



Welcome to our Online Public Grant Review!

Thank you for attending our online grant review. When you login to Zoom we ask that you **keep your microphone on mute at all times and turn off your camera**. You may be asked by a staff member via chat to identify yourself, especially if your screen name differs from your first or last name. We will rename observers as Guest 1, Guest 2, etc. to preserve anonymity and prevent bias. **Any guests displaying themselves, speaking, or otherwise creating a disruption will be ejected from the meeting.** Our online grant reviews are similar to a conference call or webinar. You will be able to hear discussions and see any documents or work samples projected during the meeting. We will not introduce you or ask you to introduce yourself, as we do not want to bias the community panel members during the discussion of your grant application, as well as all the other grant applications. **You are an observer only.** If you have technical problems or questions, you may contact R2AC staff to help you using the chat window. You may NOT send chats to other panel members or observers.

An agenda is sent to all applicants and will be posted on our website, r2arts.org, the day of the meeting. This document will help you follow along with the meeting and to identify which part of the meeting is in progress. The agenda will show where your grant application falls in the review schedule. Envision the discussion of each grant application lasting 10 minutes and do a rough calculation of when your grant application may be up for review. Observers often opt to listen to the entire grant review because only at the end of the grant review will you find out your grant application's score and ranking. **Keep in mind that although your application received a high score and been approved for funding by the review panel, the Region 2 Arts Council Board also meets to approve the grant review panel's scores before grant funding is awarded.** After board approval we fund the highest scoring applications first and continue down the list until we run out of funds. We will contact applicants about any partial awards and ask for further documentation.

Grant Review Procedures

- Visitors will be given a general welcome, but will not otherwise be addressed or allowed to comment on their application or any other application at any point – even if the review panel has a question about the application. If you have a comment or concern about the grant review, please address a staff or board member following the meeting. *DO NOT address a chat message to any of the panelists.*
- There is a call for conflicts of interest. Any reviewer who has a conflict with a grant application or applicant will state their conflict. Conflicts will be noted in the minutes. Those with a declared conflict will not score that application or be part of the discussion when the time comes to review that application.
- Staff will introduce each grant; giving the name of the applicant, a brief summary of the funding request, the grant amount requested, and will share any revelations around budget errors or missing information.
- The review panel will discuss the grant application based on the scoring criteria.
- Reviewers will be asked to score the application.
- Once all reviewers have completed scoring a grant application, evaluation for that application is closed and panelists no longer have access to it.
- The entire process will repeat for each of the applications listed.
- Applications will be ranked and the highest scoring grant applications will be awarded until available funds run out. ***Any applications scoring below 65% will not be funded.***
- The grant application scores will be reviewed and confirmed by staff on the day after the meeting and then must be approved by the R2AC board before grants are awarded.
- Grant award/denial notices will be sent via email.

For any questions after the grant review feel free visit the Region 2 Arts Council office personally (10am-5pm M-F) at 505 Bemidji Avenue North, Bemidji; call 218-751-5447; text 218-407-2507; or contact us via email at staff@r2arts.org. To communicate directly with the executive director, email laura@r2arts.org.