

Application review for Advancement Grant will be conducted in the grant management system, SurveyMonkey Apply. Utilizing Apply, 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 Advancement Grant applications.

### ACCESS TO THE PANELIST ACCOUNT

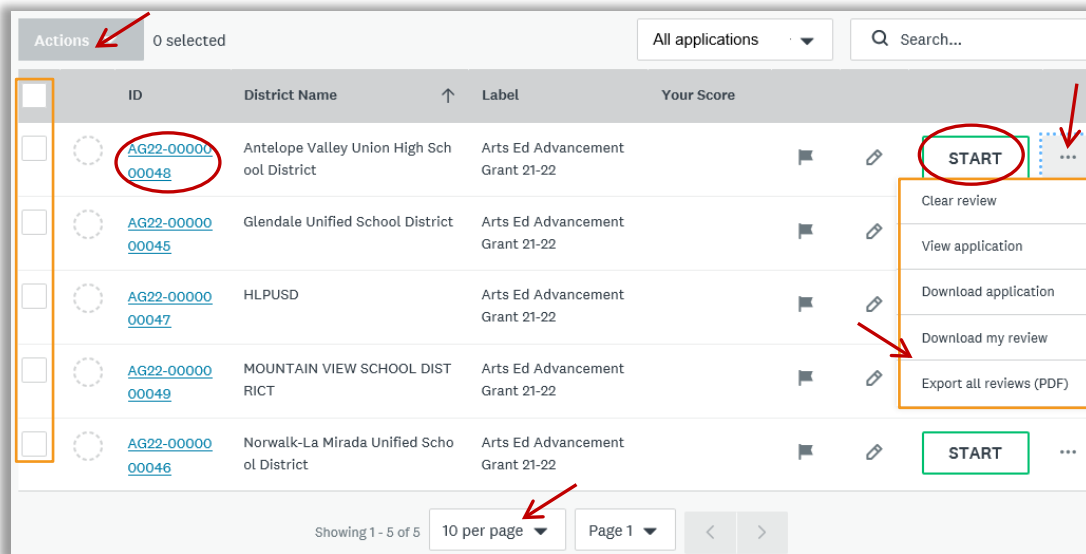
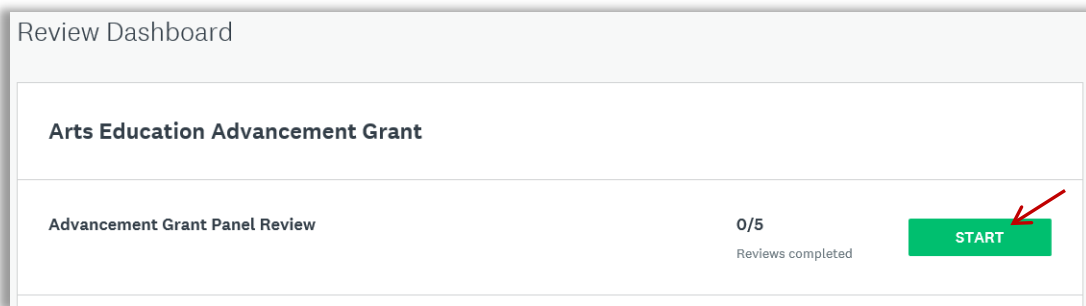
You will receive an email with log in information for the Apply portal. If you do not receive login information, please contact the Program Manager, Keelia Postlethwaite Stinnett at [kpostlethwaite@arts.lacounty.gov](mailto:kpostlethwaite@arts.lacounty.gov).

- Access the Apply system at this link: <https://apply-lacdac.smapply.io>
- Use the specified email and password to begin using the panelist account created for you.

### NAVIGATING YOUR REVIEWER SUMMARY

Once you've logged into the system, you will see the review dashboard. Click **Start**. This will send you to the **Advancement Grant Reviewer Summary**.

The reviewer summary displays all applications to be reviewed in a sortable list. You can sort by district name, label and your score. View applications by clicking the "start" or the application ID link in the reviewer summary. Note that you may need to increase the number of viewable applications per page by clicking on the "10 per page:" dropdown box and selecting a larger number of applications to view all the applications you were assigned in one view.



#### TIPS:

To download a PDF application, click on the button with the three dots "..." and select "Download Application".

Download multiple applications by clicking the check boxes left of each application. Click the "Actions" dropdown and select "Download applications".

