



5188 Escambia Street
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The Arts Agency For
Santa Rosa County, Florida

www.sracf.org

2009 Community Grants Evaluation Committee Guidelines

Welcome to the grants review panel process and thank you for agreeing to serve as a panel member. Your participation on a review panel will give you the opportunity to gain a firsthand perspective on Santa Rosa Arts and Culture. The dollars that fund our programs are limited, and it is the responsibility of the panel to select the applicants that evidence the highest quality programs for the greatest benefit of all members of the local community. You have the duty to convince the voting taxpayers of this state, through the selection of quality programs, that public funding for the arts is a worthwhile expenditure.

Panel Administrative Issues

It is the responsibility of the panel members to completely review all grant applications submitted for funding. Panelists should assess all applications and provide both scores and written comments.

Scoring

Scoring will be done by each panelist. The Grants Committee will calculate the final scoring submitted by the Grant Evaluation Committee. Funding recommendations will be based on the average panel scores.

Program Quality 40 pts

- Description of the program or event
- Relationship between organization's mission, goals and the planned activity
- Community need for the service or activity
- Uniqueness of the planned activity
- Qualifications, background and expertise of the professionals involved
- Potential for the program or event to provide an opportunity for growth of the organization

Planning and Implementation 35 pts

- Evidence of strong planning with collaborating agencies, artists, or other professionals
- Endorsement from collaborating agencies, artists, or other professionals
- Evidence of efforts to involve a diversity of participants, including those not ordinarily participating in cultural activities
- Evidence of a plan for evaluating the effectiveness of the program or event
- Evidence of administrative capacity to implement the ongoing programs.

Budget 25 pts

- Appropriateness of the project costs to the services provided
- Balanced and accurate project budget
- Ability to match grant funds
- Potential for return on investment, growth in money, membership or participation of the community

Once the applications have been scored, a funding recommendation for each grant will be determined based on a preset formula that directly corresponds to the application scores. The formula will convert total points (grand total) awarded to a fraction of the maximum possible points. This fraction, or percentage, is used to reduce all amounts requested until “total awards” equals “available funds”. The minimum award will be 50% of the requested funds not to exceed the category maximum.

A few Suggestions

A very important question to ask yourself: “Do I have enough information to be certain I clearly understand the full scope of activity in this proposal?” The answers to, “Who will do what and when?” should be clear in the proposal narrative and budget detail. Remember to also evaluate the responses to the questions in the grant application. These questions are designed to provide you with information related to the evaluation criteria on the score sheet.

Make sure that you have thoroughly reviewed each application and provided clearly written comments on the strengths and weaknesses that influenced the score you gave on each criterion. Again, your written comments are very important. We prefer you to use ink to write your comments. Make any changes directly on the form. It is helpful to the applicant to see the rating based on just the application.

Conflict of Interest Issues

Although this grant review board is not comprised of government officials or individuals appointed by government officials, we will operate under the rules of Government in the Sunshine: Grant review panelist should refrain from discussing panel matters with other panelists prior to any noticed meeting. Such discussions could violate Florida's Government in the Sunshine Law found in Section 286.011, Florida Statutes. This law applies to meetings of two or more members of the same group when discussing some matter, which may come before the group. Thus, conversations outside the context of the meeting, if pertaining to the business of the meeting, could be violations of the law including telephone conversations prior to the meeting.

Code of Ethics

Grant review panelists must agree to absent themselves during the discussion, rating, and voting of an application from any organization in which they serve as a patron, board member, volunteer, or any other association, which will give the appearance of a conflict. If such a conflict arises, you must inform the committee chair immediately. Santa Rosa Arts and Culture Foundation policy dictates that no person may serve on a panel to which his/her employer or major affiliation is an applicant.

Public Access

Remember that the public dollars that fund our programs are limited; you must recommend works or programs of the highest quality. Proposals (including festivals, exhibitions, and productions) cannot restrict access based on age, sex race, color, religion, national origin, handicap, or marital status.



Grants Evaluation Panelist name _____

Grant application number _____

Evaluation Criteria	Possible Score	Assessment
Program Quality 40 pts		
Description of the program or event	10	
Relationship between organization's mission and goals and the planned activity	8	
Community need for the service or activity	6	
Uniqueness of the planned activity	6	
Qualifications, background and expertise of the professionals involved	5	
Potential for the program or event to provide an opportunity for growth of the organization	5	
Planning and Implementation 35 pts		
Evidence of strong planning with collaborating agencies, artists, or other professionals	10	
Endorsement from collaborating agencies, artists, or other professionals	8	
Evidence of efforts to involve a diversity of participants, including those not ordinarily participating in cultural activities	6	
Evidence of a plan for evaluating the effectiveness of the program or event	6	
Evidence of administrative capacity to implement the ongoing programs.	5	
Budget 25 pts		
Balanced and accurate project budget	10	
Appropriateness of the project costs to the services provided	5	
Ability to match grant funds	5	
Potential for return on investment, growth in money or membership or participation of the community	5	
Totals	100	

Do not assign scores based on assumptions. If information is not available to make a judgment, then make a comment to that effect. If your score is influenced by information not given in the application you must disclose the source.