



## Open Call for Application Peer Reviewers – Invitation to Apply!

### Introduction

Philanthropy Northwest, a regional philanthropic network based in Seattle, will be distributing \$40 million in grants over the next three years to chronically underinvested communities that have been negatively impacted by environmental changes in our region—including, but not limited to, air quality, water quality, drought, flooding, fires or types of events that have an impact on access to safe housing, healthy food or water, subsistence practices or quality of life. Projects could address a range of environmental issues and promote healthy communities such as small local cleanups, emergency preparedness and disaster relief, green jobs and youth programs, air and water quality projects and healthy homes. The region covered includes Alaska, Idaho, Oregon, Washington and tribal nations in these four states.

Philanthropy Northwest aims to support locally driven solutions and to simplify the grantmaking process for applicants. The initiative is funded by the U.S. Environmental Protection Agency's Environmental Justice Thriving Communities Grantmaking Program, which will be managed and administered by Philanthropy Northwest.

#### Background on the Thriving Communities Program

The EPA Environmental Justice Thriving Communities Grantmaking Program was created by the Biden-Harris Administration as part of the Investing in America Agenda. Through the Inflation Reduction Act, the largest investment in climate action in history, the Administration committed \$600 million over three years to the program.

The program is part of the Federal Interagency Thriving Communities Network and delivers on the Administration's Justice40 Initiative under Executive Order 14008 which set the goal that 40% of the benefits of certain federal investments flow to disadvantaged communities that are marginalized by under investment and overburdened by pollution.

On December 19, 2023, Philanthropy Northwest (PNW) was selected as the Region 10 Grantmaker for the Thriving Communities Grantmaking Program.

**We are actively seeking qualified community members to serve in the Peer Review Group and invite you to consider this opportunity!**

If you are not affiliated with a group applying for a Thriving Communities grant but want to be involved, Philanthropy Northwest is looking for peer reviewers to evaluate applications. **You do not need a background in environmental issues to participate as a peer reviewer.** Please note if you are a staff member, board member, volunteer or a consultant with an organization or group applying for a grant, you would not be eligible to be a peer reviewer due to a conflict of interest. Peer reviewers will play a crucial role in evaluating grant applications to ensure that the most impactful and deserving projects receive funding. Peer reviewers will also receive an honorarium.

The time commitment is an important aspect of this opportunity. Please review the anticipated time required to be a peer reviewer below.

**Anticipated time required to be a Peer Reviewer | Approx 25-27 hours, over approximately two months per round of review:**

- Approx. 2 hours: Grant orientation and anti-bias training (live, virtual)
- Approx. 15-20\* hours: Reviewing and scoring 15-20\*\* grant applications (independent work)
- Approx. 2 hours: Inputting results of independent grant application review (independent work)
- Approx. 3 hours: Peer Review Group meeting (live, virtual)

*\*These hours are approximate and will vary greatly between individuals*

*\*\*The final number of proposals assigned to each reviewer will be based on the volume of proposals received.*

We have several times over the next two years that you can be involved. You must select at least one Review Period in your application. We'll also ask if you're interested in just one or multiple rounds in the future. Peer reviewers will receive an honorarium for each round. For more information on each type of grant, visit our website [here](#).

**\*\*Updated timeline as of 11/15/2024**

Round	Review Period	Development (Type III)	Planning (Type II)	Assessment (Type I)
1	Jan '25 – Feb '25	X		
2	March '25 – April '25	X	X	X
3	April '25 – May '25		X	X
4	May '25 – June '25			X

For more information on timeline and eligibility, please visit our [website here](#).

**Scope of Work**

Selected peer reviewers will be responsible for:

1. **Completing a Conflict of Interest Form:** To maintain the integrity of the review process, all reviewers must disclose any potential conflicts of interest. \*
2. **Participating in live Anti-Bias Training (virtual):** Reviewers will undergo training to recognize and mitigate bias in the evaluation process. Attendance is mandatory and must be completed. Absence may result in removal from peer reviewer pool. Accommodation can be made for individuals not connected to broadband, so please be sure to note this detail in your application.
3. **Reading and Scoring Grant Applications:** Reviewers will read assigned applications and score them based on predefined criteria. Reviewers will input their scores online. Accommodation can be made for individuals not connected to broadband, so please be sure to note this detail in your application.
4. **Participating in a live group peer reviewer session (virtual):** Peer reviewers will discuss their evaluations and reach a consensus on the recommended applicants for funding. Attendance is mandatory. Accommodation can be made for individuals not connected to broadband, so please be sure to note this detail in your application.

*\*Please note that it is crucial for peer review applicants to list all potential conflicts. Failing to do so could result in an organization being ineligible to apply for these funds in the future. Philanthropy Northwest recommends disclosing any organization for whom you are a paid staff member, a board member, a volunteer or a consultant. We also recommend you talk to the leadership in the organization(s) you list so they are aware of your peer review application.*

### **Application Process**

Interested community members are invited to complete [this brief application](#).

### **Evaluation and Selection**

Applications will be reviewed based on:

- Relevant experience and qualifications
  - Demonstrated commitment to community and environmental issues
  - Ability to provide objective and fair evaluations
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## **Contact Information**

For any questions or further information, please contact:

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