**SUBGRANT REVIEW PROCESS**

For Subgrants Panel Members

Thank you for agreeing to serve as a subgrants panel member. To help you understand the subgrant review process and your responsibilities as a grants panel member, (DCP Name) has assembled this package to help you serve effectively. The contents of this notebook include:

• Responsibilities of Subgrants Panel Members

• Conflict of Interest Policy

• Guidelines for Grassroots Arts Program Subgrants

• Copies of all grant applications

• Comparative financial information on Grassroots funds distributed in last fiscal year

• Rating Sheet to evaluate grants

**Subgrant Process Overview**

The subgranting process consists of five steps:

Step 1: Reading Subgrant Review Process, Responsibilities of Subgrants Panel Members and Conflict of Interest Policy

Step 2: Reviewing grant applications and writing comments prior to the panel meeting

Step 3: Panel discussion and evaluation of each application

Step 4: Ranking the applications

Step 5: Recommending funding levels

The first two steps panel members must complete before the formal application review meeting on (date and time of grants panel meeting) at (location). The remaining steps the panel will complete as a group. Please review the steps below and, as always, feel free to contact (contact name, phone number and email) with questions.

**Step 1: Reading Subgrant Review Process, Responsibilities of Subgrants Panel Members and Conflict of Interest Policy**

Before the panel meeting, please familiarize yourself with the subgrant process as outlined in this document. Please also review the Responsibilities of Subgrants Panel Members to completely understand your role as a subgrant panel member. Read and sign the Conflict of Interest Policy. (DCP Name) will collect the Conflict of Interest Policy at the panel meeting. Finally, remember to bring your notebook to the panel meeting!

**Step 2: Reviewing grant applications and writing comments**

Before the panel meeting, each panel member should thoroughly read the grant applications, and review the Guidelines for Grassroots Arts Program Subgrants, and the evaluation criteria (listed below). Consider the guidelines and criteria as you make notes or write comments about your general reactions to the applications, the application’s strengths, or specific questions or concerns. Your written comments will be useful during the panel discussion of the grants.

**Step 3: Panel discussion and evaluation of each application**

Each grant application will be discussed among panel members at the subgrants panel meeting. Each panel member will have the opportunity to share thoughts, and written comments on the applications. The application’s strengths and weaknesses will be discussed relative to the subgrant guidelines and the following criteria:

• Artistic quality of proposed project or programs

• Community impact of project or programs

• Ability to plan and implement project

• Stability and fiscal responsibility of the organization

A representative of (DCP Name) will record the comments of the subgrants panel, and those comments and concerns may be shared with the applicants following the grant decisions.

**Step 4: Ranking the applications**

The ranking process utilizes a scale of 1–5. A score of 3.0 indicates a fundable application. Your ranking should reflect how well the application addresses the review criteria, as well as the overall quality of the application. Remember that this is a competitive process, and applications should be scored accordingly. The 1–5 point scale is roughly equivalent to the following:

5 Outstanding

4 Very Good

3 Good

2 Fair

1 Poor

Following panel’s discussion of a grant application, panel members will be asked to rank each of the applications, assigning a score of 1–5 to the evaluation criteria. Applications that receive an overall score of 2.9 or less are not fundable.

**Step 5: Recommending funding levels**

Following the ranking of each application, the grants panel will then assign funding to each of the applications. In general, applications with the highest rankings receive the highest funding, and those with lesser scores receive less funding. The subgranting panel’s funding recommendation will be presented to the (DCP Name) board of directors which will vote on the panel’s recommendations.

**RESPONSIBILITIES OF SUBGRANT PANEL MEMBERS**

(DCP Name) uses advisory panels to review applications and award N. C. Arts Council Grassroots Arts funds to arts organization in our county. Responsibilities of grants panel members include:

* Invest time and energy in the subgrant review process
* Read and review all applications before attending the panel meeting
* Maintain the confidentiality of the process
* Make objective funding recommendations based on funding policies, grant guidelines and application evaluation criteria
* Make decisions that are not self-serving and are in the best interest of the people of the community

Through the panel review process each application receives a responsible and thoughtful evaluation. To ensure that the panels’ work is conducted in a fair and equitable manner, the following procedures and policies will be followed:

1. Panelists will evaluate all applications with professional objectivity, setting aside loyalty or allegiance to a particular type of artist, artistic style or movement or other special interest.

2. Board and panel members or their immediate families may submit applications to the (DCP Name) on behalf of organizations with which they are affiliated. However, all negotiations and presentations to boards, panels and committees during meetings or on an individual basis outside of meetings in support of such applications must be carried on by personnel other than those serving on the subgrants panel.

3. During the panel meetings, panelists must declare any personal or professional affiliation with any of the applicants. A panelist shall abstain from discussion and voting and shall leave the room under the following conditions:

* When applications are presented from organizations that employ them or their immediate family members; or
* When applications are presented from organizations with which they or their immediate family are otherwise directly affiliated; or
* When applications are presented that are likely to affect them financially

4. Prior knowledge of an applicant’s work is not considered a conflict of interest and, in fact, contributes positively to informed and responsible deliberations. However, while prior experience with an applicant’s work may be brought into the discussion of that artist, panelists should focus their primary evaluation on the work samples submitted to the panel.

5. Notwithstanding any of the four preceding instructions, panelists are urged to excuse themselves from discussing any application whenever they feel unable to do so in a fair and objective manner

**CONFLICT OF INTEREST POLICY**

The (DCP Name)’s Conflict of Interest Policy requires all board and panel members to file an annual statement listing organizations with which they are affiliated and which may apply for funding.

Please complete this form and return it to the (DCP Name) at the panel meeting.

\* \* \* \* \*

I have a financial and/or policy-making interest in the following organizations:

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Members of my immediate family have a financial and/or policy-making interest in the following organizations:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SUBGRANT PANEL RATING SHEET**

The rating sheet is designed rank each proposal based on the evaluation criteria. Please rank each applicant on a scale of 1–5.

5 – Outstanding 4 – Very Good 3 – Good 2 – Fair 1 – Poor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization Name** | **Artistic quality of proposed project or programs** | **Community impact of project or programs** | **Ability to plan and implement project** | **Stability and fiscal responsibility of the organization** | **Average**  **(Add the numbers in the previous 4 blocks and divide by 4)** |
| *EXAMPLE: Art Guild Show* | *4* | *3* | *3* | *3* | *3.25* |
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