



21st Century Learning Centers (21st CCLC) Grant Program
Peer Reviewer Application

Name: _____ **Today's Date:** _____

Current Position Title: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____

Highest Degree Achieved: _____

Previously served as a grant reviewer for ND's 21st CCLC grant competition? Y/N _____

Reviewers will be selected based on their professional and personal experiences as it relates to the goal, purpose, and needs of the 21st Century Community Learning Centers (21st CCLC) Program. Please complete this application in its entirety and attach a résumé.

1. **What is your experience reviewing grant applications, particularly those related to education or youth development?** *Include details about the types of grants you've reviewed, the organizations involved, and your specific roles in the review process.*

2. **How familiar are you with federal and state education funding guidelines, including the requirements of the 21st CCLC program?** *Share examples that demonstrate your knowledge and understanding.*



3. **Please describe your direct experience with the 21st CCLC grant program.** *Provide a brief overview of your roles, responsibilities, and any specific contributions.*

4. **Have you worked as a project director, manager, or coordinator for a grant-funded project? (Yes/No)** *If yes, please describe your experience, including the scope of the project and your responsibilities.*

5. **Are you able to provide impartial, fair, and constructive reviews of grant applications?** *Briefly outline your approach to maintaining objectivity and offering balanced evaluations.*

Please rate your familiarity with the following topics on a scale of 1 to 5, where 1 represents no experience or knowledge, and 5 represents a strong understanding and significant experience.

Grants Management	
Non-Profit Management	
Fiscal Processes and Internal Controls	
Community-Based Organizations	
Professional Development for Educators and Program Staff	
Local Education Agencies (Public/Non-Public Schools)	
Out-of-School Time Programs	
Programming for At-Risk Youth	
Special Education	
English Language Learners (ELL)	
Math/Reading Instruction	



Academic Enrichment Programs	
Cultural Programs (art, music, etc.)	
Indigenous Education Initiatives	
Native American/Tribal Communities	
Family Engagement	
Small & Rural School District Dynamics	
Rural Communities	
Workforce Development for Youth	
Career and Technology Education	

For any topics rated 4 or 5, please provide a brief description of your relevant experience.

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21st Century Learning Centers (21st CCLC) Grant Program
Peer Reviewer Conflict of Interest Form

The North Dakota Department of Public Instruction (NDDPI) is committed to ensuring a fair, equitable, and transparent grant review process. As a potential grant reviewer, please read the following examples of possible conflicts of interest to determine your eligibility to participate.

1. Your affiliations with an applicant institution.

A conflict may exist if you or an immediate family member(s) are:

- Currently employed, in any capacity, with the applicant institution;
- Previously employed with the applicant institution within the last 12 months;
- Being considered for employment with the applicant institution;
- Re-employed, through a formal or informal arrangement, with the applicant institution;
- Owner(s) of securities of firms involved in the application;
- Member(s) on a visiting committee or similar body at the applicant institution;
- Holder(s) of an office, governing board member(s), or relevant committee chairperson in the applicant institution. (Ordinary membership in a professional society or association is not considered an office.); and
- Received a retainer of an honorarium or award (or similar compensation) from the applicant institution within the last 12 months.

2. Your relationship with a person who has a personal interest in the application.

A conflict may exist if you have a:

- Known family relationship as spouse, child, sibling, or parent;
- Business or professional partnership;
- Past or present association as thesis advisor or thesis student;
- Collaboration on a project or on a book, article, report, or paper within the last 48 months; and
- Co-editing of a journal, compendium, or conference proceedings within the last 24 months.

3. Affiliations or relationships are defined as:

- Your spouse, minor child, a relative living in your immediate household, or of anyone who is legally your partner that you are aware of; and
- Other relationship(s), such as close personal friendship, that you think might tend to affect your judgment or may be perceived as doing so by a reasonable person familiar with the relationship.

I certify that neither I nor any member of my immediate family has a material, personal, or financial relationship with any Applicant under consideration by this 21st CCLC competitive grant evaluation committee. I further certify that no other relationship, bias, or ethical conflict exists which will prevent me from evaluating any application solely on its merits and in accordance with the Competitive Grant evaluation process.

Furthermore, I agree to notify the State if my personal or financial relationship with one of the Applicants is altered at any time during the evaluation process.

If this application leads to employment as a reviewer for the 21st CCLC competitive grant, I understand that false or misleading information in my application may result in my disqualification from candidacy or my release from the peer review panel.

Signature	Date
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21st Century Learning Centers (21st CCLC) Grant Program
PEER REVIEWERS – NON-DISCLOSURE STATEMENT

I agree that I will not discuss with, or reveal to, any representative of any business, organization or entity, or any individual person either within or outside of North Dakota, any aspects of any current, pending or upcoming grant competition. The term "any aspects" includes, but is not limited to information such as:

- The identity and number of applicants;
- The technical evaluation plan;
- The ranking of the proposals;
- The number and identity of North Dakota Department of Public Instruction (NDDPI) personnel on the evaluation committee;
- The schedule of key events in the evaluation committee's work; and
- Any information, including technical cost or price, submitted as a part of any application.

Except as specifically authorized by the NDDPI's 21st CCLC State Director, the release of such information constitutes the unauthorized release of grant competition information and is subject to immediate removal as a peer reviewer and will prohibit any future opportunities as a peer reviewer.

I recognize that a significant factor in the successful and proper completion of the grant competition process is the strict confidentiality observed by all individuals concerning all of the activities and procedures involved in the selection of reviewers; and that failure to comply with these requirements may compromise the ultimate selection and may be grounds for protests.

I further affirm that I will notify the NDDPI's 21st CCLC State program administrator in writing in the event that any business entity in which I or any member of my family or household have holdings, financial interest, an employment relationship, or a prospective employment relationship, of whatever nature and to whatever extent, submit an application, proposal or bid in response to any grant competition for which I have or might have any involvement.

Signature	Date
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Application Checklist

- ☐ NDDPI 21st CCLC Grant Program Peer Reviewer Application
- ☐ NDDPI 21st CCLC Grant Program Peer Reviewer Conflict of Interest Form
- ☐ NDDPI 21st Grant Program CCLC Peer Reviewer Non-Disclosure Statement
- ☐ Résumé

Please complete and return all signed documents to:

Kelsie Seiler, 21st CCLC Program Staff Officer
North Dakota Department of Public Instruction
For questions, [email](#) or call (701) 328-4571