The LA County Department of Arts and Culture utilizes SurveyMonkey Apply (SMApply), an online grant management system, to provide a 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 SMApply, panelists can review and score applications anywhere there is internet access.

Accessing the Panelist Account

The panel confirmation email contains your individual panelist login. If you did not receive it, please contact Marah Morris at ciag@arts.lacounty.gov.

Logging into SurveyMonkey Apply

The LA County Department of Arts and Culture SMApply website can be accessed with this link: https://apply-lacdac.smapply.io/acc/l/ . This link will take you to the webpage shown below. Use the following credentials to log-in:

Username Email: CIAGPanelist#X@panelist.com (Note: "#X" is a stand-in for your specific CIAG Panelist number. You'll find your assigned username in the "Confirmation Email" you were sent.)

Password: Grants12345! (Note: Password is case sensitive and must be entered exactly as shown here.)

Once you've logged into the system, you will be directed to a landing page called, "Review Dashboard."

Navigating the Review Dashboard

The review dashboard organizes CIAG applications for your assigned panel. In order to view the applications you've been assigned, click the green "Start" button. Please reference the Applicant Rosters, which lists the applicants assigned to your panel.
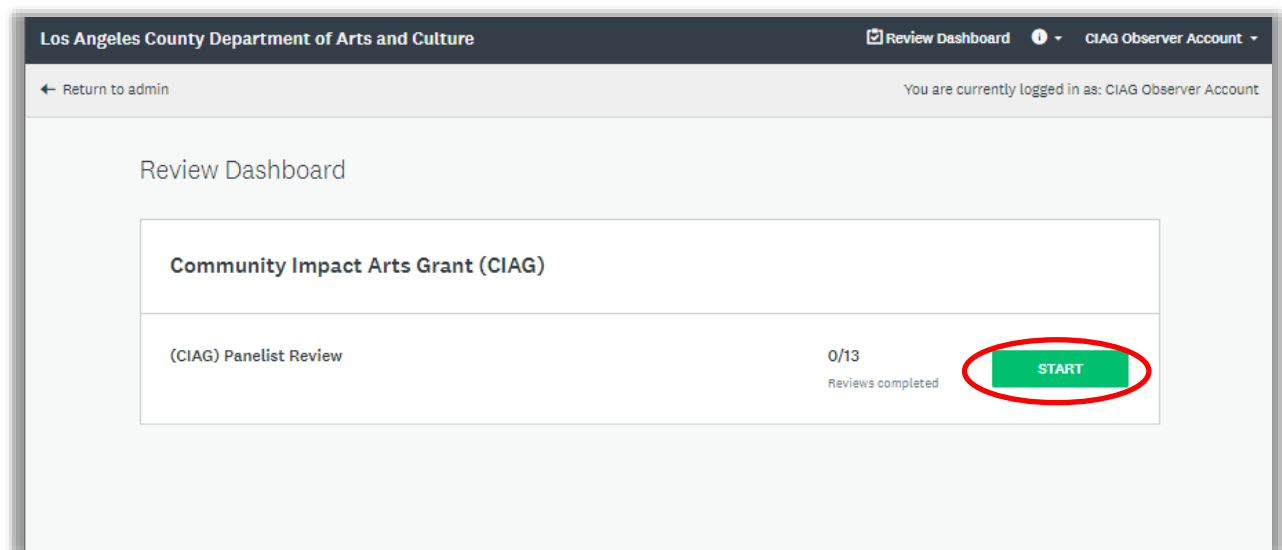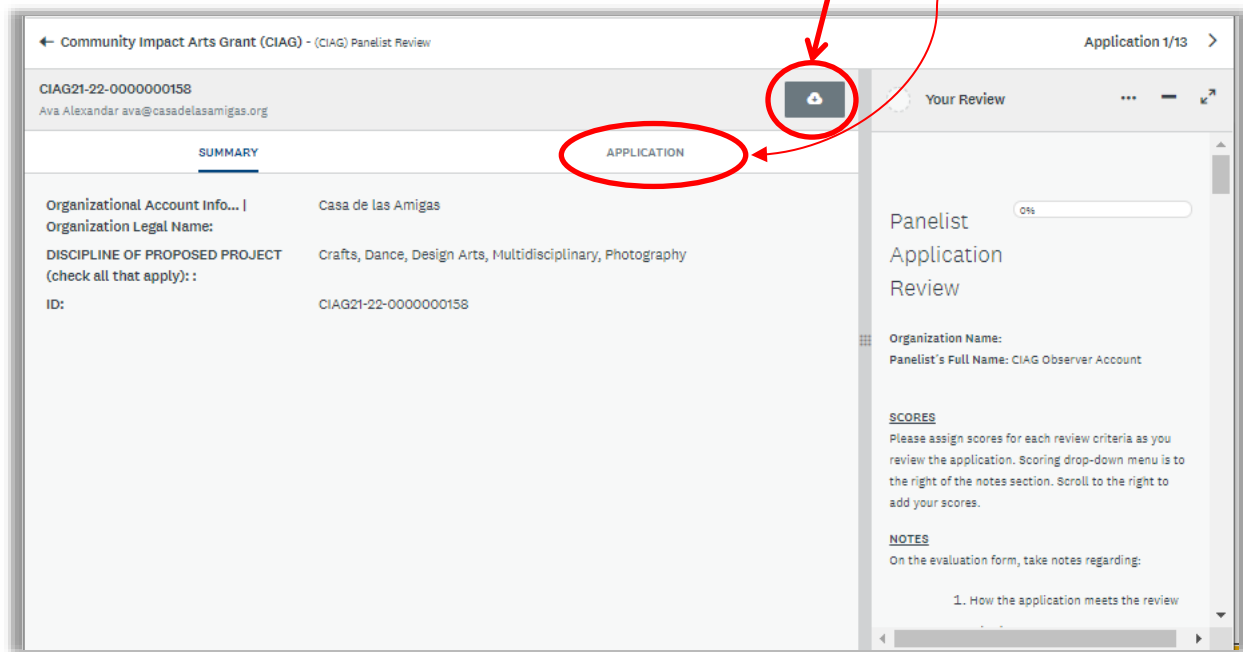

