



April 20, 2017

Dear Colleague,

The Minnesota Department of Education (MDE), Youth Development and Health Promotion Team is seeking qualified Reviewers and Student Group Facilitators for the 21<sup>st</sup> Century Community Learning Centers (21CCLC) Cohort 7 grant competition for programs beginning with the 2017–18 program year. The peer review process is designed to determine the extent to which the applications meet the state and federal requirements. More information about the 21CCLC Cohort 7 grant is available [here](#).

Selected Reviewers and Student Group Facilitators must be available to participate in a Reviewer Conference scheduled for June 6, 2017 from 1 pm to 4 pm at MDE. After the conference, Reviewers will work independently to read, evaluate, score and provide detailed comments on each section of the application online. Reviewers will have approximately 20 days to complete the review process for 8-12 applications. Each application is approximately 30 pages and should take approximately 1 hour to review. Reviewers must also be available for possible conference calls June 27-30. Once the scores and review materials have been completed, each reviewer will be paid a stipend of \$250.

Similarly, Student Group Facilitators will guide a group of students from their youth program to read, evaluate, score and provide detailed comments on each section of 8-12 applications online. Reviewers will have approximately 20 days to complete the review process for 8-12 applications. Once the scores and review materials have been completed, each youth serving organization will be paid a stipend of \$500.

Interested persons should:

1. (if you do not already have one) obtain a SWIFT Vendor ID number with the [State](#).
2. complete the Reviewer and/or Student Group Facilitator application [here](#) by May 10, 2017.

Potential Reviewers and Student Group Facilitators will be selected for their expertise in providing effective academic, enrichment, youth development, and related services to students and will be notified by May 19, 2017. Any current 21CCLC - Cohort 7 applicant, or representative of an applicant, is not eligible as a Reviewer or Student Group Facilitator.

Thank you for your consideration. If you have any questions about this process, please feel free to contact us at [mde.21CCLC@state.mn.us](mailto:mde.21CCLC@state.mn.us).

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