets, and/or organizations as well as any previous experience reviewing grants)?** While good ideas are important, implementation matters. We need reviewers who can assess the viability of a project's design and whether it will realistically achieve the goals it puts forward. Relevant experience could include, but is not limited to, nonprofit or business leadership/management, program development, project/program design and management,

budget and/or finance analysis, management, administration, performance (metric) design and management, monitoring and evaluation, grants management, proposal development, or other related administrative expertise.

- Yes
- No

A 2a. If Yes, please describe your expertise/experience specifically as it relates to the Montgomery County context (300 words or less)


☰ **3. Subject Matter Expertise - Do you have Subject Matter Expertise in a particular field (at least 5 years of demonstrated technical (professional/volunteer/academic) expertise and/or experience in one or more technical areas listed below in Question 3a)?** The Office of Grants Management expects to facilitate grant competitions across a wide range of subject areas given the diverse range of County needs and initiatives. We need Subject Matter Expert reviewers to properly vet project proposals focused on a particular subject area. This expertise could include, but is not limited to, academic research, education/training/certifications, policy advocacy, professional, volunteer, community engagement, or other relevant experience.


- Yes
- No

☑ **3a. Select your areas of technical expertise/experience (you may choose more than one).** These categories are intentionally very broad and may overlap (i.e. Youth and Substance Abuse). If you have more specific experience within a category (i.e. legal services for immigrants or solar energy deployment) please detail this in your narrative below. As new target subject areas grant programs appear, the Office of Grants Management will update this list and advertise these needs to existing applicants.

- Social Cohesion
- Civic Engagement
- Economic Development
- Arts and Culture
- Nonprofit Institutional Development
- Older Adults
- Education
- Immigration
- Persons With Disabilities
- Underserved Communities
- Housing
- Climate and Environment
- Health
- Legal Services
- Substance Abuse
- Workforce Development
- Transportation
- Food Security
- Youth
- LGBTQIA+
- Child Care
- Other (please specify) _____
- Other (please specify) _____
- Other (please specify) _____

A 3b. If answered Yes to Question 3 above, please describe your expertise/experience specifically as it relates to the Montgomery County context (300 words or less)

 **Conflicts of Interest Section** The Office of Grants Management must ensure that all reviews of grant proposals are in compliance with the County Ethics laws and regulations as well as any other applicable laws, regulations, and best practices. Please answer the questions below to help us pre-identify potential conflicts of interest for a particular grant program or individual applications. If asked to be a reviewer, applicants will be asked to reconfirm and/or refresh this information and may be asked for additional information.

 **Are you a current or former Montgomery County Government employee? If Yes, please give your current (or last held) position and department.** Montgomery County Public Schools (MCPS), Montgomery College, and WorkSource Montgomery employees are agencies outside of Montgomery County Government. Staff in these agencies do not count as Montgomery County Government employees for the purpose of review Office of Grants Management grant programs.

- Yes _____
- No

 **Have you or do you currently serve on the Board of Directors of any nonprofit organizations in the last three (3) years? If Yes, which one(s) and in what role?**

- Yes _____
- No

 **By typing my name below, I certify that the information provided in this application is valid and true.**