Reviewing the Applications

To review the applications, click on the "START" button to open the review and application split-screen. You will only see the applications you have been assigned. Only review the applications included in your Applicant Roster.
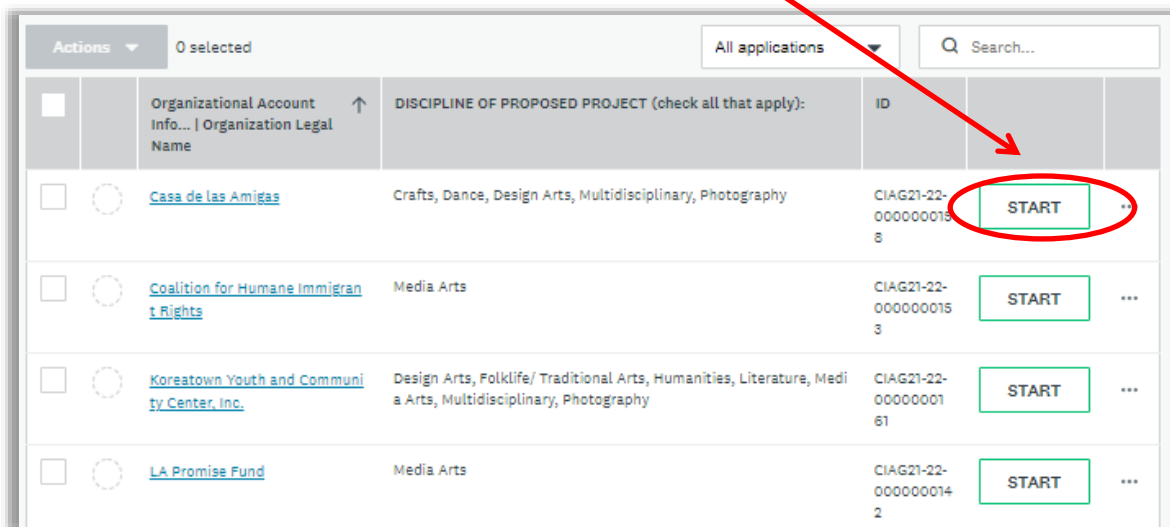
Once you click on the "START" button, you will be redirected to the page below. Next, click "Application" to review the application details.

You can also opt to download the application in its entirety by clicking the download button.


Once in applications, you will have the option of accessing specific application sections using the "Jump to" option.

