



Audience Guide

2016 Project Support I (PS I) Grant Program Panel Review
October 5, 2015, 10 a.m. • October 6, 2015, 9 a.m.

Welcome!

Cuyahoga Arts & Culture (CAC) welcomes you to the 2016 Project Support I panel review. The purpose of this grant program is to promote public access and encourage the breadth of arts and cultural programming in our community by supporting Cuyahoga County-based projects. During the panel review, arts and cultural experts from across the country (who are educated in CAC's funding criteria) discuss and score applications.

To ensure a fair process, we ask that audience members do not speak to the panelists. See *Audience Protocol for the Panel Review Process* on page four for more information. Please silence all cell phones. Thank you.

 Follow [@CuyArtsC](https://twitter.com/CuyArtsC) on Twitter for progress updates or listen live at www.cacgrants.org/listen.

Order of Review

Applications will be reviewed alphabetically.

America SCORES Cleveland	Heights Youth Theatre
American Hungarian Friends of Scouting	Historic Gateway Neighborhood Corporation
Aradhana Committee	Historic Warehouse District Development Corporation
Art Therapy Studio	Hospice of the Western Reserve, Inc.
Artists Archives of the Western Reserve	Jewish Federation of Cleveland
ARTneo	Jones Road Family Development Corporation
Baldwin Wallace University	Julia De Burgos Cultural Arts Center
Berea Arts Fest	Karamu House
BlueWater Chamber Orchestra	Kulture Kids
Boys & Girls Clubs of Cleveland	Lake Erie Ink: a writing space for youth
Brite Cleveland	Local 4 Music Fund
Building Bridges Murals, Inc.	Mandel Jewish Community Center of Cleveland
Bureau of Drug Abuse, Cleveland Treatment Center, Inc.	Mercury Summer Stock
Cassidy Theatre, Inc.	Merrick House
Cavani String Quartet	Music and Art at Trinity Cathedral, Inc.
Chagrin Foundation for Arts and Culture	North Union Farmers Market
ChamberFest Cleveland	Northeast Shores Development Corporation
CityMusic Cleveland	Notre Dame College
Cleveland Center for Arts and Technology	Open Doors, Inc.
Cleveland Chamber Music Society	Quire Cleveland
Cleveland Classical Guitar Society	Scenarios USA
Cleveland Contemporary Chinese Culture Association	Shore Civic Centre Corporation
Cleveland Festival of Art & Technology	Slavic Village Development
Cleveland TOPS Swingband	Talespinner Children's Theatre
Cleveland Women's Orchestra	The McGregor Home
convergence-continuum	The Musical Theater Project
Detroit Shoreway Community Development Organization	The Singers' Club of Cleveland
Downtown Cleveland Alliance	The West Shore Chorale
Duffy Liturgical Dance	Theater Ninjas
Earth Day Coalition	Tremont West Development Corporation
Ensemble Theatre of Cleveland	University Circle Inc.
Fevered Dreams Productions	University Hospitals Health System
Foluke Cultural Arts Center, Inc.	West Side Community House
Friends of Cleveland School of the Arts	

Panel Review Process

To ensure an impartial and transparent application review process, CAC convenes a panel of arts and cultural professionals from outside the region who discuss, evaluate and score all eligible applications. Prior to the panel review, all panelists thoroughly review each organization's application and support materials.

All panelists read, review and score every application. In addition, each application is specifically assigned to two panelists, called first and second readers, who present a detailed analysis of the strengths and weaknesses of the application and support materials. Each application will be reviewed for up to 8 minutes. The panel is managed by a nonvoting panel chair (Stacey Hoffman, manager – project support or Jill Paulsen, deputy director).

The panel review follows a specific sequence of actions:

1. The panel chair announces the applicant organization and calls upon the first reader to begin the discussion by presenting an overview and assessment of the application, budget and support materials based on CAC's funding criteria.
2. The panel chair calls upon the second reader to continue the discussion by supporting, disputing or adding comments about the application that were not presented by the first reader.
3. The panel chair opens the discussion for full panel deliberation by asking for any new or different opinions about the application.
4. After the panel has presented all of the information on an application, the panel chair asks the panelists to submit their scores for the application which are tabulated by CAC staff.
5. The above actions are repeated with each grant application.
6. After all applications have been reviewed and scored by the panel, the panel chair adjourns the discussion and scoring portion of the panel review.

Scoring

Panelists score each application on a point scale from 0 to 100 based using the following funding criteria:

Public Benefit: *45 points*

An organization's ability to successfully engage its community through its project.

