

Panel orientation beginning soon

- Keep your microphone muted for the entirety of the presentation unless asked to unmute.
- Turn off your video to improve a choppy connection.
- Today's panel orientation is going to be recorded and shared online for your reference. Pro-tip: watch it at increased speed!
- You can turn on/off live automated captioning using the CC button at the bottom of the screen.

metro
regional
arts
council

Flexible Support

Panel Orientation



Housekeeping

- Keep your microphone muted for the entirety of the presentation unless asked to unmute.
- Turn off your video to improve a choppy connection.
- Today's panel orientation is going to be recorded and shared online for your reference. Pro-tip: watch it at increased speed!
- You can turn on/off live automated captioning using the CC button at the bottom of the screen.

Virtual Meeting Norms

- Feel free to use chat for questions as we go along
- We will pause several times for Q & A to cover questions from the chat
 - Invited to ask questions aloud when prompted (“raise your hand” feature)
- Use “Re-name” to add pronouns to your name if desired
- Use your name before speaking every time

Today's Agenda

- What you can expect & what is expected of you
- The Flexible Support program:
 - purpose
 - application contents
 - review criteria
- Resources for panelists & how to evaluate applications online

What You Can Expect

- MRAC's most sincere gratitude!
- A challenging and rewarding experience
- To feel well-informed and prepared
- Reimbursement for caregiver expenses related to participation – up to 10 hours for childcare or 20 hours for personal care assistant, at hourly rate of up to \$15.50
- A stipend to thank you for your service – \$200

What Is Expected of You

- Your time
- To read, comment, and rate every application assigned to you (up to 25 apps)
- Your passion for art and community
- Your commitment to public service - you are an advocate for all of the arts, not just your favorite

Review Timing

Your ratings and comments are due by

Thursday, November 3 at 12:00 PM (noon)

Budget your time: Each application can take an average 30 minutes to 1 hour for a fair review

25 applications = 12-25 hours (3-6 hours/week)

Panel “Happy Hour”

Thursday, October 27

5:30 – 6:30 pm on Zoom

Drop in anytime during the hour

Sam will send Zoom link

OPTIONAL!

Panelist & Applicant Accessibility



- MRAC requests that panelists **evaluate online unless a disability prevents them from doing so**
- Contact us to begin a conversation about how to make sure you have an equal opportunity to evaluate

Q & A

- Expectations
- Timing / Schedule
- Accessibility



Panel Review Process

Panel Reviews

1. Read grant applications
2. Give 3 numerical scores for each
3. Write at least one summary comment



MRAC Board of Directors

Conflict of Interest

- Financially benefit
- Board of Directors/Advisor or Employee/Consultant
- Familial relationship
- Perceived
- Other

You do **not** need to disclose the reason for a conflict

MRAC's Mission

The Metropolitan Regional Arts Council improves arts access for communities in the seven county metropolitan area through support to artists and organizations.

Program Purpose

The Flexible Support grant provides up to \$15,000 in funding to help groups **create access to the arts and stay connected to audiences/community** across the seven-county metro area. Projects must benefit Minnesotans.

**Organizational
Capacity**

**Arts
Programming**

Operations

Increasing A Community's Access to the Arts

Q & A

- Conflict of Interest
- Program purpose
- Types of Projects



Application Components (what you will read)

Group's Purpose *(1500 characters max)*

Project / Program Name & Description *(100 characters max)*

Narrative: Project / Program *(3000 characters max)*

Narrative: Community *(3000 characters max)*

Project Budget Expense *(1000 characters max)*

Project Budget Income *(1000 characters max)*

Fiscal sponsor name *(if applicable)*

Narrative: Project or Program

(3000 characters max)

1. Describe the project or program for which the group seeks funding.
2. What are the goals of this project or program?
3. In what ways does this project or program align with or advance the group's goals?
4. What are the activities that will take place? Where will the activities take place? Describe the major activities or tasks of your project and program that take place during the Eligible Funding Period.

