



Commission on National and Community Service

The New York State Commission on National & Community Service Seeks Application Reviewers

The New York State Commission on National and Community Service (the Commission) has released its Request for Proposals (RFP) for 2018-20 Volunteer Generation Fund (VGF) grants. The Commission expects to receive applications in response to this RFP by January 26, 2018. The Commission seeks reviewers who are available to travel to Albany/Rensselaer for a two-day review period on January 30 - 31, 2018. Reviewers will be expected to spend two days in the Albany/Rensselaer area, working as members of a team, to perform the review. Reviewers will be trained, and the review will be facilitated by Commission staff.

The Commission will reimburse reasonable travel/mileage expenses and overnight accommodations in accordance with New York State travel guidelines. The Commission will also provide working meals and provide a fee per proposal reviewed and scored.

The Commission seeks experienced grant reviewers with relevant professional experience, including, but not limited to, one or more of the following fields:

- Non-profit management
- Volunteer management/Non-profit capacity building
- Advanced education in social work, non-profit management, or related fields
- Government/philanthropic grants management

Reviewers should have cultural competence and proven knowledge of New York State's diverse geographic, ethnic, and identity-focused communities. AmeriCorps alumni who completed service before December 31, 2013, are also welcome to apply.

The Commission **cannot** engage the following persons as reviewers:

- Anyone working directly with, or serving on a board of, an agency that is currently operating a New York State Volunteer Generation Fund program
- Anyone working directly with, or serving on a board of, an agency that plans to apply for New York State Volunteer Generation funding
- Anyone who has, or would have, a personal interest in the upcoming New York State Commission on National and Community Services funding decisions, whether programmatic or financial

Anyone interested should send a resume to the New York State Commission on National and Community Service **via email only** to NewYorkersVolunteer@NewYorkersVolunteer.ny.gov. Please put "Call for Reviewers" in the subject line. Approximately 6 – 8 individuals will be selected, dependent upon the number of proposals received. Selections will be made based upon relevant experience and knowledge of the subject matter of the RFP. Commission staff will contact those selected as reviewers no later than January 26, 2018. *

**All grant reviewers selected must agree that, in the event of a protest to the bid and/or any litigation resulting therefrom, the grant reviewers will, upon request, cooperate with the New York State Office of Children and Family Services (OCFS) in the response to the bid protest or defense of any ensuing litigation, should OCFS need the assistance of the bid reviewers for those purposes.*