

Artist Support Grant - 2024

Region 2 Arts Council

Instructions for Evaluation Form

Welcome to the Artist Support Grant Review Panel.

Please score the grant applications assigned to you by considering the questions for each criteria/section - Artistic Vision, Artistic Experience, and Use & Management of Funds. Score each criteria/section from 1-5 (*1 = Not at All, 5 = Absolutely*) or choose N/A if you have a conflict of interest and are abstaining. If you have any problems or questions, view this training video or contact the Grant Manager for help.

You will notice on the right side of the screen is the grant application you are evaluating and on the left side is the evaluation form. When navigating the application, remember the sections will open and close when you click on the arrow icon to the left on all headings in the gray bars. This is also true of these instructions. You can close the instruction section on each evaluation form to avoid scrolling past the instructions each time.

To view attached work samples or documentation included with the application, click the gray "Document Viewer" button to the right, above the application. This opens a new window where you can view any uploaded photos or documents. Click on the magnifying glass at the top of the window on the right to zoom in or zoom out and click the page number up and down arrows on the left to scroll through multiple page pdfs.

Many panelists prefer to score as they read because it gives them more time to be thoughtful and to write comments for the applicants. Make sure to save your scores and comments by scrolling to the end of the evaluation form and clicking the save button. Other panelists prefer to read applications ahead of time, but score them when we come together as a panel for face-to-face discussion. You may find your assessment changes as other panel members share their insights. Don't worry if you scored ahead of time, there will be time set aside to change your scores if you wish.

Comments:

To give the applicants feedback and/or constructive criticism, fill in the comment boxes for each scoring criteria. Bear in mind that making comments is optional and anonymous. Please do not feel pressured to fill out all of them for each grant application. However, this is an important part of our granting process and provides our applicants with the information they need to improve their grant writing skills and write successful grants in the future.

Evaluation Form

The project name and a one-sentence description are provided to help you more easily find a particular grant application and to navigate between applications.

Name of Proposed Activity or Support

Please provide a very brief title or name for your proposed project.

Character Limit: 100

Description of Support You Are Seeking To Fund

In a sentence briefly describe your proposed project. (Example: Funds will assist *Your Name* to *description of proposed activity*.)

Character Limit: 250

Artistic Vision*

- Is there a clear connection between the actual work samples and the artist's description of their originality, creativity, artistic process, and techniques?
- Does the artist's work show creativity, originality, and skill?
- Are the work sample descriptions detailed and offer additional insight into each of the samples?
- Did the artist follow the work sample guidelines?

1 = Not At All 2 = Hardly 3 = Some 4 = Very Much 5 = Absolutely

Scoring Options: 1 - 5 or N/A

Comments on Artistic Quality

Character Limit: 250

Artistic Experience*

- Does the artist's resume/bio provide a clear, up-to-date picture of the artist's experience?
- Are the artistic goals specific and well-laid out?
- Are the artist's resume/bio and stated goals for the future interconnected, and supported by the proposal?
- Does the proposal add continuity to artist's experience and support potential for growth for the artist based on what the artist shows in the resume/bio and goals?

1 = Not At All 2 = Hardly 3 = Some 4 = Very Much 5 = Absolutely

Scoring Options: 1 - 5 or N/A

Comments on Artistic Experience

Character Limit: 250

Use & Management of Funds*

- Are the budget and proposal clear and complete?
- Are the budget and proposal interconnected?
- Do the budget and proposal indicate there is strong potential for the artist to successfully manage this funding?
- Do all elements of the application, when viewed together, strongly suggest the artist will complete the proposed activity successfully?

1 = Not At All 2 = Hardly 3 = Some 4 = Very Much 5 = Absolutely

Scoring Options: 1 - 5 or N/A

Comments on Project Planning & Management

Character Limit: 250