



## Panel Review – Frequently Asked Questions by Applicants 2015 Project Support I

### 1. When and where will the panel review take place?

Project Support I grant applications will be reviewed on the following dates:

**Monday, October 20, 2014** from 10 a.m. to approximately 5 p.m.\*

**Tuesday, October 21, 2014** from 9 a.m. until all applications have been reviewed

*\*End times are subject to change at the discretion of the Panel Chair.*

The panel review will be held in the Smith Studio (1<sup>st</sup> Floor) at the Idea Center, 1375 Euclid Avenue, Cleveland, Ohio 44115.

Public transportation is available to the Idea Center. Take the RTA HealthLine to the East 14<sup>th</sup> Street Station. The HealthLine runs down Euclid Ave., and is accessible between East Cleveland and Public Square. For more information, visit <http://www.riderta.com/routes/healthline>.

Directions and parking information are available at: [www.ideastream.org/home/directions](http://www.ideastream.org/home/directions). Metered on-street parking is available near the Idea Center on Euclid Avenue, Prospect Avenue and East 13<sup>th</sup> Street. Paid lot parking is also available at the following locations:

Hanna Garage – Entrance on Prospect Avenue near E. 14<sup>th</sup> Street  
Halle Garage – Entrance on Huron Road or Prospect Avenue near E. 14<sup>th</sup> Street  
PlayhouseSquare Garage – Entrance at E. 15<sup>th</sup> Street and Chester Avenue  
Theater District surface lot – Corner of E. 17<sup>th</sup> Street and Euclid Avenue  
Renaissance Garage – Entrance on E. 14<sup>th</sup> Street near Prospect Avenue  
Statler Building Garage – Entrance on Euclid Avenue near E. 12<sup>th</sup> Street

### 2. Should I attend all or part of the panel review?

It is not mandatory for applicants to attend the panel review. However, CAC **strongly recommends** that at least one person from your organization is present to:

- Respond to any objective clarifications a panelist may request,
- Observe the discussion of your application and applications by other applicants, and
- Gain an understanding of panelist recommendations and suggestions for future applications.

Plan to stay as long as your schedule will allow.

### 3. What if I cannot attend the panel review?

CAC will provide a live audio stream of the panel review on its website at [www.cacgrants.org](http://www.cacgrants.org). After the panel review, CAC will provide a link to the audio file of the panel's comments and archive the audio on CAC's website.

### 4. Who serves on the panel and how are they selected?

Nine panelists have been selected for the 2015 Project Support I panel. The list of panelists and their short bios will be available at the panel review. Panelists are selected from outside Northeast Ohio and are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts or cultural disciplines, as well as for their management experience, professional knowledge of the sector and prior panel experience. The panel is facilitated by a non-voting Panel Chair.

**5. Will I be contacted by a panelist to discuss my application prior to the review?**

No. Panelists are prohibited from contacting applicants at any time. In the same sense, applicants are not permitted to contact or attempt to contact a panelist to discuss your application at any time.

**6. Do panelists discuss applications with CAC staff or with other panelists prior to the review?**

No. Panelists are prohibited from discussing or evaluating specific applications with each other prior to the review. CAC staff thoroughly educates/trains panelists to be familiar with the grant program and funding criteria. CAC staff and the Panel Chair do not provide any opinion or evaluation of applications at any time.

**7. What happens during the panel review?**

Each application will be reviewed for up to 8 minutes. The panel review follows a specific sequence of actions as outlined below:

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 collected and 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.

**8. How many applications will be reviewed and in what order?**

The panel will review 68 applications for the 2015 Project Support I grant program. The applications will be reviewed alphabetically by the organization name listed on the application.

**9. Will I participate in the panel discussion?**

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 for any reason, even if they are acquaintances. No-one may introduce themselves, their organization, or present materials, exhibits or information to the panel. However, applicants may respond to the panel if a panelist requests specific information from them. The Panel Chair will direct the applicant to the microphone and ask a specific "yes" or "no" question. **This is not an opportunity to provide additional information.**

**10. What day and time will my application be reviewed?**

CAC staff cannot determine an exact time your application will be reviewed. However, the review will be audio streamed live from CAC's website, allowing you to listen in real time to the panel discussion and stay updated on the panel's progress. CAC will also post updates about the panel's progress on Twitter ([@CuyArtsC](https://twitter.com/CuyArtsC)).

**11. What if a panelist presents incorrect information about my application?**

If you believe a panelist has presented incorrect information regarding your application during the deliberation, please complete the "Information Correction Form" available at the CAC reception table or online at <http://bit.ly/1vjDccc>. A CAC staff member will deliver the information 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. An example of incorrect information would be a panelist misstating the number of performances detailed in an application. **This is not an opportunity to provide additional information.**

**12. What should I bring to the panel review?**

There are no specific materials you need to bring to the panel review. As a reference, you may wish to bring a copy of your application and the [2015 Project Support I Guidelines](#).

**13. What is the public comment session? Should I attend?**

When the panel concludes on Tuesday, October 21, the panel chair will adjourn the deliberation portion of the panel review. At this time, the public will be invited to comment on the grant program and the panel review process. This will be an informal session and we encourage all applicants and audience members to participate. Those not in attendance can submit comments online at <http://bit.ly/1uHdDVT>. Applications, scores and panel comments are not discussed during this session.

**14. When will I find out my panel score?**

CAC staff will tabulate the final scores and notify all applicants **via email the week of October 27, 2014**, of their 2015 Project Support I application score and whether or not their organization will be recommended for funding.

**15. When will I find out my grant award amount?**

The funding recommendation will be presented for board approval at CAC's next Board of Trustees meeting on Monday, November 24, at 4 p.m., at the Rock and Roll Hall of Fame and Museum, 1100 Rock and Roll Blvd., Cleveland, Ohio 44114. Please join us to celebrate our 2015 Project Support recipients.

**16. More questions?**

Contact Project Support program manager Stacey Hoffman by phone at 216-515-8303 x101 or by e-mail at [shoffman@cacgrants.org](mailto:shoffman@cacgrants.org).