

Expectations for North Carolina Arts Council Artist Support Grant Panelists

It's useful to share, in writing before the meeting, what you expect of the panelists you select to participate in the Artist Support Grant review. It's also helpful to have a printed or posted copy of these guidelines on hand at the meeting in case you need to clarify any aspect of the review process.

Grant panelists will be responsible for the following tasks:

- Review all applications, work samples, and evaluations thoroughly prior to attending the panel meeting.
- Make objective assessments based on funding policies, grant guidelines, and application evaluation criteria.
- Make recommendations that are not self-serving and are in the best interests of the artists in the region.

Through the panel review process, each application should receive a responsible and thoughtful evaluation. The following procedures and policies will ensure that the panel's work is conducted in a fair and equitable manner:

- Panelists will evaluate all applications with professional objectivity, setting aside loyalty or allegiance to a particular artistic style or movement, or other special interest.
- Before the panel meeting, panelists must declare any personal or professional affiliation with any of the applicants. Panelists with conflicts shall abstain from discussion and voting. (See the conflict-of-interest policy for more information.)
- Panelists with expertise should respond to applications in their respective disciplines, either first as lead reader or during the flow of the discussion.
- Panelists should make comments as succinctly and objectively as possible, focusing on the criteria. Lengthy or excessively passionate comments may appear partisan and create an awkward dynamic in the room.