

## L.A. County Department of Arts and Culture Organizational Grant Program Panelist Review Guide

Applications will 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 SurveyMonkey Apply system. Utilizing SurveyMonkey Apply (SMAppl), you can review and score applications from anywhere you have internet access including your phone or device.

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 Survey Monkey Apply System**. If you did not receive it, please contact the Grants Manager, Rosalyn Escobar at [rescobar@arts.lacounty.gov](mailto:rescobar@arts.lacounty.gov).

- Access the Survey Monkey Apply system at this link: <https://apply-lacdac.smappl.io>
- Then enter the user email and password to begin using the panelist account created for you by grants staff

Once you are logged into the system, you will see the review dashboard, from here click on **Review Applications**. This will send you to the **Reviewer Dashboard**.

### Navigating the Review Dashboard

The reviewer dashboard shows the total number of applications to be reviewed in a sortable list. In order to view the applications you've been assigned, click the green "Start" button. Please reference the *Applicant Roster*, which lists the applications in the order they will be reviewed. Note that you may need to increase the number of applications you can see per page by clicking on the "10 per page" dropdown menu at the bottom of the list of applications and increasing the number of applications to see all the applications you were assigned on the screen.

Review Dashboard

Organizational Grant Program (OGP)

OGP Review Round 1

0/1  
Reviews completed

START

Actions 0 selected

All applications

Q Search...

	Organization Account Info   Organization Legal Name	Discipline	ID	
<input type="checkbox"/>	MarghRuth	Traditional and Folk Art	OGP2021-0000000004	START ...

Showing 1 - 1 of 1

10 per page

Page 1

Clear review

View application

Download application

Download my review

Export all reviews (PDF)

#### TIPS:

To begin the review, click "START".

To download a PDF of an application, click on the button with three dots "...", then select "Download Applications".

Once you have completed reviewing all of your applications, download your scores; click on the "Export all reviews (PDF)" button to download all of your scoresheets with comments as PDFs.

To begin your review, **click on the name of the application in blue or click START on the application you would like to select.**

## Completing Your Review: Dual Screen

Once you start the application or click on the name of the applicant, you will see a split screen. The application and support materials will load on the left side of your screen, while the review form (also called a scoresheet) will be visible on the right.

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

Organizational Grant Program (OGP) - OGP Review Round 1

OGP2021-0000000004  
Marah Ruth

SUMMARY APPLICATION NOTES

Jump to...

OGP Application Round 20.0% complete  
Last edited: Aug 25 2020 05:09 AM (UTC)

Instructions

1. OGP Grant Main Page In Progress - Last edited: Aug 25 2020

Task instructions

**OGP Grant Main Page**

Please note: Several of the fields in this task/form contain information that is automatically filling from what you have listed in the Eligibility/Account Settings form (i.e. – addresses, phones, contacts, vendor number).

If you need to override that autofilled info, follow the steps below and re-save it so that the info is updated on this page.

- Click on your name on the top menu (right upper corner),
- Click on my account,
- On left side, click eligibility
- And update your eligibility profile

**OGP Panelist Review Form**

Organization Name: MarahRuth  
Panelist's Full Name: Rosalyn Escobar

**PANEL PREPARATION**  
Prior to the panel meeting, please read and evaluate all of the applications you have been assigned. The C should be used to evaluate the applications.

Panelists are expected to be familiar with the contents of each application, including the DataArts OGP Fur

Artistic documentation (work samples) and attachments, including arts education materials, reviews and let BRIEFLY be reviewed in person on the day of the panel, but it is suggested that you also review these mak 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, 2021 and June 30, 2023.

NOTES

Above is the split-screen view as it will appear on your computer or device.

A drop-down menu allows you to toggle through each section of the full application. Click on “Jump to…” to see a list of every section of the application. Each of the support materials will be viewable inside the application.

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 “**Save Draft**” and “**Save & Continue**” buttons. You may use these buttons to save your work and continue at a later time or continue to the next page.

Page 1 of 2

Save Draft Save & Continue


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.

Selecting “➤” **from the top right corner** will allow you to skip to the next application in your panel review. Do not click on that button **without saving your work**.

## Reviewing Artistic Samples, Financial & Support Materials

All artistic samples, financial and supporting documentation can be accessed by clicking on the link for the file in the application. Find the appropriate section of the application in the “Jump to...” menu to review the video, images or documentation in a full pop-up screen or download and open the file.

 VIEW FULL SCREEN

 DOWNLOAD

## Confirming & Completing a Review Form

To **complete the review** of the application you are viewing, click **“Save as draft”** or **“Mark as complete”** on the **last page**. **Be sure to save your notes before moving to the next application. The comments and scores are editable after completion.**

**Modify review**

To edit scores or comments at a later time, click into the application and return to the review form you wish to edit; at the bottom of the page, click on the “Modify review” button and edit the score or comment you wish to change. Remember to click **“Save as draft”** or **“Mark as complete”** to save your changes.

Click **“Organizational Grant Program (OGP) - OGP Review Round 1”** on the upper left side of the screen to **go back** to the Reviewer Summary landing page where you began.

## Technical Difficulties

If you encounter any technical difficulties, please contact Rosalyn at [rescobar@arts.lacounty.gov](mailto:rescobar@arts.lacounty.gov) or 213-202-5858 for support.

**Thank you for participating in our OGP panel review!**