

# Grant Reviews

## A Tutorial on How to Participate on a DD Council Grant Review Panel

This training is available with sound narration on the Ohio DD Council website at <http://ddc.ohio.gov/Portals/0/grantreviewtutorial.pps.ppsx>



This presentation will provide Reviewers with the following information:

Grant Review Panel Facts

What's in a DD Council Grant

The Grant Review Packet

The Grant Review Process

# Grant Review Panel Facts

Each Panel will consist of Two (2) Council Members & Three (3) External Peer Reviewers

Panel Members Cannot Have a Conflict of Interest:

Pecuniary Conflict exists if the reviewer or their immediate family member was an employee of the applicant, including up to one year before the review.

Fiduciary Conflict exists if the reviewer or their immediate family member was an officer, trustee, or board member of the applicant organization, including if the reviewer becomes an officer, trustee, or board member during the grant.

# Grant Review Panel Facts

A review panelist has two (2) primary responsibilities:

1. Read each proposal and determine if the proposal submitted is consistent with the goals, objectives, required activities, and expected outcomes as stated in the State Plan Language. Reviewers will be provided with Evaluation Score Sheets and are required to read each proposal and complete an Evaluation BEFORE the Panel meets.
2. Make any necessary recommendations to a successful applicant and/or to require modifications of the original proposal as a condition for approval. Any recommendations or modifications to a proposal may not exceed the intent of or change the State Plan Language.

# What's in a DD Council Grant

Each grant consists of four (4) separate forms that must be completed:

Data Sheet

Project  
Outline

Project  
Work Plan

Budget

The Data Sheet will contain basic contact information about the applicant:

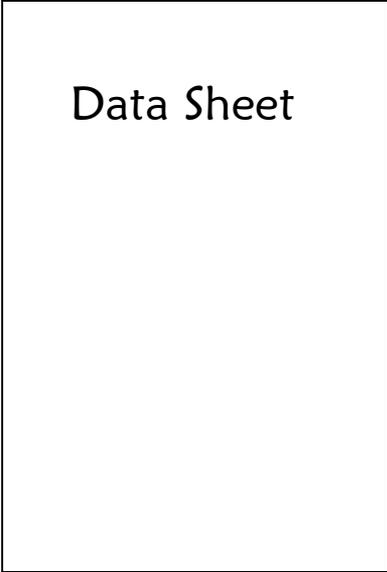
Name of Applicant

Address

Phone, Fax, & E-mail

Grant/Project Being Sought

Project Personnel



Data Sheet

The Data Sheet is not scored by the Grant Review Panel. It is for informational purposes only.

The Project Outline is the narrative portion of the grant. It will provide exact details about:

Summary of Proposal/Project	0 – 5 Points
Qualifications of Applicant	0 – 10 Points
Project Details and Description	0 – 50 Points
Explanation of Efforts to Reach Un/Underserved Communities	0 – 10 Points
Explanation of Efforts to Include People with Disabilities and/or Their Family Members	0 – 10 Points

Project  
Outline

85 Points

Each section of the Project Outline will need to be scored by each Reviewer.

The Project Work Plan will include specific activities related to the grant:

### Key Objectives

Activities the applicant will undertake to achieve the stated objective

Timelines for stated activities

Staff Responsible

Applicants are asked to identify performance measures that will be achieved upon completion of each Key Objective.

Goals for performance measures for each project are provided to applicants via the State Plan Language.

The Project Work Plan will also be scored by each reviewer:

<p>Project Work Plan</p> <p>10 points</p>
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0 – 10 Points

The Budget will spell out exactly how Council funds and any matching funds will be spent. Each Budget will include eight categories of expenses.

Personnel with Fringe Benefits

Personnel without Fringe Benefits

Contracted/Subcontracted Services

Travel

Space/Rental

Supplies/Publications

Other Direct Costs

Volunteer Services

Budget

Budget  
Justification

Each Budget will also include a Budget Justification. Reviewers will score the Budget and Budget Justification based on the following criteria:

Does the applicant meet the minimum matching requirement?