Narrative: Community

(3000 characters max)

1. Describe the people your project or program benefits, and how these people are aligned with the group.
2. Describe the connection between this project or program, and how it will benefit the people previously described in Question 1.
3. Who are the people working on the project or program? Describe their roles within the project or program. How are they aligned to the project or program goals?

Project Financial Details (Expense & Income)



Johnny Cash (*Getty Images*)

- Project Budget Expense
 - Total Project Cash Expenses
- Project Income Budget – includes this MRAC Flexible Support grant
 - Total Project Cash Income
- Amount Requested - \$ amount from MRAC

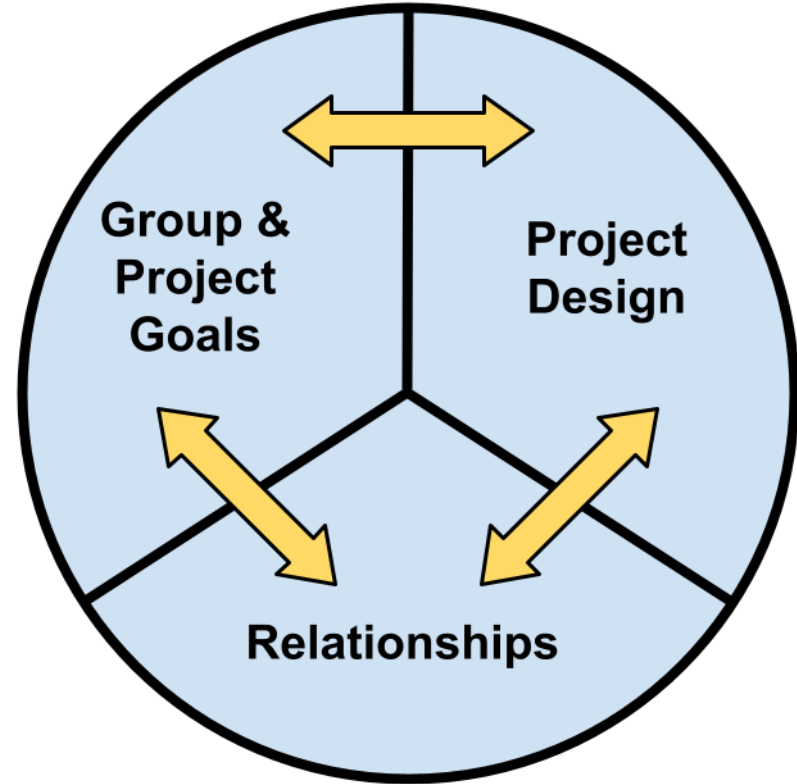
Q & A

- Application Components



Review Criteria

Group & Project Goals
Project Design
Relationships



For each application



**Group &
Project Goals**



Project Design



Relationships

**Required Summary Comment:
RELATE TO CRITERIA & SCORE**

Panel Review Scale – for each criterion



5 - The criterion is addressed with robust specificity and intention, clear alignment with other criteria.

4 -

3 - The criterion is addressed vaguely or generically, an unclear or questionable alignment with other criteria.

2 -

1 - The criterion is not addressed, or is significantly misaligned with other criteria.

Rating Guide – Group & Project Goals

1 2 3 4 5



What you are looking for on a scale of 1-5:

- Applicant has described specific goals/intentions overall that create (or contribute to the group's capacity to create) access to the arts.
- Applicant's vision for how it produces arts activities is relevant to the interests/needs of the community it is intended to benefit.
- Applicant has made a compelling case for why the proposed project aligns with or advances the group's goals/intentions.

Rating Guide – Project Design

1 2 3 4 5



What you are looking for on a scale of 1-5:

- The project details are thoroughly considered, the scope is appropriate.
- Activities will effectively produce the intended outcomes for the group.
- The project's design will create (or contribute to the group's capacity to create) meaningful access to the arts that is inclusive and accessible to community members marginalized because of race, disability, and other kinds of oppression.

