



New Jersey Audubon
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New Jersey Audubon Watershed Restoration and Community Empowerment Program

Call for Reviewers

New Jersey Audubon is seeking grant reviewers for the Watershed Restoration and Community Empowerment Program. Reviewers will assess, rank, and provide feedback on grant applications and supporting documentation received for this program. Reviewers are volunteers who come from a variety of technical, programmatic, and administrative backgrounds in academic, government, commercial, and nonprofit organizations who focus on stewardship and conservation.

All reviewers are carefully screened for conflicts of interest to ensure a fair process for applicants.

The overall time commitment will be approximately 10 hours over the course of approximately six weeks from April 1 to May 15, 2024. This time commitment includes a one-hour training on or about April 1 and a two-to-three-hour review session on or about May 15. Reviewers will be asked to review no more than 3 applications. Applications will be scored and commented on individually and ranked as a team.

Program Overview

New Jersey Audubon is pleased to issue this request for proposals to nonprofit partners and Tribal organizations doing conservation work in the Delaware River Watershed. This Program is designed to support smaller organizations or those needing less than \$75,000 to work on community-based projects throughout the Delaware River watershed. Additionally, New Jersey Audubon will provide mentorship and capacity building of basin stakeholders to strengthen future applicants for the program to support larger-scale restoration initiatives either individually or with partners.

We anticipate having \$220,000 available for this funding cycle. Each grant category is funded from \$10,000 to \$75,000 with most of the grants ranging from \$25,000 to \$30,000. The number and size of grants awarded in each category will depend on the number of applicants and projects proposed.

Grant Proposal Review Committee Responsibilities and Time Commitment

Reviewers play a crucial role in evaluating grant applications to ensure that the selected projects align with the funding priorities and have the potential to make a positive impact.

Participating in Reviewer Training:

Responsibilities: Attend training session provided by New Jersey Audubon in late March to understand the review process, criteria, and expectations.

Time Commitment: This will be approximately 1 hour and will be conducted before the start of the review process. Additional time may be necessary to read through reviewer documents on your own.

Reviewing Grant Applications and Providing Feedback:

Responsibilities: Carefully read and assess grant proposals based on predetermined evaluation criteria. Evaluate the project's feasibility, significance, methodology, and expected outcomes. Offer detailed and constructive feedback on each aspect of the grant proposal, including strengths and weaknesses. Clear and helpful feedback is essential for applicants to understand how to improve. Reviewers will have no more than 3 applications to review.

Time Commitment: The time required to review a single grant proposal can vary, but on average it should take less than two hours to thoroughly evaluate and provide feedback for each application.

Participating in Reviewer Meetings or Discussions:

Responsibilities: Engage in discussions with other reviewers to share insights, discuss discrepancies, and collectively make decisions on the merit of each proposal.

Time Commitment: Meetings may vary in frequency and duration, but reviewers should allocate about 1 hour per application for collaboration and consensus-building.

Submitting Evaluation Scores, Recommendations and Summary:

Responsibilities: Submit comprehensive scores or recommendations for each grant proposal based on the established evaluation criteria. Clearly articulate the reasoning behind your assessments.

Time Commitment: Submitting scores themselves will take 30 minutes or less per application. Final review prior to submission, may take one to two hours.

Maintaining Confidentiality and Ethical Standards:

Responsibilities: Adhere to confidentiality agreements and ethical standards, ensuring that all information related to the grant proposals remains confidential.

Time Commitment: This is an ongoing commitment throughout the review process.

Why volunteer as a Reviewer?

Volunteering as a grant reviewer helps you build skills and allows you to network with other professionals. Reading the proposals themselves exposes you to new ideas and projects and contributes to personal and professional growth. Here are some reasons I enjoy reviewing grants:

Skill Development

Networking Opportunities

Professional Growth

Increased Awareness

Contributing to Positive Change

Exposure to Diverse Perspectives

Building Credibility

How to volunteer

If you are interested in sitting on our Review Committee, please visit www.njaudubon.org/watershed-grants or go directly to the [online form](#) to sign up. We are asking volunteers to sign up before March 15, 2024. Kelly Wenzel, Project Director, will reach out to you after the grant application window closes notifying you of your status.

If you have questions about becoming a reviewer or about the review process, please contact Kelly Wenzel at kelly.wenzel@njaudubon.org or call 609.400.3845.