



OREGON ARTS
COMMISSION

Grant Panels: Procedures and Guidelines

Grant panels play an important role in the review of the Oregon Arts Commission's grant applications. Each year, over 50 people volunteer their time and expertise to help the Commission fairly and openly distribute public funds to support the arts across Oregon.

The Commission thanks all panel members for the experience and expertise they bring to the panel review work.

About the Oregon Arts Commission

The Oregon Arts Commission recognizes that arts and culture are central to community and civic life and that it is essential to preserve, stabilize and develop their impact in Oregon. The Commission provides leadership, funding and arts programs through grants, special initiatives and services. Nine Commissioners, appointed by the Governor, determine arts needs and establish policies for public support of the arts.

The Commission's advocacy and grants programs are rooted in the values that: Art brings people together, strengthening communities; Art is critical for our students; Art adds value to Oregon's economy and; Art is fundamental to a healthy society. Our mission is to ensure the arts touch the lives of all Oregonians. More information about the Oregon Arts Commission is available at www.oregonartscommission.org.

Panel Process Overview

The Oregon Arts Commission awards grants via a competitive process. Applications are reviewed by panels comprised of arts professionals, advocates and specialists. The applications are reviewed and scored based on the criteria listed in each grant's published guidelines. Panel scores are used to rank the applications. Based on this ranking, commission staff prepares funding recommendations that are approved by the full Oregon Arts Commission.

Panelist Nomination and Selection

Nominations of prospective panelists are accepted year-round. Panelists may also be self-nominated. Nominations of panelists can be completed by completing the Interest Form at www.oregonartscommission.org/publications-and-resources/grant-panelist-nomination-form or by submission of a letter of interest and a resume outlining professional achievements,

education, arts related employment history and awards/distinctions and a brief statement about the nominee's particular interest or expertise in the arts.

Additionally, all grant applications are made online, through our online system, Grants Online (GO!). Panelists should be comfortable working with computers, and have access to the internet.

Panelists do not receive pay for their service; however the Commission does reimburse for mileage and other travel expenses.

Panelists are selected based on the knowledge needed to review particular grants; ability to augment provide expertise that might not be present in the other panelists; geographic representation; cultural representation; and the ability to serve on the panel date established.

Grant Applications

Arts Commission staff will provide a link to all applications to be reviewed in advance of the panel meeting. Panelists will also receive links to the grant guidelines which will include published review criteria and score/comment information prior to the panel meeting. Panelists who have questions or need clarifications necessary for the review of any application should refer the need for the information to Arts Commission staff. Staff will research and disseminate the information to the full panel.

Although panelists may be assigned particular applications for review or presentation, panelists are expected to be familiar with all applications reviewed.

Panelists may score applications prior to the meeting, or they may wait until the meeting to score. It is important that panelists be consistent in their scoring, whether they score high or low because all of the scores are averaged.

Panel Meeting Process

Panel chairs review Commission policies and priorities and the evaluation criteria relating to the specific grant program with the panel. The chair facilitates the review of each application submitted for funding, participates fully in the discussion and is a voting member of the panel. Panel members discuss the application's merit and may be assisted by staff or Commission members with factual information.

Panel discussions are a matter of public record. While panel meetings are open to the public, observers may not address the panel.

Applications are intended to stand on their own merit; however the Commission recognizes that there are times when clarification on a specific point may be useful. Panelists may direct questions to observers to seek clarification on specific points, AFTER they have asked other panel members for clarification of that point. Panelists' questions should be specific rather than open-ended. Staff may provide clarification if they are able, following the panelist comments.

The panel chair will insure that panel meetings are used for the focused review of applications rather than as a forum for applicants to deliver statements.

Responsibilities:

Panel Chair	Panel Members	Arts Staff
<p>Preside over the panel meeting, facilitating discussion by all panel members. Inform and guide the panel in matters of Commission policy.</p> <p>Participate in discussion and evaluate grant proposals submitted to the panel.</p> <p>Represent the panel at Commission meetings, presenting panel recommendations for Commission consideration.</p> <p>Identify and evaluate any policy issues.</p>	<p>Review and evaluate grant proposals submitted to the panel. Present applications as assigned at the grants review meeting. Make recommendations to the Commission.</p> <p>May advise the Commission on needs in the various disciplines or programs or suggest improvements for the grant review process.</p>	<p>Coordinate meeting schedules and application processing.</p> <p>Inform the panel in matters of Commission policy.</p> <p>If asked, provide clarification on pertinent facts regarding an applicant to the panel.</p> <p>Record panel comments and summarize recommendations for the Commission. Follow up on identified policy issues.</p>

Evaluation Criteria and Scoring

The Arts Commission publishes guidelines for each of its grant programs, outlining the purpose, review criteria and accompanying weights for evaluation.

All applications are reviewed and scored according to the published review criteria for the particular grant program. Arts Commission staff tallies panelist scores in order to develop a ranked list of applicants for final review by the panel and for funding recommendation by the Arts Commission.

The Commission’s grant decisions are determined by the ranked scores as well as additional weight for geographic area served or the uniqueness of the activity.

Meetings

All panel meetings are open to the public and are a matter of public record. Persons with disabilities who need special accommodations need to contact the Commission at least four business days prior to the meeting date.

Panelists may direct questions to observers or applicants but those questions must be narrow and specific, not open-ended. The panel chair will ensure that meetings are not a forum for applicants to deliver statements other than responses to specific questions. Staff records panel comments for the public record and to include with notifications to applicants.

Panelist Conflict of Interest

1. Disclosure of affiliation with an applicant is required in order to protect the Commission, panelists and applicants from actual, as well as the appearance of, conflict of interest.
2. Panel members shall not submit an application for Commission funds on behalf of an organization with which they are employed or affiliated, nor shall they sign any document relating to a grant of Commission funds to said organizations.
3. Panelists may take part in activities undertaken with Commission support but may not receive any remuneration, except for out-of-pocket expenses where appropriate.
4. Affiliation with an applicant is to be declared at the start of discussion of that application. Panelists who declare an affiliation may not join in the discussion except to the extent provided any other observer or applicant.
5. Panel members shall not solicit, accept or agree to accept any gift of money, goods, loans or services or engage in any other arrangements for personal benefit, which would improperly influence them in their Commission-related duties and responsibilities.
6. Panel members shall not attempt to influence the vote of fellow panel members or Commission members on applications or any other matter involving applicants with which they are affiliated.
7. Violations of the foregoing policies may be investigated by the Commission and/or staff. Action resulting from said investigations is at the discretion of the Commission.

Definitions

Affiliation: An individual is considered to be affiliated with an organization if the individual or a member of the immediate family (a spouse, unmarried partner, or child) is:

1. a director, officer, trustee or employee;
2. a paid professional fundraiser or public relations officer;
3. an independent contractor who has received fees or payments in the year preceding the filing of the affiliation statement;
4. a contributor, directly or through an entity which she/he controls, of an amount which is more than five percent of the organization's annual budget for the year.

Travel

Panel members serve without compensation. Travel expenses and mileage will be reimbursed at prevailing state rates. Travel regulations established by the state of Oregon apply to all panelists. Commission staff will provide the necessary forms for reimbursement.