



Grant Reviewer Stipend Instructions

Thank you for reviewing applications for the Portland Children's Levy.

We recognize that reading and scoring PCL applications is a significant investment of time and energy. Your review and scoring, along with additional considerations, helps PCL's Allocation Committee make final decisions about which programs to recommend for investments.

We offer reviewers a modest stipend of \$25 for each application reviewed. You may elect to receive the stipend as a cash payment (via direct deposit to a bank account) or as a single gift card to one of three of stores listed on the stipend form.

PCL will provide stipends only to volunteer reviewers who complete grant reviews and scoring outside of paid work time.

Please complete the **Application Review Stipend Form** to indicate whether you waive or request the stipend; if you request it, please indicate which payment option you want.

Payment Setup Instructions

If you choose to be paid cash, you will need to be registered as a vendor with the City of Portland. Funds can only be paid as a direct deposit to your bank account.

1. Complete and submit IRS form W9 to PCL staff. Instructions are included with the form. PCL is providing copies of the form, or you can find it online at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. Complete and submit ACH Vendor Payment Authorization Agreement provided by PCL staff. Do not submit this form to PCL staff. The form includes instructions for submission via email or US mail. You may request a blank form from PCL staff or SAPvendor@portlandoregon.gov
3. PCL staff will provide a payment request form for you to fill out and submit when you have completed your review and scoring of applications.
4. Once you are registered as a vendor and have submitted your request for payment, PCL staff will enter the request into the City of Portland accounting system. It usually takes about a week for payment to arrive once that step is done.

If you have any questions about the process, please contact John Kelly at 503.823.2980 or email at John.Kelly@PortlandOregon.gov.