



Environmental Justice for New England Thriving Communities Grantmaking Program

Grant Reader Role Description

[Environmental Justice for New England](#) (EJforNE) is seeking Grant Readers to participate in the grantmaking process. Readers will review applications and provide input based on the application's alignment with a pre-determined rubric. The Grantmaking Committee will take reader reviews into account in their decision-making on final funding outcomes. We are engaging readers in this process because we believe including a wide range of knowledge and lived experience leads to more just funding outcomes. This is an opportunity to shape the future of environmental justice in New England.

Role Outline:

- Readers will review approximately four applications and evaluate using a standard review rubric embedded in the online grantmaking portal.
- Readers do not need prior experience in grant review processes, as they will receive onboarding and training about the funding opportunity and review criteria.
- Readers will be asked to provide feedback on applications for grantees.
- Readers will serve as ambassadors for the grantmaking program. Once Readers are recruited to the program, they play a key role in promoting the program and engaging their networks to identify and encourage applications from additional organizations for funding and other individuals to engage as Readers.
- An honorarium will be offered to Readers who are not participating on behalf of their place of employment. Compensation will be prioritized for Readers who have experience with environmental justice work and who reside in New England.
- Signing up as a Reader is a six-month commitment, including two quarterly grantmaking cycles. During each quarterly review cycle, Readers can expect to commit roughly 10 hours of work spread over 3 weeks.

Qualifications:

- Readers can be anyone who is invested in environmental and/or climate justice in New England
- Readers must be 16 years of age or older
- Readers living and/or working in at least one of the New England states (CT, MA, ME, NH, RI, and VT) or tribal lands within EPA Region One will be prioritized for involvement



- Readers must have English Language proficiency
- Readers must disclose all organizational affiliations to ensure there is no conflict of interest in their application assignments and will sign a Conflict of Interest Form. Readers representing an organization that is applying for a grant will not be assigned to read in that round
- To be confirmed as a reader you must agree to participate in good faith and uphold the [Jemez Principles for Democratic Organizing](#)

Time Commitment Estimate:

Activity	Time Estimate	Notes (details subject to change)
Onboarding	2.5 hours	<ul style="list-style-type: none"> • Pre-recorded video (30 min) • Live/recorded training (60 min) • Independent review of materials (Handbook, cheat sheets, etc.) (60 min)
Conflict of Interest Form	5-10 min	<ul style="list-style-type: none"> • A simple form to determine current or prior relationship with any applying groups.
Review applications	60-90 min per application 4-6 hours for 4	<ul style="list-style-type: none"> • May be adjusted depending on the length of the application. • Current estimate if for each reader to take on 4 applications. Possible flexibility for more applications depending on the number of submissions.
TOTAL	Minimum estimate, 7-9 hours for a minimum of 4 applications	<ul style="list-style-type: none"> • To participate at the base level is at least 7 hours. Can opt into more. Honorarium is based on minimum participation and does not increase if opting into more.



Please consider completing this [Interest Form](#).

We will be in touch with you as we have Grant Reader positions to fill for upcoming grantmaking rounds.

Please reach out to project staff if you have any questions or if you encounter technical difficulties: ejgrantsnewengland@hria.org