

CDBG Advisory Board Job Description

Title: Community Development Block Grant Advisory Board Members

Reports to: Mayor

Time Frame: January to early April
4 evening meetings

Purpose: Make recommendations about how to spend between \$400,000 to \$600,000 to reduce poverty in the City

Responsibilities: Attend all training sessions and Board meetings

Read and rate grant applications – usually around 15 applications, 9 pages each, from local nonprofits

Develop a balanced budget, taking the amount of money requested and paring it down to fit the amount of money available

Work with other Board members to develop funding recommendations for the Mayor

Report back to the body you represent

Have fun and meet new folks from our community!

Total Time
Commitment: 8 hours of meeting time, plus time to read and rate the applications - estimated at least another 8 – 12 hours

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