



## Audience Guide

### 2024 Project Support Panel Review

Wednesday, September 20, 2023 at  
9:00 am & 12:00 pm ET

### Welcome!

**Cuyahoga Arts & Culture (CAC) welcomes you to the 2024 Project Support panel review.** The purpose of the Project Support (PS) grant 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 trained in CAC’s funding criteria – discuss and score applications.

**This panel review is for Project Support applications requesting more than \$5,000 in funding.** 2024 applications requesting \$5,000 or less are reviewed via a [written panel process](#).

### Order of Review

*Each review should take approximately 10 minutes. Start times and breaks will take place at the discretion of the panel chair and are subject to change.*

#### Wednesday, September 20, 9:00 am ET

Aradhana Committee  
Art of Me Productions  
Berea Arts Fest  
Bureau of Drug Abuse (Cleveland Treatment Center, Inc.)  
Cassidy Theatre  
Chagrin Arts  
ChamberFest Cleveland  
City Ballet of Cleveland  
CityMusic Cleveland  
Cleveland Contemporary Chinese Culture Association  
Les Délices  
Musical Upcoming Stars in the Classics  
Notre Dame College  
Waterloo Arts  
West Side Community House

*Panelist Closing Statements*

#### Wednesday, September 20, 12:00 pm ET

Bluewater Chamber Orchestra  
Carolyn L. Farrell Foundation for Brain Health  
Cleveland Center for Arts and Technology (NewBridge Cleveland)  
Cleveland Chamber Choir  
Cleveland Chamber Symphony  
Cleveland School of Dance  
Kaboom Collective  
Lakewood Young Filmmakers Academy  
Maelstrom Collaborative Arts  
Praxis Fiber Workshop  
Renovare Music  
Talespinner Children’s Theatre  
The Brecksville Theater  
The Refugee Response

*Panelist Closing Statements*

### Watch Live

Don’t want to miss your review? Watch the livestream on September 20 at [cacgrants.org/panel](https://cacgrants.org/panel).



## **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 across 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.

A team of five panelists review and score each application. 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. However, if an applicant believes that a panelist has presented incorrect information regarding their application, they can complete an [Information Correction Form](#) before the end of the panel review meeting.

- The panel chair will review the correction to determine if it is objective in nature and confirms information already presented in the application.
- At their discretion, the panel chair will present the correction to the panel and for 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.*

### **Public Comment**

After the panel chairs adjourn the discussion and scoring is complete, CAC will hold an optional session for public comment on the panel review process.

Audience members may submit public comments via the [Public Comment Form](#).



## 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 connect with its community through its project.
- **ARTISTIC AND CULTURAL VIBRANCY:** An organization’s ability to create a relevant and engaging project.
- **ORGANIZATIONAL CAPACITY:** An organization’s ability to successfully plan for and manage its project.

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

Has the application demonstrated the funding criteria?	Public Benefit: 45%	Artistic & Cultural Vibrancy: 35%	Organizational Capacity: 20%
<b>STRONG</b> The applicant has provided <u>strong</u> evidence that this funding criterion is met.	39-45	31-35	18-20
<b>FAIR</b> The applicant has provided <u>fair</u> evidence that this funding criterion is met.	28-38	22-30	13-17
<b>WEAK</b> The applicant has provided <u>weak</u> evidence that this funding criterion is met.	0-27	0-21	0-12

## 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 30. Grant amounts are pending board approval at CAC’s Board of Trustees meeting on Wednesday, November 15, 2023, at 4:00 pm.

**Questions?** Contact a member of the [grantmaking team](#).