Audience Guide
2023 Cultural Heritage Grant Panel Review
Wednesday, September 21, 2022, at 1pm EST

Welcome!

Cuyahoga Arts & Culture (CAC) welcomes you to the 2023 Cultural Heritage panel review. The purpose of the Cultural Heritage (CH) grant program is to provide flexible support grants for qualifying cultural heritage organizations with a primary mission of arts and culture. During the panel review, arts and cultural experts from across the country (who are trained in CAC's funding criteria) discuss and score applications.

Order of Review*

Each review should take approximately 10 minutes.

> Buck Out Foundation
> *Panelist Closing Statements*

*Start times and breaks will take place at the discretion of the panel chair, subject to change.

Follow our Progress

Don't want to miss your review? Follow our progress on [Twitter](#) and listen to our [live stream](#) on September 21.

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 applications. Panelists 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. CAC staff make every effort to ensure that the panel is diverse in all respects. All panelists receive an honorarium for their service.

All panelists read, review, and score every application that they are assigned to. The panel is managed and moderated by a CAC staff member acting as a nonvoting panel chair.

Observe Panel Review
Applications will be reviewed for no more than ten minutes, following this sequence of actions:
- The Panel Chair will introduce the organization.
- The panelists lead the discussion by presenting their assessment of the application, budget and support materials based on CAC's Funding Criteria.
- At the conclusion, panelists will submit their final scores.

Audience Protocol
Applicants and audience members are observers only and are not permitted to address the panel via the virtual meeting or contact the panelists otherwise. However, if an applicant believes that a panelist has presented incorrect information regarding their application, you can complete the Information Correction Form.

- The panel chair will review the correction to determine if it is objective in nature and confirms what is already in the application
- The panel chair will read the correction to the panel and for the public record.

An example of objective information would be the panelist misstating the number of performances that an organization detailed in their application. This is not an opportunity to provide additional information.

End of Day: Public Comment
After the panel chairs adjourn the discussion and scoring is complete, CAC will hold an optional session for public comment on the grant program and the panel review process.

Audience members are encouraged to participate in the public comment session by submitting comments using our online form at http://bit.ly/CAC-comment.

Scoring

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

- **PUBLIC BENEFIT:** An organization's ability to meaningfully and authentically engage its community to achieve its mission.
- **ARTISTIC AND CULTURAL VIBRANCY:** An organization's ability to create quality, mission-driven work that inspires and challenges its community.
- **ORGANIZATIONAL CAPACITY:** An organization's ability to successfully manage resources to their best use now and for years to come.

Panelists will use the following scoring framework to score each application on the funding criteria:

PUBLIC BENEFIT (45 points):	ARTISTIC AND CULTURAL VIBRANCY (35 points):	ORGANIZATIONAL CAPACITY (20 points):
Weak: 1 – 23	Weak: 1 – 18	Weak: 1 – 10
Fair: 24 – 33	Fair: 19 – 25	Fair: 11 – 14
Good: 34 – 38	Good: 26 – 29	Good: 15 – 16
Strong: 39 – 42	Strong: 30 – 32	Strong: 17 – 18
Exceptional: 43 – 45	Exceptional: 33 – 35	Exceptional: 19 – 20

Scoring Descriptions

Exceptional: The applicant has provided overwhelming evidence throughout the application that demonstrates that this funding criterion is fully met. Responses are clear and directly address this funding criterion. The support materials are clear, highly relevant and lead to a deeper understanding of how the criterion is met.

Strong: The applicant has provided clear evidence throughout the application that demonstrates that this funding criterion is met. Responses are clear and address this funding criterion. The support materials are clear, highly relevant and lead to a deeper understanding of how the criterion is met.

Good: The applicant has provided sufficient evidence throughout the application that demonstrates that this funding criterion is met. Responses are generally clear but do not consistently address this funding criterion. The support materials are relevant but provide only some understanding of how the criterion is met.

Fair: The applicant has provided limited evidence throughout the application that demonstrates that this funding criterion is met. Responses may not be clear and may not address this funding criterion. The support materials may not be relevant and may not provide additional understanding of how the criterion is met.

Scoring Descriptions, continued

Weak: The applicant has provided insufficient evidence throughout the application that demonstrates that this funding criterion is met. Responses are unclear and/or do not address this funding criterion. The support materials may not be relevant and may not provide additional understanding of how the criterion is met.

Final Score and Funding Recommendations
Scores are calculated by combining and averaging the score of all three panelists. Applications that receive a score of 75 or higher are recommended for funding. CAC will calculate final scores and notify all applicants via email the week of October 17. Grant amounts will be confirmed at CAC's Board of Trustees meeting on Wednesday, November 9, 2022, at 4:00pm.