

Application review for Advancement Grant will be conducted in the grant management system, Fluid Review. 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 Advance Grant applications.

## ACCESS TO THE PANELIST ACCOUNT

You will receive a user email and password for logging into the Fluid, unless you currently have an account set up. If you do not receive it, please contact the Program Manager, Keelia Postlethwaite.

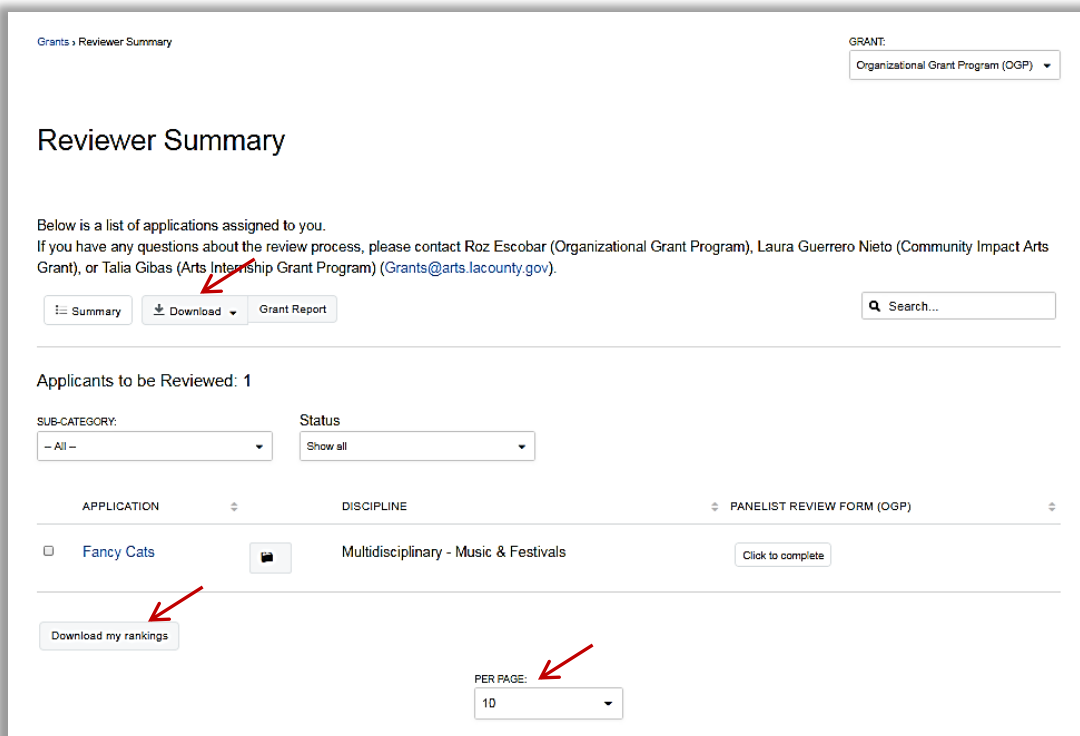
- Access the Fluid Review system at this link: <https://www.lacountyarts.org/apply>
- Use the user email and password to begin using the panelist account created for you.

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 viewable applications per page by clicking on the "Per Page:" dropdown box and selecting a larger number of applications to view all the applications you were assigned all at once.



Grants > Reviewer Summary

GRANT: Organizational Grant Program (OGP)

## Reviewer Summary

Below is a list of applications assigned to you.  
If you have any questions about the review process, please contact Roz Escobar (Organizational Grant Program), Laura Guerrero Nieto (Community Impact Arts Grant), or Talia Gibas (Arts Internship Grant Program) ([Grants@arts.lacounty.gov](mailto:Grants@arts.lacounty.gov)).

Summary Download Grant Report Search...

Applicants to be Reviewed: 1

SUB-CATEGORY: -- All -- Status: Show all

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

[Download my rankings](#)

PER PAGE: 10

### 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 on the left side of your screen and the evaluation form on the right side. **Do not use the “click to complete” button**. This will only open the evaluation form.

Applicants to be Reviewed: 1

SUB-CATEGORY: -- All -- Status: Show all

APPLICATION	DISCIPLINE	PANELIST REVIEW FORM (OGP)
<a href="#">Fancy Cats</a>	Multidisciplinary - Music & Festivals	<span>Click to complete</span>

[Download my rankings](#)

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

**TIP:**  
Use the drop-down menu for switching between the sections of the application.

**Left Pane: 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	4434 City Terrace Drive
City	Los Angeles
State	California
Zip Code	90015
Main Phone	213-202-5858
Main Email	<a href="mailto:brandonplaysbass@gmail.com">brandonplaysbass@gmail.com</a>
Website	<a href="https://www.lacountyarts.org/">https://www.lacountyarts.org/</a>

**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:	<a href="mailto:brandonplaysbass@gmail.com">brandonplaysbass@gmail.com</a>

**Executive Director Info**

**Right Pane: 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 maximum value to criteria quality than to the other criteria on the DataArts OGP Funder Report.

The drop-down menu allows you to toggle through the full application by each section. Alternatively, you can download the full application as a PDF by selecting the **Download** button. Please note that the application 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 in the form for convenience to guide you through the review. Scroll down to the comment and scoring fields to begin. Continue through the form to provide comments and score each criterion.

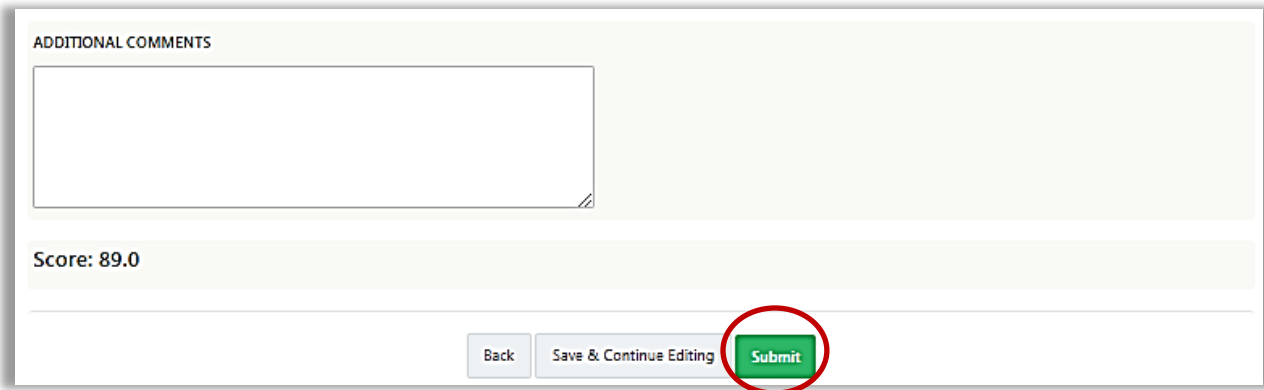
At the bottom of the review form you will see a **“save and continue editing”** button. You may use this button to save your work and continue at a later time. The total score will also be viewable at the bottom of the review form. This is the sum total for each criteria.

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.

## 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.



ADDITIONAL COMMENTS

Score: 89.0

Back Save & Continue Editing **Submit**

## TECHNICAL DIFFICULTIES

If you encounter any technical difficulties, please contact Keelia Postlethwaite at [kpostlethwaite@arts.lacounty.gov](mailto:kpostlethwaite@arts.lacounty.gov) or 213-379-6691 for support. Thank you for participating in the Advancement Grant panel review!