

The LA County Department of Arts and Culture utilizes Fluid Review, an online grant management system to provide a more streamlined and user-friendly experience for applicants and reviewers. Applications are reviewed and scored entirely online without the need to print forms and make handwritten notes. Utilizing Fluid Review, panelists can review and score applications anywhere there is internet access.

Application review for the Community Impact Arts Grant (CIAG) program will be conducted in the Fluid Review system. Please follow these steps to activate your account and begin the review of CIAG applications.

Access to the Panelist Account

Panelist materials were sent via the panel confirmation email. This email also provided a panelist email and password for logging into the Fluid Review System. If you did not receive it, please contact CIAG Program Manager, Laura Guerrero Nieto at ciag@arts.lacounty.gov.

- Fluid Review is accessible via this link: <https://www.lacountyarts.org/apply>
- Input the user email and password provided to begin using the assigned panelist account.

Once logged into the system, you will see the panelist dashboard, from here click on **Review Applications**. This will take you to the **Reviewer Summary**.

Navigating the Reviewer Summary

The reviewer summary dashboard shows the total number of applications to be reviewed in a sortable list. You can sort the applications by organization name and/or filter by status. ("Ranked" means you've completed and saved the review form for that application; "unranked" means you have not.) You can also search for specific applications by typing in the search bar on the top right corner. Note that you may need to increase the number of applications you can see per page by clicking on the **"Per Page:"** dropdown box and increasing the number of applications to see all the applications you were assigned all at once.

DOWNLOADING APPLICATIONS + REVIEWER SUMMARY:

1

To download an application, click on the button that says "Download". You can download one or all applications to your computer as PDFs.

2

Once you have completed the review of your applications-- download your scores, click on the "Download my rankings" button to download all of your scoresheets with comments as PDFs.

Number of Applications displayed per page. Toggle to show more/all applications.

Completing the Application Review: *Recommended*

- 3 To access a split-screen view showing the application and review form **click on the name of the application you wish to review (blue text)**. This will load the application and support materials on the left side of your screen, with the review form (also called a scoresheet) on the right side. **Do not use the “Click to complete” button**.

The screenshot shows the 'Applicants to be Reviewed' interface. At the top, there are filters for 'SUB-CATEGORY' (set to 'All') and 'Status' (set to 'Show all'). Below this is a table with columns: 'APPLICATION', 'DISCIPLINE', and 'PANELIST REVIEW FORM (OGP)'. The first row shows 'Fancy Cats' under 'APPLICATION' and 'Multidisciplinary - Music & Festivals' under 'DISCIPLINE'. A red arrow labeled '3' points to the 'Fancy Cats' link. A red circle with a slash and the text 'Click to complete' is over the button in the 'PANELIST REVIEW FORM (OGP)' column. Below the table is a 'Download my rankings' button. To the right of the table, a red arrow labeled '4' points to the 'Download' button in the top right corner of the application details view.

The application details view is split into two panels. The left panel is titled 'FANCY CATS Organizational Grant Program (OGP)' and contains a 'DROP-DOWN MENU:' with the instruction 'Use to toggle between application pages.' Below this is the 'OGP Grant Main Page' with a table of 'Organization Account Info' and 'Primary Organizational Contact Information'. The right panel is titled 'Panelist Review Form (OGP)' and contains the 'OGP Panelist Review Form' with sections for 'PANEL PREPARATION', 'NOTES', and 'SCORES'. A red arrow labeled '5' points to the 'Save & Continue Editing' button at the bottom of the review form, and a red arrow labeled '6' points to the 'Next' button.

Above is the split-screen view as it will appear on your computer or device. Use the drop-down menu to toggle through the application. When clicked, a list of every page of the application will appear in the drop-down menu, including links to support materials. Alternatively, you can download the full application as a PDF by selecting the **“Download”** button. Please note that the application and materials may take a while to download onto your device.

To **begin making comments and scoring the application**, use the panelist review form on the right side of the screen. Review criteria are included for convenience to guide you through the review. To begin, scroll down to the first comment and scoring fields. Provide comments and a score for each criterion.

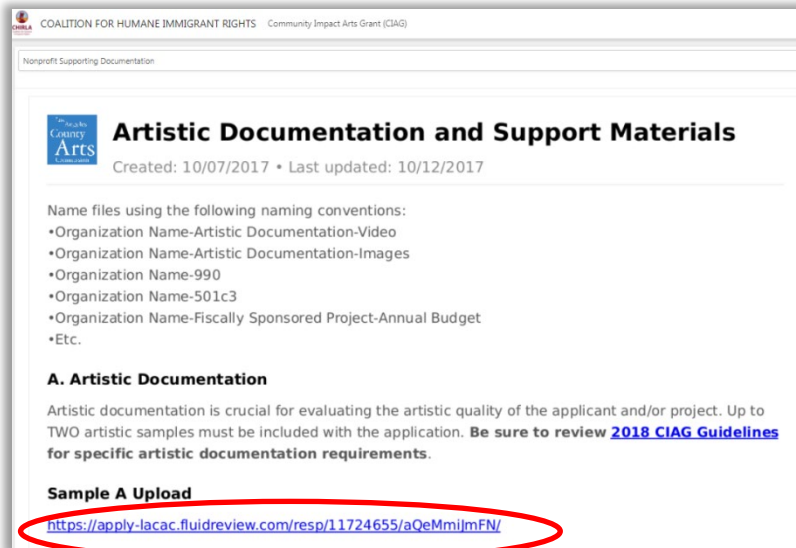
IMPORTANT: Fluid Review is cloud hosted and will time out. Be sure to save your work often to prevent losing entered notes and scores for each criterion. To save, click the **“Save & Continue Editing”** button at the bottom of the page. Use this button to save your work and continue at a later time. Click the green **“Next”** button to move forward and submit the review sheet. The **total score** will be viewable on the second page of the review form. This is the sum total of each criterion.

