

Enriching Lives



PROSPECTIVE PANELIST INFORMATION

This is a brief overview of the Organizational Grants Program and its panel review process. If you are interested in serving as a panelist, please (1) send a resume or bio and (2) complete a Panelist Information Form to indicate your availability to serve on a panel. *Please submit this information no later than **Wednesday, November 2, 2005.***

GRANT PROGRAM DESCRIPTIONS

The Arts Commission has four categories within its Organizational Grants Program:

Organizational Grants Program I / Small Budget Organizations

(last completed operating budget is less than \$100,000)

Focus: Artistic and administrative advancement

Organizational Grants Program II / Mid-Size Organizations 1

(last completed operating budget falls between \$100,000 and \$500,000)

Focus: Sustainability

Organizational Grants Program 2.5 / Mid-Size Organizations 2

(last completed operating budget falls between \$500,000 and \$1.5 million)

Focus: Artistic growth and employment opportunities

Organizational Grants Program III / Large Budget Organizations

(last completed operating budget is greater than \$1.5 million)

Focus: Accessibility of programming to residents of Los Angeles County

PANEL REVIEW PROCESS AND INFORMATION

Panelists are selected based upon several qualifications, principally expertise in the discipline area and knowledge of arts organizations within their discipline. It is also our goal to make each panel as diverse as possible - geographically, professionally, and culturally, with age and gender balance.

The application is detailed, with both narrative and financial information. It asks applicants to categorize themselves in one of the following disciplines: Arts Education, Arts Service, Dance, Folk/Traditional Arts, Inter-Disciplinary, Literature, Media Arts, Multi-Disciplinary, Music – Instrumental, Music - Choral/Opera, Presenting, Theatre, and Visual Arts.

At least three weeks in advance of the panel date, panelists are sent a binder containing the applications, the specific criteria for each grant category upon which reviews are based, the scoring system, and site visit suggestions. All reading and preliminary scoring of applications must take place prior to the panel date. Artistic documentation (CDs, slides, videos, etc.) will be reviewed during the in-person meeting.

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One or more panels convene for each discipline and four to six panelists are selected for each panel. Each panel reviews between 7 and 25 applications. Panelists are asked to commit to one day in person plus the time needed to review applications in advance.

PANEL DATES, TIMES, AND LOGISTICS

The panels are scheduled to meet between March 1 and April 30 of each year. Each panel convenes for one day; typically, panels take place between 10 a.m. and approximately 5 p.m., depending upon the number of applications and the pace of the review. All panels meet at the Kenneth Hahn Hall of Administration Building, across the street from the Music Center in downtown Los Angeles. Parking, lunch, and an honorarium of \$50 are provided to each panelist.

VALUE OF PANEL PARTICIPATION

Participation on a panel is an opportunity to perform a valuable service to the community. In addition, participation allows panelists to:

- Get a comprehensive look at established and emerging arts organizations within a discipline;
- Gain insight into the peer panel review process, which is also utilized by the National Endowment for the Arts and many local municipalities;
- Impact the development of Los Angeles County arts organizations and the County's grant program; and
- Meet and network with other professionals within your discipline.

APPLYING FOR PANEL PARTICIPATION

Exclusion: Representatives (staff/board) from organizations that have submitted a *full* application in the same fiscal year as applications being reviewed are *not* eligible to serve as panelists.

If you represent an organization that will submit an interim application (the former "second year report") for internal staff review or does not plan to apply for support this year, you are eligible to submit your name for consideration as a panelist.

To apply:

*Please submit this information no later than **Wednesday, November 2, 2005.***

1. Complete a Panelist Information Form.
2. Attach a resume or bio (two-page maximum).
3. Submit both items via e-mail, mail, or fax. E-mail Janine Perron, Director of Grant Programs, at **jperron@lacountyarts.org** or fax to **213/625-1765**. Or mail to: Los Angeles County Arts Commission, 374 Hall of Administration, 500 W. Temple St., Los Angeles, CA 90012.

We appreciate your willingness to consider service to the County. If we are able to utilize your expertise we will contact you no later than March 1. Should you have any questions, please contact Janine Perron at 213-974.1394. *Please feel free to share this opportunity with your peers.*