



Panel Review – Frequently Asked Questions by Applicants

2014 Project Support I and Project Support for Units of Government

1. When and where will the Panel Review take place?

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

Monday, October 14, 2013 from 10 a.m. to approximately 5 p.m.*

Tuesday, October 15, 2013 from 9 a.m. until all applications have been reviewed

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

Project Support for Units of Government grant applications will be reviewed on:

Tuesday, October 15, 2013 following the conclusion of the review of the 2014 Project Support I applications and concluding once all applications have been reviewed.

The Panel Review will be held in the Smith Studio (1st 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 14th Street Station. The HealthLine runs down Euclid Ave., and is accessible between East Cleveland and Public Square. For more information, visit www.rtahealthline.com/healthline-where-goes.asp.

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

Hanna Garage – Entrance on Prospect Avenue near E. 14th Street

Halle Garage – Entrance on Huron Road or Prospect Avenue near E. 14th Street

PlayhouseSquare Garage – Entrance at E. 15th Street and Chester Avenue

Theater District surface lot – Corner of E. 17th Street and Euclid Avenue

Renaissance Garage – Entrance on E. 14th Street near Prospect Avenue

Statler Building Garage – Entrance on Euclid Avenue near E. 12th 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. After the Panel Review, CAC will provide a link to the archived audio file of the panel's comments.

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

Nine (9) panelists have been selected for the 2014 Project Support I and Project Support for Units of Government panels. The list of panelists and their short bios will be available at the Panel Review. Panelists are selected from outside Northeast Ohio and are appointed by CAC’s Board of Trustees. Panelists are chosen to represent a diverse cross-section of professionals qualified to provide expert knowledge on various arts and culture disciplines. 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 spends a fair amount of time training 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 subsequent 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 64 applications for the 2014 Project Support I grant program and 13 applications for 2014 Project Support for Units of Government grant program. The applications will be reviewed alphabetically by the organization name listed on the application. Click [here](#) to see the Order of Review.

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 question. **This is not an opportunity to provide additional information.** Additional details about this process are outlined in the Audience Guide, available at the public Panel Review Meeting and posted [here](#).

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](#)).

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

If you believe a panelist has presented objective misinformation regarding your application during the deliberation, please complete the "Information Correction Form" available at the CAC reception table. A CAC 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. An example of objective misinformation 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 [2014 Project Support I Guidelines](#) or the [2014 Project Support for Units of Government Guidelines](#).

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

When the panel concludes, the panel chair will adjourn the deliberation portion of the Panel Review. For Project Support I, this will be held on Tuesday, October 15, 2013. 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. 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 21, 2013**, of their 2014 Project Support I application score and whether or not their organization will be recommended for funding. Applications that receive a 70 or higher out of a total 100 points are eligible 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 18, at 4 p.m., the Jennings Center for Older Adults, 10204 Granger Road, Garfield Heights, Ohio 44125. Please join us to celebrate our 2014 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.