To edit the total score listed on the last page of the review form, return to the previous page by clicking **“Back”** and edit the individual score(s). Remember to click **“Save & Continue Editing”** to save your changes. To **complete the review**, click **“Submit”** on the last page. **Be sure to save or click submit before moving to the next application.**

Please Note: selecting **“Next”** from the **top right corner** will move you to the next application in your panel review **without saving your work**.

Selecting **“Return to Summary”** will take you back to the Reviewer Summary landing page where you began.

Reviewing Artistic Samples and Support Materials



COALITION FOR HUMANE IMMIGRANT RIGHTS Community Impact Arts Grant (CIAG)

Nonprofit Supporting Documentation

Artistic Documentation and Support Materials

Created: 10/07/2017 • Last updated: 10/12/2017

Name files using the following naming conventions:

- Organization Name-Artistic Documentation-Video
- Organization Name-Artistic Documentation-Images
- Organization Name-990
- Organization Name-501c3
- Organization Name-Fiscally Sponsored Project-Annual Budget
- Etc.

A. Artistic Documentation

Artistic documentation is crucial for evaluating the artistic quality of the applicant and/or project. Up to TWO artistic samples must be included with the application. **Be sure to review [2018 CIAG Guidelines](#) for specific artistic documentation requirements.**

Sample A Upload

<https://apply-lacac.fluidreview.com/resp/11724655/aQeMmijmFN/>

[Click here to download file](#)

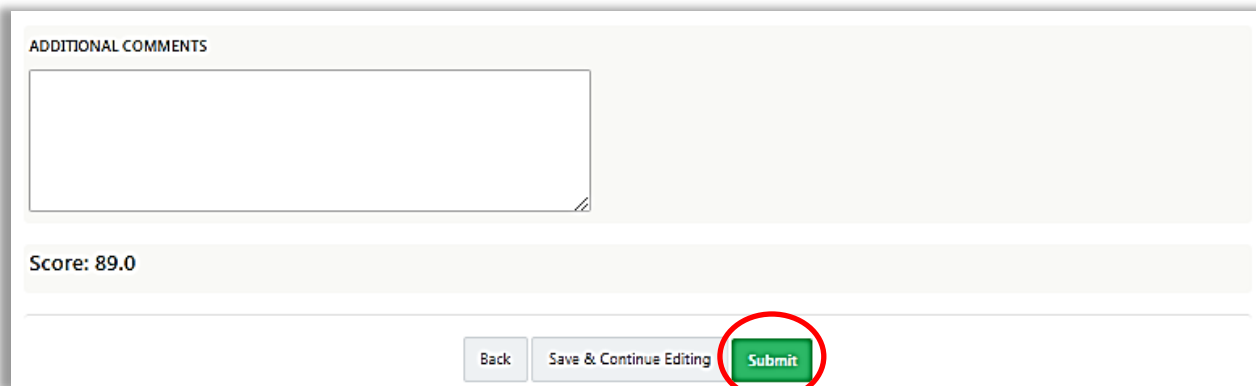
All artistic samples and supporting documentation are listed in the drop-down menu. Click the drop-down box and **scroll** to the name of the file you would like to access to view the materials. This will automatically open the document or file. If the file does not automatically open, you will be prompted to download the file by clicking the **“Click here to download file”** button.

[Click here to download file](#)

Alternatively, access support materials by selecting the page of the application where the file was uploaded (i.e. – “Supporting Documentation” page of the application). Click on the **blue hyperlink** that contains the uploaded file to either automatically view the file or download and open it on your computer or device. Remember to download if the file does not automatically open by selecting **“Click here to download file”**.

Confirming and Completing a Review Form

Once you’re ready, click **“Submit”** to complete the review of the application. This will take you back to the **Reviewer Summary** page so you can begin the next review.



ADDITIONAL COMMENTS

Score: 89.0

[Back](#) [Save & Continue Editing](#) [Submit](#)

Technical Difficulties

If you experience difficulties at any time during review, please contact Laura at lguerrero-nieto@arts.lacounty.gov or call 213-202-5858. **Thank you for your efforts and expertise.**