

Arizona Commission on the Arts

**Panelist Handbook
2015-2016**

Fiscal Year 2016 Grants

**GRANTS FOR
ORGANIZATIONS AND
SCHOOLS**

**Preliminary Online Evaluation Deadline:
Friday, May 8, 2015**

**In-Person Panel Review Schedule:
Wednesday, May 13 - Friday, May 22, 2015**

2015-2016, Fiscal Year 2016 Review of Grants for Organizations and Schools
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Thank you for agreeing to serve as a panelist for the Arizona Commission on the Arts' 2015-2016, Fiscal Year 2016 Review of Grants for Organizations and Schools. We appreciate your commitment and service.

The Arizona Commission on the Arts

The Arizona Commission on the Arts is an agency of the State of Arizona which provides grants, programs, services and leadership in support of arts and arts education programs. In partnership with arts organizations, schools, festivals and individual artists, we endeavor to celebrate Arizona's diverse communities and rich cultural traditions, inspire creativity, grow local economies and enhance quality of life for all Arizonans.

For more in-depth information about the Arizona Commission on the Arts, its mission, programs or grants, please visit the Arts Commission's website at <http://www.azarts.gov>. Granting programs are outlined at <http://www.azarts.gov/grants/>.

Fiscal Year 2016 Annual Grants Panels Schedule and Lead Staff Member Information

Date, Panel	Lead Staff	Location
Wednesday, May 13, 2015; 10:00am to 5:00pm		
Community Investment Grants – Level II A	Kristen Pierce	ASU Downtown Mercado
Arts Learning Grants A	Patrick Fanning	ASU Downtown Mercado
Thursday, May 14, 2015; 10:00am to 5:00pm		
Community Investment Grants – Level II B	Kristen Pierce	ASU Downtown Mercado
Arts Learning Grants B	Patrick Fanning	ASU Downtown Mercado
Friday, May 15, 2015; 1:00pm to 5:00pm		
Community Investment Grants – Levels IV - VI	Kristen Pierce	ASU Downtown Mercado
Monday, May 18, 2015; 10:00am to 5:00pm		
Community Investment Grants – Level III A	Kristen Pierce	AZ Commission on the Arts
Tuesday, May 19, 2015; 10:00am to 5:00pm		
Community Investment Grants – Level III B	Kristen Pierce	AZ Commission on the Arts
Wednesday, May 20, 2015; 10:00am to 5:00pm		
Community Investment Grants – Level I A	Kristen Pierce	AZ Commission on the Arts
Thursday, May 21, 2015; 10:00am to 5:00pm		
Community Investment Grant – Level I B	Kristen Pierce	AZ Commission on the Arts

If you have questions about the panel review process or specific applications, please speak with the Arts Commission staff member listed as “Lead Staff” for your panel.

Detailed location information and driving directions will be sent via email prior to the panel meetings.

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Your Role as a Panelist

Arts Commission grant applications are reviewed by peer review panels comprised of volunteer experts and experienced lay-people from across Arizona, who assess the strengths and weaknesses of applications according to published review criteria. Panelists do not make recommendations related to grant amounts. Review panels are constructed annually by Arts Commission staff who select panelists from submitted nomination forms as a part of the Arts Commission's open panelist nomination process.

Arts Commission staff also seek out panelists who provide diverse cultural, gender, experiential, generational and geographic representation, as well as panelists who represent people of different abilities. Each review panel is chaired by a non-voting Governor-appointed Commission member.

Panelists should not contact applicants prior to panel meetings. Written applications must stand on their own, as received at the time of the application deadline. Similarly, in an effort to protect panelist privacy and the integrity of the panel process, the Arts Commission does not provide panelist contact information to applicants.

Grant Program Guidelines

Information about the Arts Commission's grant-making process and information specific to the grant program to which a panelist has been assigned can be found in the Guide to Grants document related to each panel review area. These documents can be found at <http://www.azarts.gov/grants/organizations-and-schools/guides/>. Panelist should first review the Guide to Grants document for their assigned area as it will provide context for the applications being reviewed.

