



LA County Arts Commission Community Impact Arts Grant Program Panelist Review Guide

The LA County Arts Commission transitioned to the Fluid Review system. This online grant system provides 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.

Application review for the Community Impact Arts Grant (CIAG) 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 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.

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

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.

The screenshot shows the 'Reviewer Summary' page. At the top right, there is a 'GRANT:' dropdown menu set to 'Organizational Grant Program (OGP)'. Below this, the page title 'Reviewer Summary' is displayed. A paragraph of text explains that the list below shows applications assigned to the user and provides contact information for questions. A red box with the number '1' highlights the 'Download' button in the top navigation bar. Below the text, there are filters for 'SUB-CATEGORY' (set to 'All') and 'Status' (set to 'Show all'). A table lists applications with columns for 'APPLICATION', 'DISCIPLINE', and 'PANELIST REVIEW FORM (OGP)'. The first application is 'Fancy Cats' under the discipline 'Multidisciplinary - Music & Festivals'. A red box with the number '2' highlights the 'Download my rankings' button at the bottom left. A red arrow points from the 'Per Page:' dropdown (set to 10) to a red box containing the text: 'Number of Applications displayed per page. Toggle to show more/all applications.'

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.

Completing Your Review: Recommended Approach

- 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**.

Applicants to be Reviewed: 1

SUB-CATEGORY: Status:

APPLICATION	DISCIPLINE	PANELIST REVIEW FORM (OGP)
<input type="checkbox"/> Fancy Cats	Multidisciplinary - Music & Festivals	<input type="button" value="Click to complete"/>

Download my rankings

Drop-Down Menu:
Use to toggle between application pages.

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	brandonplaysbass@gmail.com
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:	brandonplaysbass@gmail.com

Executive Director Info

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, 2018 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 than others. The total score is the sum of all scores. The total score is the sum of all scores.

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.

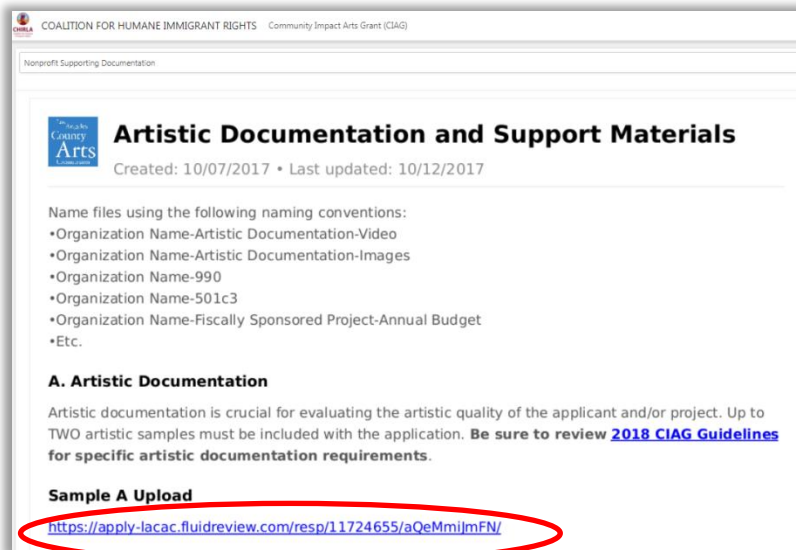
IMPORTANT: Fluid Review is cloud hosted and will time out. Be sure to save your work often to prevent losing entered notes and scores for each criterion. To save, click the **“Save & Continue Editing”** button at the bottom of the page. Use this button to save your work and continue at a later time. 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



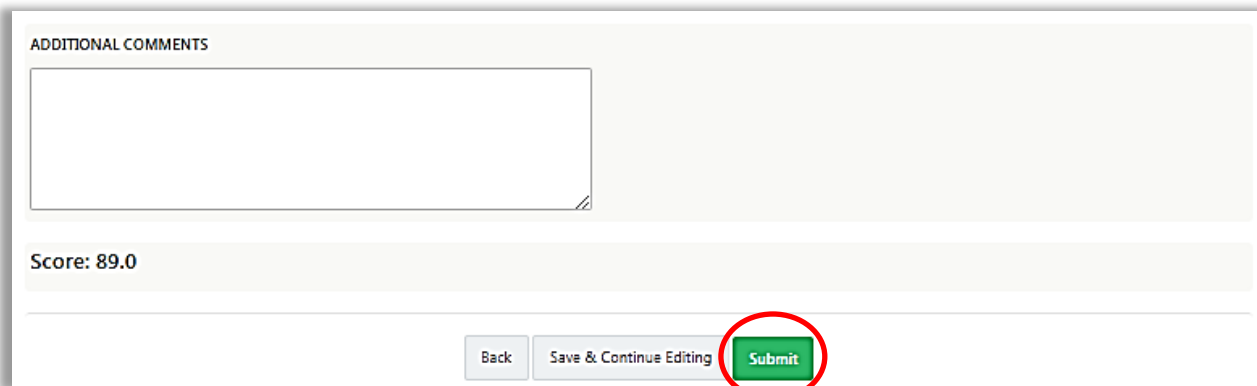
All artistic samples and supporting documentation are listed in the drop-down menu. Click the drop-down box and **scroll** to the name of the file you would like to access to view the materials. This will automatically open the document or file. If the file does not automatically open, you will be prompted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



Technical Difficulties

If you encounter any technical difficulties, please contact Laura at lguerrero-nieto@arts.lacounty.gov or 213-202-5858 for support. **Thank you for participating in the CIAG panel review!**