Rating Guide – Project Design continued

The project details are thoroughly considered, the scope is appropriate.

- Organization / Group scope
- Project scope

Rating Guide – Relationships

1 2 3 4 5

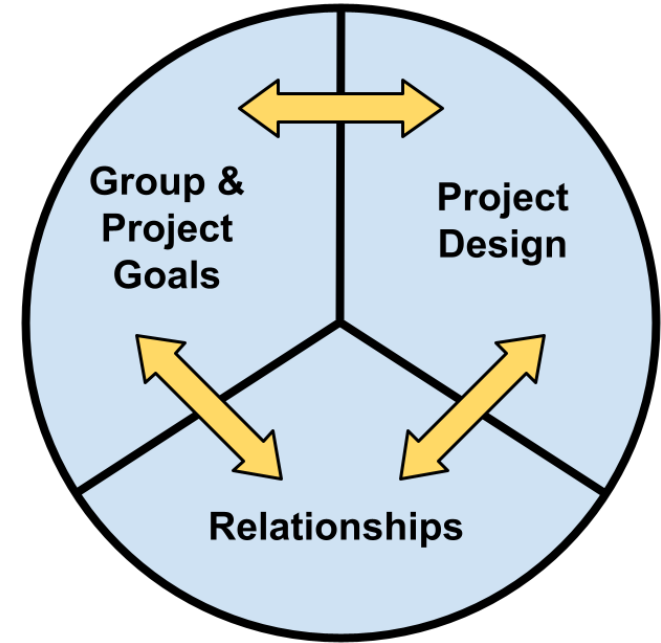


What you are looking for on a scale of 1-5:

- Applicant has clearly defined a community (or communities) that will benefit from the project or program (who is in this community, who is served in/by this community).
- The project described is specifically designed to benefit this community, and has well defined methods of reaching intended community members and meeting their needs.
- Applicant has demonstrated that people working on the project authentically reflect and are positioned to serve this community.

Application Components & Criteria

- Group's Purpose
- Project / Program Name & Description
- Narrative: Project / Program
- Narrative: Community
- Proposal Budgets
- Fiscal sponsor name (if applicable)



Review Scale Tips

- Use the whole scale!
- Score for content, not style
- Review each application independently, do not compare
- Eligibility is **not** a criterion!

Q & A

-
- Review criteria
 - Rating guide



Required Summary Comment

- The comment **MUST** relate to criteria & your score
- Provide at least one comment that demonstrates your **evaluation**
- Do not re-write
- Consider bias and judgment

Starter Phrases – always connect to a **criterion**

- Regarding **Group & Project Goals**, the group clearly describes...
- The ... helped me understand the **Project Design**
- The information about ... helped me understand **Relationships**
- I had trouble understanding/following/finding ... about **CRITERION**
- I could have used more information about ... to better understand **CRITERION**

Unhelpful Comment - activity #1

I have two primary concerns about the project: 1) It takes place in Minneapolis, not St. Paul 2) Three of the primary people involved are from out of town.

While I understand mentorship is a significant part of the program, I'm concerned the project's three performers are not from here. From what I understand from grants I have applied for and won in the past, the project is supposed to include local artists, not out of town ones.

Unhelpful Comment - activity #2

A perfect application but, more importantly, a most noble, worthy, high-impact project. Thank you for putting in the time, the heart!

Unhelpful Comment – activity #3

What I would have liked to have seen is an effort on their part to also raise funds elsewhere - by applying for other community oriented grants, fundraising, etc.

My concern is they may not be able to sustain this program past this year, unless they find additional resources to support it.

Unhelpful Comment – activity #4

The main question I have here is one of impact, as dance in and of itself may or may not be able to achieve the things promised in this proposal.

How can the project think in more critical, expansive, comprehensive ways about impact? If you want to bring together communities with historically strained relations, just a dance recital is insufficient, it is too surface. The focus is too narrow for me.

