

# SYNOPSIS OF GRANT PANEL RESPONSIBILITIES

## About the Panel position:

- Term is one year
- Appointments are by SMAHC Board decision. The board seeks to find panelists from throughout the SMAHC geographic region representing a balance of members with backgrounds in each of the artistic disciplines and representing artists, arts organizations, schools and the community at large.

## About Panel meetings:

- Meetings are generally held on Saturdays in Marshall at 9:00 A.M.
- Meeting length is dependent on number of applications. Agenda will contain time recommendations.
- Lunch, snacks, and beverages are provided by SMAHC.
- Mileage is reimbursed at .375 cents per mile.
- Attendance is crucial (a quorum of six panel members is required).
- Panelists must notify staff in advance if unable to attend.

## About Panel responsibilities:

- Position is an acting, working one.
- Responsible for understanding program goals and objectives.
- Responsible for reviewing application forms prior to meeting.
- Must take active role in reviewing and making recommendations with other members of the panel based on the criteria for the program: Criteria for Arts in Education & Communities, Art Project/Linkage, and Local Arts Development Grants: artistic quality and merit of the project, ability to accomplish the project, collaboration and support for the project. Criteria for Individual Artist Grants: overall excellence of the work and demonstration of exceptional talent, evidence of serious professional commitment, project's contribution to the artist's professional growth.
- Panelists must declare any conflict of interest at the beginning of each meeting. If a conflict of interest exists, panelists are asked to leave the room during discussion and voting on any application for which a conflict of interest exists.
- Panel has only **recommendation** powers. The SMAHC Board of Directors makes final decisions.
- Panelists are asked to volunteer to conduct site evaluations of funded projects. Free passes are provided and mileage is reimbursed.
- Panelists must agree not to discuss the recommendations of the panel to the board prior to the board action on those recommendations.
- SMAHC Grant Review Panelists are not eligible to apply for Individual Artist Grants during their tenure on the Panel **or** two years following their resignation from the Panel.

## FY08 MEETING SCHEDULES

### SMAHC ORGANIZATION GRANT REVIEW PANEL

Art Project/Linkage and Local Arts Development Grant Applications

|          |                             |           |          |
|----------|-----------------------------|-----------|----------|
| Round I  | Saturday, September 8, 2007 | 9:00 a.m. | Marshall |
| Round II | Saturday, March 8, 2008     | 9:00 a.m. | Marshall |

### SMAHC INDIVIDUAL ARTIST GRANT REVIEW PANEL

Individual Artist Career & Development Grant Applications

Saturday, March 29, 2008 9:00 a.m. Marshall

### SMAHC ARTS IN EDUCATION & COMMUNITIES GRANT REVIEW PANEL

Arts in Education & Communities and Individual Artist Study Opportunity Grant Applications

|          |                             |           |          |
|----------|-----------------------------|-----------|----------|
| Round I  | Saturday, November 10, 2007 | 9:00 a.m. | Marshall |
| Round II | Saturday, May 10, 2008      | 9:00 a.m. | Marshall |