HELLO!!

Please note, all of the materials we are about to cover are included in your **Panelist Guide** and on the **Panel Portal**.

We will post this webinar in the panel portal for review later today.

Grant Panel Training

2020

Training Overview

Role as panelists

Reviewing applications

Panel review dos and don'ts

Using the GoSmart online grant system

SDAC STAFF

Contact staff if you have questions about an application. Please do not contact an organization about its application; doing so would be a breach of the confidential review process.

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Welcome
PANELISTS

2020

Panelist Tools Online

SDAC Grant Panel System (GoSmart) online at
https://admin.gosmart.org/login.php

Grant Panel Portal online at
http://artscouncil.sd.gov/about/FY21panelportal.aspx

Full Grant Panel Guide (PDF)
https://artscouncil.sd.gov/about/Panel_Guide_FY2021.pdf

Full guidelines and requirements for ALL SDAC grants can be found in the FY21 Guide to Grants online at
https://artscouncil.sd.gov/grants/2021_Guide_to_Grants.pdf

Your Role as a Panelist

Panelists will review, score, and comment on all applications assigned to their panel.

We estimate an average of **60 minutes per application** .

Review ALL application materials.

Comment on and score all applications using the online grant system.

Comment on their quality and merit based on the provided Review Criteria.

Participate in the panel discussion (to be scheduled).

A Note on Applications

REMEMBER: Contact staff if you have questions about an application. Do not contact an organization about its application.

The application review process is not open to the public. All work relating to application review should be kept confidential.

Do not share any application material, including work samples and/or supplementary materials with anyone.

A Note on Panelist Comments

➢ Your comments provide the basis for staff feedback to the applicants. Please ensure your comments appropriately reflect your scoring decisions.

➢ Please provide comments that are thorough yet concise. Include an assessment of the work samples and any supplementary materials included in an application.

➢ Comments in bullet point format are acceptable. There is no need for lengthy paragraphs.

REVIEW CRITERIA

2020

Application Review

In reviewing applications and using ***those materials provided by the applicant***, All applications must be evaluated according to their **Artistic Excellence and Artistic Merit** (PDF available online).

Artistic Excellence

➢ Quality of the artists, arts organizations, arts education providers, works of art, or services that the project will involve, as appropriate

➢ Artistic significance of the project

Artistic Merit

➤Extent to which the project deepens and extends the arts value, including the ability to foster new connections and to exemplify creativity and innovation

This includes how the project may:

◦ Prove transformative with the potential for meaningful change;

◦ Be distinctive by offering fresh insights and new value for the field and/or the public through unconventional solutions; and

◦ Be shared and/or emulated or lead to other advances in the field.

Artistic Merit (continued)

➤ Potential to achieve results consistent with SDAC major goals

➤ Appropriateness of the proposed performance measurements and their ability to demonstrate that the selected SDAC objective was achieved

➤ Potential impact on artists (including evidence of direct payment), the artistic field, and the organization's community

➤ Appropriateness of the project to the organization's mission, audience, community, and/or constituency

Artistic Merit (continued)

➢ Plans for documentation, evaluation, and dissemination of the project results, as appropriate

➢ Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel

Artistic Merit (continued)

➢ Where appropriate, potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability

➢ Extent to which a project is inclusive of individuals from all demographic backgrounds of the community and physical and cognitive abilities; and, where applicable, the extent to which a project specifically addresses the issue of inclusion

Application Review: "Do & Please Don't"

2020

Review Tips

➢ Remember, applicants benefit from panelists' clear indications of strengths and weaknesses in the proposal.

➢ Your comments will assist the South Dakota Arts Council staff when we debrief applicants.

Please DO

- Provide specific strengths and weaknesses of the proposal.

- Consider videos, images, and other work samples that illustrate important strengths/weaknesses.

- Note unanswered questions or confusing information.

- Make evaluative (rather than descriptive) statements.

- Evaluate each application on its own excellence and merits.

Please DO NOT

- Import personal criteria into the evaluation or discussion

- Compare applicants to one another to help you with evaluation

Artistic Excellence: PLEASE DO

- Comment specifically on work samples, including caliber of artists, arts teaching and learning, and what additional evidence of excellence might be helpful

- Consider qualifications and excellence of artists separately

- Articulate the excellence evident in artistry, as well as education, outreach and access, and community service as it pertains to each application

Artistic Merit: PLEASE DO

- Highlight particularly strong project components, e.g., planning, assessment, evaluation

- Recognize the artist's or organization's ability to carry out the plans

- Assess qualifications of artists, arts professionals, and additional staff

- Comment on selected outcome(s) and plans to measure outcome success

- Comment on impact that is significant to SDAC major goals

- Comment on "fit" between applicant and program

Keep in Mind

➢ Financial need is not a criterion. Organizations with small budgets should not be given greater consideration, and organizations with large budgets should not be penalized.

