



LA County Arts Commission Organizational Grant Program Panelist Review Guide

The LA County Arts Commission has transitioned from GO Grants to Fluid Review. This new online grant system provides a more streamlined and user-friendly experience for applicants and for reviewers. Applications can now be reviewed and scored entirely online without the need to print forms and make handwritten notes.

Application review for the Organizational Grant Program (OGP) program will be conducted in the Fluid Review system. Utilizing Fluid Review, you can review and score applications from anywhere you have internet access. Please follow these steps to activate your account and begin the review of OGP applications.

Access to the Panelist Account

In the email sent to you with panelist materials, you should have received a user email and password for logging into the Fluid Review System. If you did not receive it, please contact the Grants Manager, Rosalyn Escobar.

- Access the Fluid review system at this link: <https://www.lacountyarts.org/apply>
- Then use the user email and password to begin using the panelist account created for you by grants staff.

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

Navigating Your 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 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.

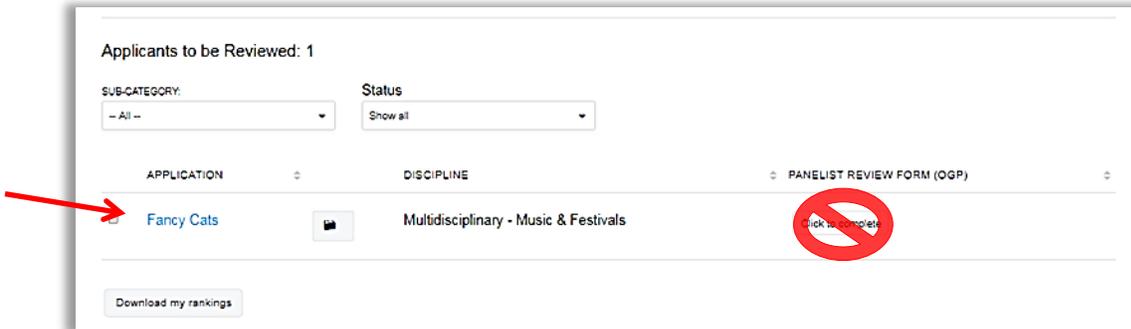
TIPS:

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

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.

Completing Your Review: Recommended Approach

You have a few options for reading the applications. We recommend the split-screen review. To use this feature, **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.**



Below is the split-screen view as it will appear on your computer or device:

TIP:
Drop-down menu for switching to a different page.

FANCY CATS Organizational Grant Program (OGP)

1 OGP Grant Main Page

OGP Grant Main Page
Created: 08/16/2017 • Last updated: 12/27/2017

Organization Account Info

Organization Legal Name	Fancy Cats
Popular Name or DBA (If different from legal name)	Fancy Cats on Ice
Main Address 1	500 Meow Way
Main Address 2	.
City	Los Angeles
State	California
Zip Code	90015
Main Phone	213-202-5858
Main Email	
Website	https://www.lacountyarts.org/

Primary Organizational Contact Information

Primary Organizational Contact Name:	Brandon Turner
Primary Organizational Contact Title:	2073297235
Primary Organizational Contact Phone:	222-222-2222
Primary Organizational Contact Email:	

Executive Director Info

Executive Director Name:	
Executive Director Title:	
Executive Director Phone:	
Executive Director Email:	

Panelist Review Form (OGP)

OGP Panelist Review Form

Organization Name: Fancy Cats
Panelist's Full Name: monica fake panelist

PANEL PREPARATION
Prior to the panel meeting, please read and evaluate all of the applications you have been assigned. Panelists are expected to be familiar with the contents of each application, including the DataArts OGP Funder Report.

Artistic documentation (work samples) and attachments, including arts education materials, reviews and letters of recommendation will be reviewed in person on the day of the panel, but it is suggested that you also review these materials in advance of the meeting.

As you review applications please keep in mind:

- Grants must be matched at least dollar-for-dollar by the applicant organization.
- Awards are made on the basis of merit, not need.
- Reimbursable activities must take place between July 1, 2016 and June 30, 2020.

NOTES
On the evaluation form, take notes regarding:

- How the application meets the review criteria
- Gaps you have identified
- Recommendations for how the project can be improved
- Additional comments you may have

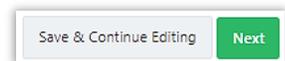
These notes will refresh your memory during the panel meeting and are extremely valuable to the program staff in the period after the review.

SCORES
We encourage you to assign a preliminary score and take notes for each review criteria as you review the applications prior to the meeting. Be sure to bring these scores and notes with you on the day of the panel. Please note that the 100-point scoring system assigns a greater weight to certain criteria.

The drop-down menu allows you to toggle through the full application. A list of every page of the application drops down by clicking in this box, 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. Scroll down to the first comment and scoring fields to begin.