Is a justification provided for each expense included in the budget?

Does the proposed budget and justification appear to support the outcomes of the project?

The Budget will also be scored by each reviewer:

Budget

5 Points

Budget  
Justification

0 – 5 Points

# What's in a DD Council Grant

Each grant consists of four (4) separate forms that must be completed:

Data Sheet	Project Outline	Project Work Plan	Budget
	<i>85 Points</i>	<i>10 Points</i>	<i>5 Points</i>

Reviewers will receive a packet of documents for EACH application received. Packets will be sent prior to the review and will contain the following:

1. Grant Review Fact Sheet
2. Review Format for Competitive Applications
3. Ethics Statement
4. State Plan Language (Description of Grant)
5. Competitive Grant Proposal Evaluation
6. Grant Application



Reviewers are expected to include notations on their score sheets for items they believed were good, okay, or not satisfactory.

Score Sheets will be made available to any applicant who requests a copy or to any applicant who appeals a decision by the review panel.

An evaluation will need to be completed for each separate grant application being reviewed by the Panel.

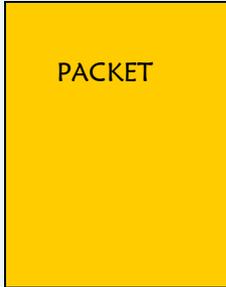
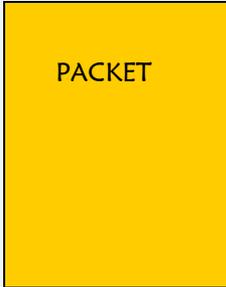
Each reviewer will be required to sign their evaluations and to bring them to the review.

Members of the Grant Review Panel will meet in person. All Grant Reviews are subject to Ohio's Open Meetings Laws.

Reviewers should bring their completed packets with them to the Review.



When the Grant Review Panel convenes, the Chairperson will collect the signed Ethics Statements from each Panel Member.



Panel members will then be asked to report the total score they gave to each proposal.

Proposal A

415

Proposal B

295

Proposal C

460

Evaluation Sheet

Evaluation Sheet

Evaluation Sheet

Evaluation Sheet

Evaluation Sheet



The Chairperson will then ask if there is any objection to removing the lowest scoring proposal from further consideration.

Proposal A

415

Proposal B

295

Proposal C

460

Evaluation Sheet

Evaluation Sheet

Evaluation Sheet

Evaluation Sheet

Evaluation Sheet



The Chairperson will ask again if there is any objection to removing the lowest scoring proposal from further consideration.

Proposal A

415

In this example, two people object to removing the lowest score of 415.

Proposal C

460



The Chairperson will ask if there is any objection to removing the highest scoring proposal from further consideration.

Proposal A

415

In this example, two people object to removing the highest score of 460, so both applications will be considered.

Proposal C

460



Proposal A

415

Beginning with the lowest scoring proposal still under consideration, the Chairperson will ask the panel to discuss the proposal.

Proposal C

460

“I liked the concept. Their approach is innovative and unique. I thought they could be more specific in terms of their work plan, but overall, a great proposal.”



Proposal A

415

Once each panel member has had an opportunity to discuss their thoughts on each proposal, the Chairperson will ask the panel to select the winning project.

Proposal C

460

Someone on the panel will need to make a motion in favor of accepting a proposal. A second will be needed and a vote will occur.



Proposal A

415

Proposal C

460

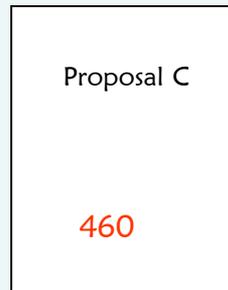
Panel Members will then be asked to decide on any conditions, recommendations, or suggestions to add to the conditions.

A Condition is a set of requirements that must be satisfied in order for the grant to be funded.



The Panel will then be asked to sign the Review Format Sheet to indicate whether they believe the process for awarding a grant has been followed.

Once this has been completed, the Panel is adjourned.



Congratulations! You have completed the training on how to be a reviewer for DD Council Grants.