➢ Projects do not have to be new.

➢ Applications should not be evaluated in comparison to one another.

SCORING CRITERIA

2020

Notes on Scoring

➢ When scoring applications using the online grant system please use the guidelines for each grant category found in the Guide to Grants. Online at https://artscouncil.sd.gov/grants/2021_Guide_to_Grants.pdf

➢ Panelists are asked to rate various aspects of the application based on the Scoring Criteria explained in each question of the scorecard in the online grant system. The point system ranges from 1-10 on some questions to 1-30 on weighted factors such as artistic quality. We ask that you do not give a score of 0 unless you feel strongly that the application is ineligible for funding.

➢ Please keep the Review Criteria of Artistic Excellence and Artistic Merit in mind as you consider the scoring criteria.

➢ Review the "Notes on Scoring" guide in the panelist portal for more information.

Determining Scores

Please score each criteria using this guide. We're showing scores as a percentage because the maximum points allowed vary by scoring criteria.

ASSESSMENT	EXCELLENT	GOOD	SATISFACTORY	UNSATISFACTORY	POOR
Score as percentage	90-100%	70-89%	50-69%	30-49%	0-29%

Bonus Points

Maximum 2 points	High: 2 points	Medium: 1 point	Low: 0 points
Learning: K-12 Arts Education	The majority of this project specifically addresses arts education in at least one arts discipline. Includes DETAILED explanation of how project will instruct students and expected outcomes on student learning.	A significant portion of this project specifically addresses arts education in at least one arts discipline. VAGUE explanation of how project will instruct students and expected outcomes on student learning.	An insignificant portion of this project specifically addresses arts education in at least one arts discipline. INADEQUATE explanation of how project will instruct students and expected outcomes on student learning.

Funding Grant Proposals

➢ For Project Grants, panelists will be asked to come to consensus to determine a funding level recommendation during the panel call. Though this will be a group decision, we encourage panelists to have ideas going into the discussion. Please review the Funding Level Guide in the panelist Portal for more information.

➢ Individual Artist Grants are recommended for funding, or not recommended depending on panel decision. Funding amounts will not need to be considered for Fellowships, Collaborations, and Artist Career Development grants. These are a YES or NO vote.

➢ Arts Challenge grant amounts are determined through a funding formula based on the panel's average score.

Questions?

REGARDING PANEL ROLES, REVIEW, AND DOS AND DON'TS

Online Grant System

2020

Resources

NEW PANELIST USER MANUAL

PDF manual that covers:
- Panelist set-up and login
- Panel selection
- Panel dashboard

Working through
- Applications
- Support Materials
- Scorecards

YOUTUBE VIDEOS

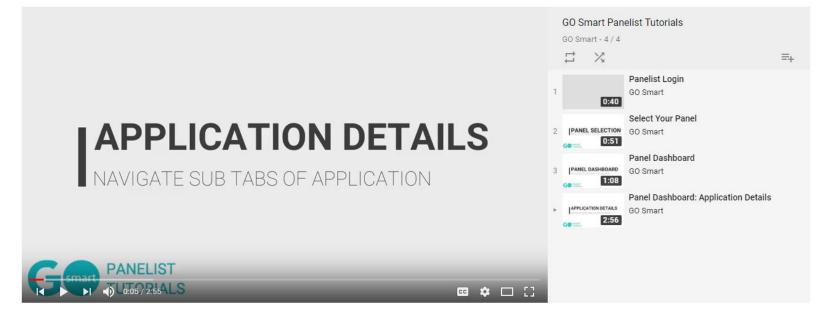Short step-by-step videos covering:

Panelist Login

Panel selection

Panel dashboard

Working through
- Applications
- Support Materials
- Scorecards

[YouTube Video](#)

This tutorial will show you how to navigate the application sub tab of your panelist dashboard.

DEADLINES

Submit scores and comments

1. Panelist scores must be submitted through the Online Grant System **NO LESS than 4 days** ahead of your panel call unless otherwise noted. We will send out reminders of deadlines.

Review scores and comments

1. Staff will compile your panel's comments and scores.

2. Staff will share panelists scores and comments **at least 2 days** ahead of the panel call.

3. Please review all panelists' scores and comments **PRIOR** to the panel call.

Questions

REGARDING THE ONLINE GRANT SYSTEM