Rewriting Comments – activity #1

Revise the following to make them helpful comments:

Nice project but doesn't make a very compelling case for why the work is needed and its benefits

***Always connect to a criterion:
Group & Project Goals, Project Design, Relationships***

The group clearly describes...

The ... helped me understand...

The details about...

I had trouble understanding/following/finding...

I could have used more information about...

Rewriting Comments – activity #2

Revise the following to make them helpful comments:

Where is the timeline?

*Always connect to a criterion:
Group & Project Goals, Project Design,
Relationships*

The group clearly describes...

The ... helped me understand...

The details about...

I had trouble understanding/following/finding...

I could have used more information about...

Evaluation Tips!

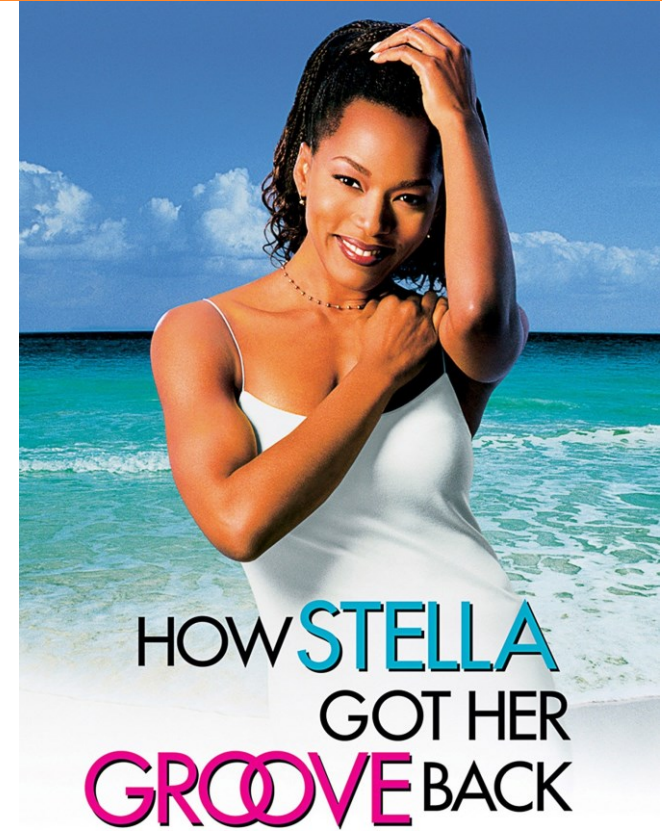
- Confidentiality
- Independent evaluations
- Application content vs. Outside knowledge
- Consider bias – resources on Panel Prep page



Review Process



You'll find your groove!



Q & A

-
- Summary Comment
 - Review Process



If You Have Questions

Sam Stahlmann

sam@mrac.org

651-523-6388

You'll receive weekly check-in emails from Sam!



Panelist Resources

MRAC's Panel Prep webpage: mrac.org/panel-prep/

- Panel policies
- Program guidelines
- Panel rating guide
- This orientation video and orientation slides as PDF
- Reimbursement forms
- Bias resources

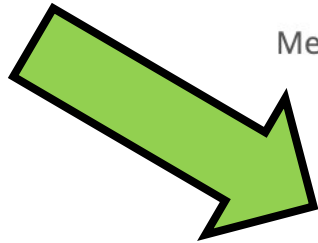
MRAC Grant Interface



[ABOUT](#) ▾ [MRAC'S COVID-19 RESPONSE](#) [GRANTS](#) ▾ [ACCESSIBILITY AT MRAC](#) [NEWS](#) [RESOURCES](#) ▾ [CONTACT US](#) [ADVOCACY](#)

Metropolitan Regional Arts Council

Metropolitan Regional Arts Council improves arts access for Twin Cities metro communities through grants, resources, and advocacy for artists and organizations.



[Manage My Organizational Grant](#)

[Manage My Individual Artist Grant](#)

[Learn More About MRAC](#)

Q & A

- MRAC grant interface
- Side-by-side evaluation windows
- Other final questions?