At the bottom of the first page of the review form you will see a **“save and continue editing”** button. You may use this button to save your work and continue at a later time or you can click the green **“next”** button. For each criterion you will provide comments and one score. The **total score** will be viewable on the second page of the review form. This is the sum total for each criteria.



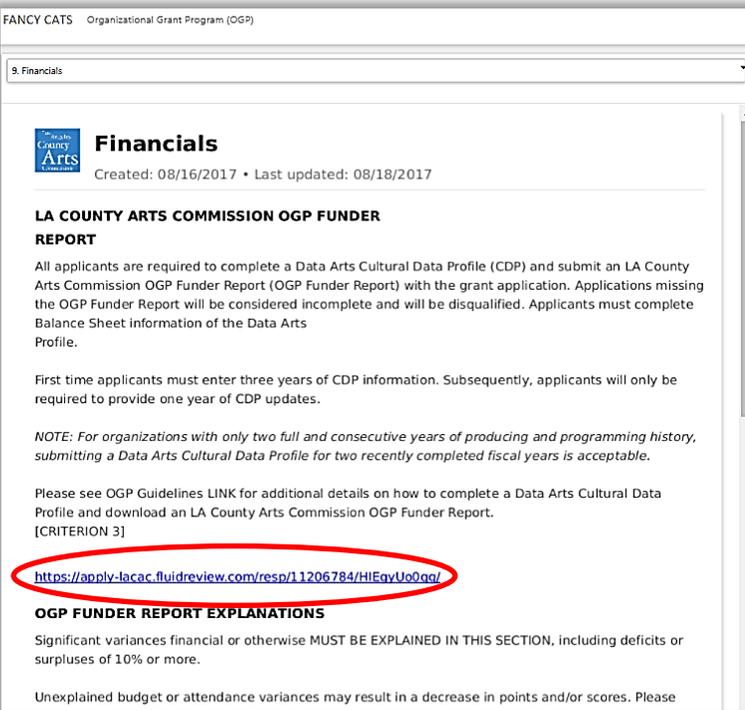
To **complete the review** of the application you are viewing, click **“submit”** on the last page. **Be sure to save your notes or to click submit before moving to the next application.** To edit the total score listed on the last page of the review form, return to the previous page and edit the individual score(s) by clicking **“back”**. Remember to click **“save and continue editing”** to save your changes.

Please Note: selecting **“next” from the top right corner** will allow you to skip to the next application in your panel review. clicking **“next”** before you have completed your comments/scores will move you to the next application **without saving your work.**

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

Reviewing Artistic Samples & Support Materials

All artistic samples and supporting documentation are listed in the drop-down menu. Click in the drop-down box and **scroll down** to the name of the file you would like to access to view the materials. Doing 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.

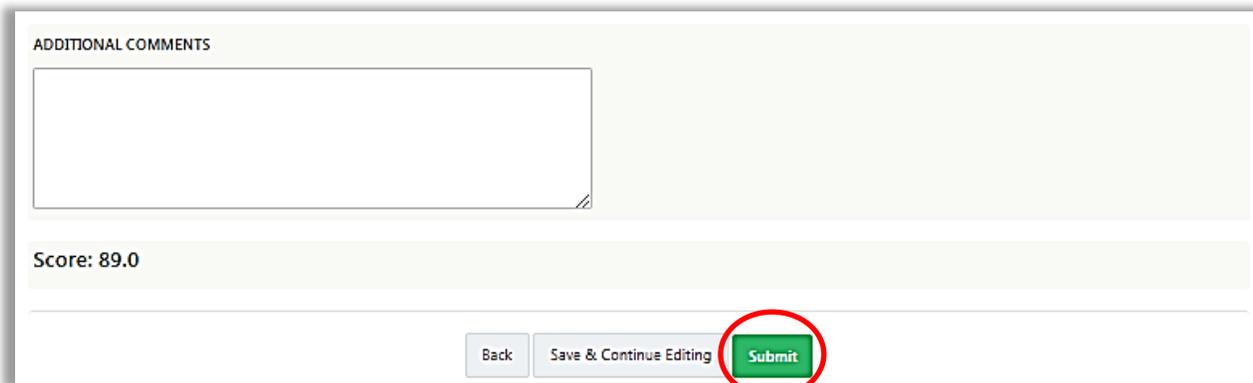


[Click here to download file](#)

Alternatively, you can access support materials by selecting the page of the application where the file was uploaded (i.e. – “Artistic Documentation” or “Financials”, etc). 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 & 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.



Technical Difficulties

If you encounter any technical difficulties, please contact Rosalyn at rescobar@arts.lacounty.gov or 213-202-5858 for support. **Thank you for participating in our OGP panel review!**