Artistic and Cultural Vibrancy: *35 points*

An organization's ability to create a fresh and exciting project.

Organizational Capacity: *20 points*

An organization's ability to successfully plan for and manage its project.

A minimum score of 75 points is required for an application to be eligible for funding.

Scoring Framework

Panelists will use the following scoring framework and descriptions to score each application on the funding criteria areas of public benefit, artistic and cultural vibrancy, and organizational capacity.

Public Benefit: 45 Points

Weak	Fair	Good	Strong	Exceptional
1 – 23	24 – 33	34 – 38	39 – 42	43 – 45

Artistic and Cultural Vibrancy: 35 Points

Weak	Fair	Good	Strong	Exceptional
1 – 18	19 – 25	26 – 29	30 – 32	33 – 35

Organizational Capacity: 20 Points

Weak	Fair	Good	Strong	Exceptional
1 – 10	11 – 14	15 – 16	17 – 18	19 – 20

Scoring Descriptions

Panelists will use the following scoring descriptions when assessing applications, and while sharing their oral comments about each application at the panel review. Audience members should listen for these terms in context of the funding criteria to help equate panel comments to scores.

Exceptional: The applicant has provided overwhelming evidence throughout the application that demonstrates that all the funding criteria are met. Responses are clear, well-articulated and appropriate. The support materials are of the highest quality, highly relevant and lead to a deeper understanding of the organization.

Strong: The applicant has provided clear evidence throughout the application that demonstrates that funding criteria are met. Responses are clear, well-articulated and appropriate. The support materials are of high quality, highly relevant and lead to a deeper understanding of the organization.

Good: The applicant has provided sufficient evidence throughout the application that demonstrates the most crucial funding criteria are met. Responses are generally clear and appropriate but not consistently well-expressed. The support materials are of average quality and relevance.

Fair: The applicant has provided limited evidence throughout the application that demonstrated that funding criteria are met. Responses are appropriate, but with limited detail. The support materials are limited and/or inconsistent in quality.

Weak: The applicant has provided very limited evidence throughout the application that demonstrates that funding criteria are met. Responses lack detail and are hard to understand. The support materials are insufficient and/or of poor quality.

Final Score and Funding Recommendations

Applications that receive a score between 75 and 100 points are eligible for funding. The higher the score, the more funding an applicant is likely to receive. Note: It is possible that some eligible applicants will not receive funding.

CAC staff will notify all applicants **via email the week of October 12, 2015**, of their final score and whether or not they will be recommended for funding. Panel scores and grant award amounts will be confirmed at CAC's next board of trustees meeting on Monday, November 23, 2015 at 4 p.m. at the Cleveland Donauschwaben German-American Cultural Center, 7370 Columbia Rd., Olmsted Township, OH 44138.

All CAC Board Meetings are open to the public – please plan to join us!

Audience Protocol for the Panel Review Process

Generally, audience members and applicants are observers only and are NOT permitted to:

- Address the panel in any manner during the deliberations, breaks or when a panelist leaves the room.
- Take part in the panel discussion unless a panelist requests specific information from them.
- Introduce themselves, their organization, or present materials, exhibits or information to the panel.

However, a few specific exceptions allow for audience members and applicants to interact with the panel:

<p>If a panelist has a question for an applicant</p>	<p>The panelist will alert the panel chair, who will ask the audience if a representative from the applicant organization is present. The representative will then have an opportunity to respond to a “yes” or “no” question from the panel chair.</p> <p>This is not an opportunity to provide additional information, only to clarify what was submitted with the application.</p>
<p>If an applicant believes that a panelist has presented incorrect information regarding their application</p>	<p>During the deliberation, the applicant should complete the “Information Correction Form” available at the reception table or online at http://bit.ly/CAC-correction. A staff member will deliver the form to the panel chair to determine if the correction is objective in nature. If it is, the panel chair will read the correction to the panel and for the public.</p> <p>An example of objective misinformation would be a panelist misstating the number of performances detailed in a particular application. This is not an opportunity to provide additional information.</p>
<p>If an applicant or audience member has a comment or a question</p>	<p>After the panel chair adjourns the discussion and scoring is complete, CAC will hold an informal session for public comment on the grant program and the panel review process.</p> <p>Audience members are encouraged to participate in the public comment session by attending in person or by submitting questions to CAC staff. Share your questions by using our online form at http://bit.ly/CAC-comment or by tweeting @CuyArtsC.</p> <p>Applications, scores and panel comments are not discussed at this time.</p>