Once you have completed the review of all your applications--download your evaluations. Click the "Export all reviews (PDF)" from the same dropdown.

## COMPLETING YOUR REVIEW: RECOMMENDED APPROACH

Once you open an application as directed above, you will see a split screen. The left side of your screen includes the Application and a Summary tab. Your Evaluation Form is visible on the right side. Below is the split-screen view as it will appear on your computer or device:

**TIP:**  
Use the drop-down menu to switch quickly between sections of the application.

← Arts Education Advancement Grant - Advancement Grant Panel Review
Application 1/5 >

AG22-000000048

🗨
🔒

SUMMARY
APPLICATION
ELIGIBILITY
NOTES

Jump to...

**Application**

10

✔

**AG 21-22 School District Information**

Completed: | ^

**21-22 SCHOOL DISTRICT INFORMATION**

**SCHOOL DISTRICT INFORMATION**

**Submit completed online Funding Request by Wednesday, March 10, 2021.**

Before completing this request, we encourage you to review the [Grant Guidelines](#). The criteria on page 6 describes how your request will be scored.

The [Advancement Grant Application Instructions](#), together with the Guidelines, are intended to support your completion of the Advancement Grant application. Technical instructions accompanied by images from the online form and application questions are provided here as reference.

⋮
—
↗

### Panelist Evaluation Form

School District Name: AG22-000000048  
Panelist's Full Name: Keelia Postlethwaite Stinnett

As a panelist you should evaluate each application in light of the Arts and Culture's review criteria and your knowledge of the arts education field.

Each application should be considered on its own merits. Awards are made on the basis of merit, not need.

To be fully prepared for the panel meeting, take notes for each review criteria and enter a preliminary score for each application. Your notes will be the basis of the panel discussion.

If you have questions about an application, please request clarification from the program staff rather than contacting the applicant organization.

**ABOUT NOTES**

Use the evaluation form to take notes regarding:

You may scroll through the seven sections of the application, or use the dropdown menu to jump to a specified section. Click "Jump to..." to select the sections you wish to view.

To **begin making comments and scoring the application**, use the panelist evaluation 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 to the comment and scoring fields to begin. Continue through the form to provide comments and score each of the five criteria.

⊖
**Your Review**
⋮ — ↗

**Criterion 2: QUALITY OF PROJECT PLAN (MAX 30 POINTS)**

The project is thoughtfully designed and clearly described. The project plan identifies specific activities that can be realistically accomplished with the designated resources and timeline. The project activities clearly reflect the district goals and strategies. The proposal conveys overall clarity and coherence.

**SCORING SCALE:**

28-30: Outstanding

24-27: Above average

21-23: Average

16-20: Below average

1-15: Poor

0: Doesn't qualify

	Evidence of Strengths	Questions/Concerns	Preliminary Score
Evaluate each application in light of the review criteria above and your knowledge of the arts education field.			<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span>---</span> </div>

You will provide comments, (strengths and concerns) and a score for each criterion. The total score will be viewable at the bottom of the review form. This is the sum for all criteria.


At the bottom of the review form you will see "Save Draft" and "Mark as Complete". Both buttons will save your work and allow you to continue later. Clicking "Mark as Complete" will display your preliminary score and a complete checkmark, ✔, in the reviewer summary.

Save Draft

MARK AS COMPLETE

Selecting the **arrow from the top right corner** will allow you to skip to the next application. Do not click next without saving your work.

### **CONFIRMING & COMPLETING A REVIEW FORM**

All evaluations forms, including review comments and scores, **should be complete no later than 48 hours prior to your assigned panel day**. Your forms are submitted if you have clicked **“Mark as Complete”** and the checkmark, , appears next to each application in your reviewer summary. You may still edit these applications prior to the deadline or during the panel meeting by returning to the application and clicking **“modify review”** at the bottom of the evaluation form. Remember to click **“Mark as Complete”** to save your changes.

The evaluation form is official panel documentation. You may decide to adjust your score or find that you have additional comments while participating in the panel meeting. In this case you will be asked to return to the evaluation form and document those changes.

Click **“Arts Education Advancement Grant”** in the upper left of the screen to return to the **Reviewer Summary** page.

### **TECHNICAL DIFFICULTIES**

If you encounter any technical difficulties, please contact Keelia Postlethwaite Stinnett at [kpostlethwaite@arts.lacounty.gov](mailto:kpostlethwaite@arts.lacounty.gov) or 213-379-6691 for support.