



## A Volunteer's Guide to Reviewing Grant and Scholarship Applications

316-283-5474

[www.centrankansascf.org](http://www.centrankansascf.org)

## *Welcome Reviewers!*

Thank you for considering the role of serving as a volunteer reviewer for *Central Kansas Community Foundation (CKCF)* and its affiliates. Your time, perspective, and thoughtful evaluation play a vital role in strengthening communities across our region in Central Kansas. By reviewing applications, you help ensure that funds are awarded fairly and support the organizations and students who can make the greatest impact.

This guide is designed to support you in your role. Inside, you'll find an overview of the role of a reviewer, shared expectations, and other important notes. Our goal is to make the process clear, consistent, and meaningful for you as a reviewer while ensuring fairness for every applicant.

Together, CKCF and its affiliates are committed to expanding opportunities for local students and nonprofits—and your partnership helps make that possible.



Angie Tatro, *CEO*

Central Kansas Community Foundation



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# CFNS

## ACCREDITED FOUNDATION

Central Kansas Community Foundation | Augusta Community Foundation  
Burton Community Foundation | Douglass Community Foundation  
El Dorado Community Foundation | Elk County Community Foundation  
Florence Community Foundation | Fredonia Area Community Foundation  
Goessel Community Foundation | Halstead Community Foundation  
Hesston Community Foundation | Hillsboro Community Foundation  
Newton Community Foundation | Newton Public Library Foundation  
North Newton Community Foundation | Peabody Community Foundation  
Remington Area Community Foundation  
Valley Center Community Foundation  
Women's Community Foundation of Harvey County

### ***Reviewer Role***

As a volunteer reviewer, your role is to read and score applications for grants or scholarships. Each fund within a cycle has its own unique criteria. By serving as a reviewer, you help advance the mission of Central Kansas Community Foundation (CKCF) and our affiliates—supporting students and nonprofits across our service area.

Reviews are completed online through our application platform, typically within a 10 to 14 day window. **Once assigned**, you will receive login details, instructions, and deadlines for that cycle. CKCF Program Officers are your main contacts for support and guidance.

### ***Shared Expectations for All Reviewers***

- Confidentiality: Never share application details outside the review process.
- Conflict of Interest: Disclose any personal or professional connection to an applicant. If conflicts arise, you may be excused from that application or cycle and reassigned later.
- Fairness: Score only on the information provided—do not rely on assumptions or personal familiarity. This ensures an objective and unbiased review.
- Professionalism: Treat all applications with equal care and respect.

### ***Important Notes***

- A desktop or laptop is required. Supported browsers: Google Chrome or Firefox (not Internet Explorer or mobile devices).
- Applications are scored using a rubric (generally 1–5 scale) to ensure fairness and consistency.
- Reviewer comments are kept anonymous and may be summarized for committee discussion.
- Applications must be marked 100% complete—remember to click Save.
- All financial information submitted by applicants is strictly confidential.
- Completion of the compliance packet is required before assignment. Once complete, a Program Officer will invite you to serve on a review committee throughout the year.
- If you accept an assignment, you must adhere to the provided timeline and submit scores by the deadline. Timely participation ensures a fair and efficient process.

### ***Next Step***

Click here to access the Compliance Packet <https://ckcf.wufoo.com/forms/2026-volunteer-compliance-package/>

Serving as a reviewer upholds the highest standards of confidentiality, integrity, and objectivity. Your commitment makes a direct impact on strengthening communities through charitable giving.

Thank you for your dedication and service.

***Building Stronger Communities Through Charitable Giving  
~ Central Kansas Community Foundation***