

Grant Reviewers Request for Proposal

Scope of Work:

For the Open for Business grant application selection process, the grant reviewer company will recruit the grant reviewers for the designated round of execution for the Open for Business grant with Houston Fund for Social Justice and Economic Equity (HEF). Based on the number of applications received in the first round of applications, the grant review company will be provided a general estimate of number of reviewers needed. As a general estimate the grant reviewer company should plan for 30 -36 persons. Of note, each application will require two reviewers/readers.

Once the contract is granted to a company, Greater Houston Community Foundation (GHCF) will serve as the point of contact for all preparation and training requirements for the reviewer team. The reviewer company lead will work collaboratively with GHCF to ensure that the grant reviewer team is:

1. Trained to utilize the scoring rubric to assess the score for applications.
2. Assigned specific applications to review.
3. Provided support during the reviewing of applications process, inclusive of scoring and grant recommendation processes.
4. Provided compliance oversight of the application review and scoring process inclusive of conflict of interests guidance, objective and non-discriminatory bases, and non-disclosure of information.
5. Be grouped and assigned to applications based on skills, qualifications, and experience level with reviewing procedures.
6. Paid a stipend that is funded through HEF

Interested companies/reviewer leads, please direct proposal/bids to www.houstonequityfund.org. Upload all proposals/bids to the Request for Proposals submission box.

Grant Reviewers are not eligible for this grant

