



Whole Kids Foundation Garden Grant Review Reviewer Position

Whole Kids Foundation (WKF) is seeking a team of qualified reviewers to review our 2023 Garden Grant applications from mid-February 2023 through June 2023.

Each year, WKF receives on average 1,000 applications from schools and organizations for our Garden Grant program. In order to select the recipients, we conduct a rigorous review process, scoring each application in key focus areas and providing recommendations to each applicant. We will work with a team of 15-20 reviewers to review all applications, including a lead reviewer who leads the team in partnership with the Whole Kids Foundation Program Team.

This is a remote, temporary, part-time consultant role, with a ***minimum requirement of 10 hours per week starting mid-February 2023 thru early June 2023*** which includes training and follow-up calls in early March and toward the end of June, respectively. Pay will be distributed based on the number of applications reviewed and on the hours attending mandatory calls (more details below).

Assignments and hours may vary, depending in part upon the total number of applications received. Thus, the number of hours per week and duration of the review is only estimated and is not guaranteed. Preference may be given to those with previous Whole Kids Foundation grant review experience and greater availability.

Responsibilities:

Reporting to the WKF Grants team and Lead Reviewer, the review team will:

- Attend two mandatory two-hour training calls.
- Attend one mandatory one-hour check in call.
- Review and score grant applications according to the WKF scoring rubric via an online review portal.
- Self-manage work output with an expected review of a minimum of 14 reviews per week.
- Provide recommendations to each applicant via the recommendation checklist.
- Submit a required end-of-year survey.
- Attend one mandatory two-hour follow up call.

Essential Knowledge, Skills and Experience:

- Passion for the mission of Whole Kids Foundation, specifically for edible educational gardens.
- Experience in designing, building, supporting or implementing edible educational gardens.
- Ability to review applications in a timely, ethical, judicious and thoughtful manner.
- Ability to provide recommendations to applicants to support the growth of their edible educational gardens.
- Regular access to high-speed internet, email and phone and comfort utilizing online platforms.
- Ability to complete one recorded training and attend one live training in late February/early March, 1 check-in call in March and a follow-up call in late May/early June, all mandatory.



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Commitment:

- ***Ability to commit to no less than 10 hours per week from March 1st through May 30th.***

Timeline*

- January:
 - Tuesday January 31st at 11:59pm EST: Application deadline
- February-March
 - Late February: Review Team selected and notified
 - Late February: Reviewers complete first recorded training independently
 - Late February/Early March: Attend required two-hour live training via Zoom (Training scheduled based on reviewer's availability)
 - Early March: One-hour review team check in call
- Mid-March thru end of May:
 - Application Review
- End of May/Early June
 - Review finalized
 - Follow up survey and two-hour follow up call

*This is our anticipated timeline though there may be some minor adjustments based on availability and reviewers' needs during the review period.

Compensation

Pay is provided at \$10/application reviewed (*Applications take, on average, approximately 30 minutes to review*). Pay for all mandatory trainings/calls attended and time to complete the follow-up survey is \$20/hr.

Reviewers will be responsible for computer, internet and phone costs.

Application

Submit an application via this [link](#) no later than Tuesday, January 31st at 11:59pm EST.

Questions

Please submit all questions to grants@wholekidsfoundation.org.