Accessing Artistic Samples & Support Materials

All application materials can be viewed by selecting the Supporting Documentation section of the application. Depending on the type of applicant, this section will have a prefix of either "Nonprofit," "Fiscal Sponsors" or "Municipality."

In the example shown at right, select "2022-23 Nonprofit Supporting Documentation" to view the artistic samples.
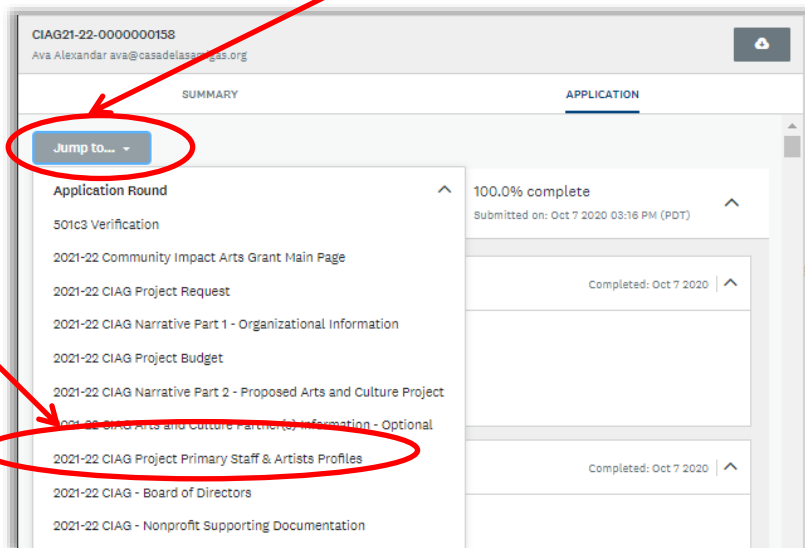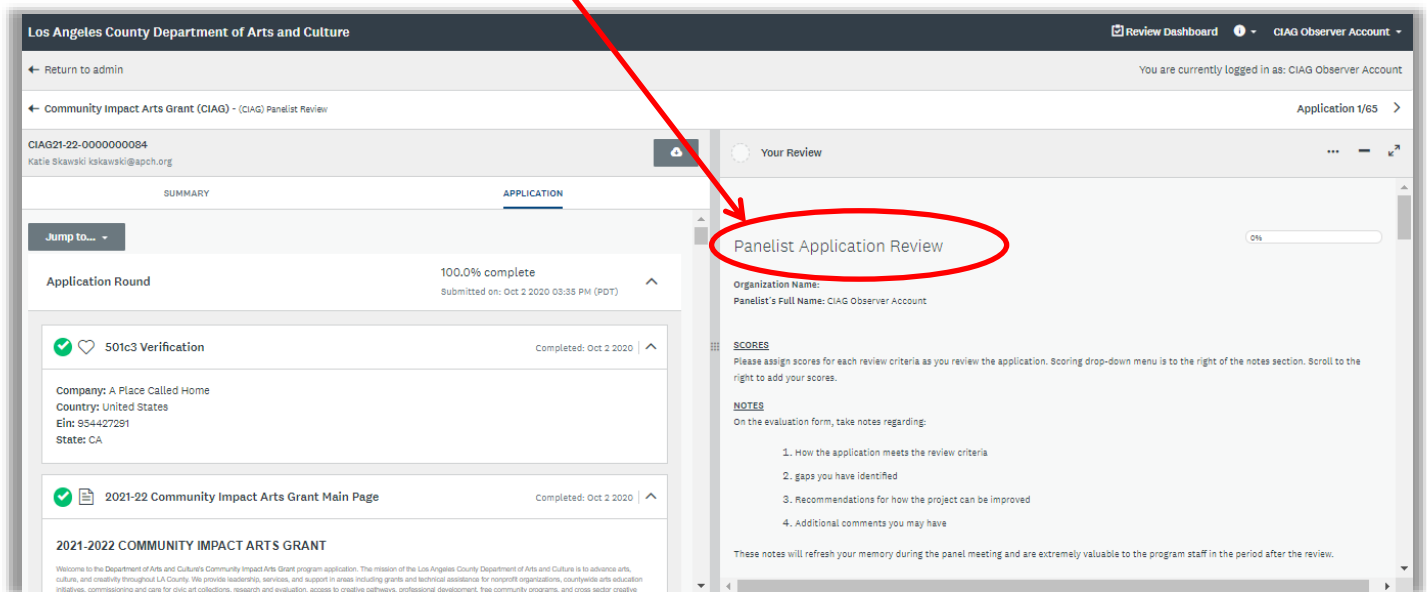
In the Supporting Documentation section of the application, you can opt to either view the video in a full screen pop-up screen or download. If the pop-up screen isn't working, please download to view the video.
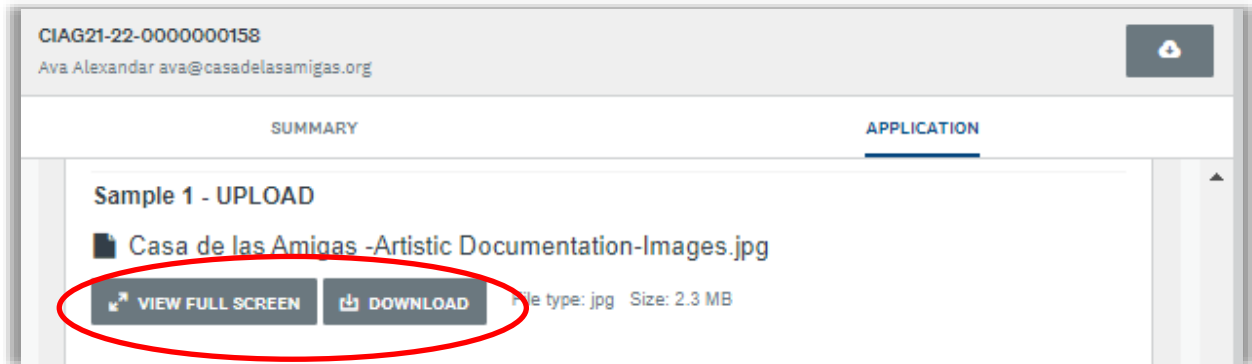
Panelist Application Review