Panel Review Process

Panelists are expected to

- review grant application materials online,
- submit preliminary evaluations online by **Friday, May 8, 2015**,
- be prepared to discuss applications with fellow panelists during the in-person panel meeting, and
- ultimately evaluate applications according to published review criteria.

The review of applications and the Preliminary Evaluation Process will take place completely online. Information and materials that will guide panelists through the online review process will be provided on a panelist resources page of the Arts Commission's web site. A link to access this web page will be emailed to you.

Conflicts of Interest

The Arizona Commission on the Arts has specific conflict of interest guidelines, announced and followed at all panel meetings. A conflict of interest exists when a panelist is affiliated in any one of the following ways with an applicant whose application is before the panel for review:

1. A prospective panelist serves as an employee or governing board member of an applicant organization being reviewed within a grants area (person **may not** serve on review panel);
2. A prospective panelist receives direct financial benefit from the applicant organization or proposal being reviewed (person **may** serve on review panel but **may not** participate in review process related to proposal with which he or she has the conflict);

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3. A prospective panelist serves with or without payment as a consultant to an applicant being reviewed (person **may** serve on review panel but **may not** participate in review process related to proposal with which he or she has the conflict);
4. A prospective panelist has a familial relationship with an applicant or a staff or governing board member of an applicant organization (person **may** serve on review panel but **may not** participate in review process related to proposal with which he or she has the conflict).

When a conflict of interest is identified, the panel member must inform the Arts Commission of the conflict prior to the panel review. Declaring a conflict of interest meeting criterion 1 means that the panelist may not serve on that review panel. Declaring a conflict of interest meeting criteria 2, 3, or 4 indicates the panel member may not be present for any discussion or vote on those applications with which the conflict exists.

Panelists should declare conflicts that have occurred within one year prior to the panel meeting date. If a person works within a department or unit of a College or University, they only need identify conflicts of interest if the application being reviewed is from the same department, unless any other conflict exists. The Chair, in consultation with the Lead Staff member assigned to the panel, has the authority to determine the existence and effect of a conflict of interest.

If a panelist feels unduly biased or has a personal affiliation with an applicant, he or she may declare an *appearance of conflict of interest*. Appearances of conflict of interest include significant adversarial or advocate relationships where panelists' impartial judgment may be impaired.

Timeline

The following timeline should clarify panelists' roles and better explain steps in the process:

DECEMBER 2014

- The Arts Commission posts *Guide to Grants for Organizations and Schools* documents online.

FEBRUARY AND MARCH 2015

- Applicants apply online through GO!EGOR, the online application system.
- Arts Commission staff provide counsel to applicants, helping organizations and schools statewide develop complete and competitive applications.
- FY2016 online grant application submission deadline: Thursday, March 19, 2015.
- Arts Commission staff collates and analyzes submitted applications for eligibility and completeness.

APRIL 2015

- Panelists receive Handbook and Letters of Agreement from the Arts Commission.
 - *If eligible for an honorarium based on number of miles traveled to reach the in-person meeting, panelist will also receive a State of Arizona Substitute W9 and ProcureAZ form. See page 7 for more information.)*

Panelists must return completed, signed Letters of Agreement (and other documents if applicable) to the Arts Commission by Friday, April 10, 2015.

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- Panelists carefully review the Panelist Handbook and contact their Arts Commission Lead Staff person with questions related to logistics, process or conflicts of interest.
- Panelists receive the link to a Panelist Resources page on the Arts Commission's web site to access the application review materials and online preliminary evaluation instructions.
- Online panelist orientation sessions take place during the week of April 13, 2015.
- Panelists begin reviewing applications and evaluating them utilizing the online scorecards.
- Panelists contact their Arts Commission Lead Staff person with questions related to the online application review and evaluation process and any potential conflicts of interest that may arise.
- The Arts Commission publically announces Annual Grants Panels Meeting information on its website.
- If travel or lodging is necessary during panel participation, panelists make their own arrangements.