Below is the application review split-screen. Using the scroll, you can see all five (5) review criterion.

Below is the review pane where your notes and scores will be entered. Once all scores and notes have been entered, click the "Save & Continue" button.

	Comments/Questions/Concerns/Recommendations	Score
Evaluate each application in light of the CIAG review criteria (above) and your knowledge of the arts discipline and/or nonprofit field.		[--- ▾]

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[Save Draft] [Save & Continue]

Clicking "Save & Continue" will take you to page 2 where you will see your overall score for the applicant you have reviewed. Scores are calculated out of 100. If the score seems low, please check that all five criterion have been scored.

ADDITIONAL COMMENTS

Score: 93.0

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[Back] [Save Draft] [MARK AS COMPLETE]

Please make note of your panel score. You may also opt to download your review.

To move onto the next review, click "Save Draft."

This will allow you to review and amend scores during panel discussion, if desired.

If you click "MARK AS COMPLETE" the following window will appear.

IMPORTANT: Click "NO." Clicking "Yes" will finalize your score and prevent you from editing your score during the panel discussion.
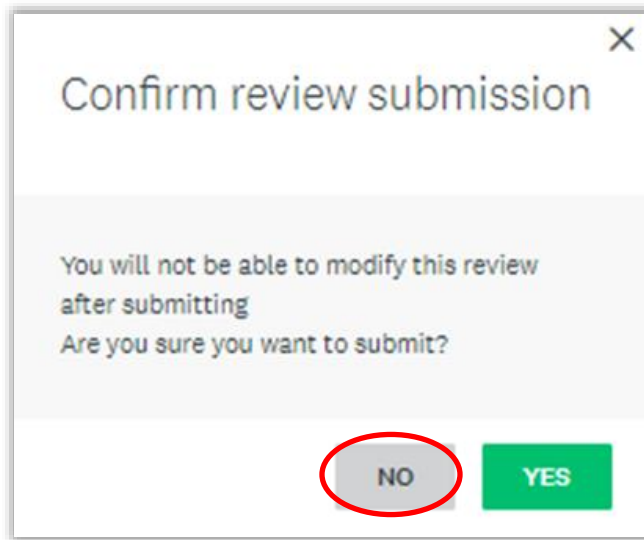
Questions and Technical Difficulties

If you encounter any technical difficulties, please contact Marah Morris at CIAG@arts.lacounty.gov

We thank you for your support of CIAG!