MAY 2015

- Panelists continue reviewing applications and evaluating them utilizing the online scorecard.
- **Panelists complete Preliminary Evaluations and submit them by Friday, May 8, 2015, 11:59pm AZ time.**
- On the scheduled panel day, panelists arrive promptly at the schedule time for in-person orientation, and work with grants panels throughout the day. Panels will conclude no later than 5:00pm.

JUNE AND JULY 2015

- Funding recommendations are presented to the Commission members at their annual June board meeting. Applicants receive notification of their grant status after July 1, 2015.

In-person Panel Meeting

Each in-person panel meeting begins with a panelist orientation; please plan to arrive 15 minutes early to ensure that the orientation session begins promptly at its scheduled time (10:00am for all panels except the Community Investment Grants – Levels IV - VI panel, which begins at 1:00pm.)

The Arts Commission will print and provide a copy of each panelists' preliminary evaluations and comments. Panelists should plan to bring any other written notes and/or a laptop or tablet with them to the panel meeting. Free Wi-Fi will be available in the meeting rooms.

Panelists are expected to arrive having reviewed all of the applications, and to participate fully in the day's discussion. Depending on the number of applications in a grants area, panels may only have a few minutes to discuss each application.

After discussion has taken place, the Panel Chair will call for each panelist to make their final evaluations. Panelists will have the opportunity to either change their preliminary evaluations or to simply sign the pre-printed evaluation sheet, endorsing the preliminary evaluation as final.

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Applications are evaluated based on the applicant's responses to the narrative questions related to the published review criteria. These criteria reflect the grant-making objectives of the Arizona Commission on the Arts. The Arts Commission will generate an averaged, numeric score for each application based on the panelists' assessments. These final scores will determine which applications receive a qualitative score of high, medium, or low (for CIG) and a funded/not funded status (for Arts Learning and Festivals); these designations determine the level of funding recommended to the Arts Commission. Panelists do not make recommendations related to grants amounts.

Meals and Sundries

Panelists will break for lunch when they feel they've reached a good stopping point, and may choose to bring lunch back to the panel room to work through lunch or may choose to reconvene at a designated time. Before or after the morning orientation, panelists and chairs will take a break to pre-order lunches. Panelists are encouraged to bring cash. Panelists may also provide their own food, snacks and beverages. As an agency of the State of Arizona, the Arts Commission is not able to purchase any food or drink so please plan accordingly.

Parking, Honorarium, Lodging, and Travel

For those panels that will take place at the ASU Downtown Mercado, the Arts Commission will cover panelists' cost of parking during their respective panel meeting. Specific instructions for parking will be emailed to panelists one week prior to panel meetings. Parking at the Arts Commission offices is free.

Due to ongoing state budget reductions, only panelists traveling a distance greater than 70 miles roundtrip will receive a standard, all-inclusive honorarium to cover mileage traveled. For those panelists eligible to receive honoraria, please review the Letter of Agreement carefully and complete the forms and documents as per instructions. If information is inconsistent and/or if the forms are incomplete, payment will be delayed.

If travel or lodging will be necessary during panelists' participation, we ask that they make arrangements on their own, according to personal schedule and preferences. The following hotels are within 5 miles of panel meeting locations and are recommended by the Arts Commission:

- **Holiday Inn Express & Suites:** <http://www.ihg.com/holidayinnexpress/hotels/us/en/phoenix/phxdt/hoteldetail>
- **The Clarendon:** <http://www.theclarendon.net/>
- **Hilton Garden Inn, Phoenix Midtown:**
<http://www.hiltongardeninn.com/en/gi/hotels/index.jhtml?ctyhocn=PHXMDGI>

Questions?

If you have questions about the panel review process or specific applications, please speak with the Arts Commission staff member listed as "Lead Staff" for your panel, found in the panel schedule on page 2. Staff contact information can be found on the Arts Commission website at <http://www.azarts.gov/about-us/staff/>.

Thank you for your service to the Arizona Arts Sector!