

STOP !

DO NOT OPEN ANY APPLICATIONS OR MATERIALS UNTIL YOU HAVE READ THIS FLYER !

Reviewer's Guide FY 2008-2009

As a peer review panelist, you will be scoring and evaluating applications in the Project Support and/or Project Support II category. Before reading any applications or materials that relate to scoring, be sure that you have thoroughly read the cover memo; it contains valuable information about the programs, review processes, etc. In addition, you must read and understand the Panel Handbook, Code of Conduct & Conflict of Interest Policy, and Review Panelist Agreement. This must all be done prior to beginning work on reviewing applications for funding.

In order to properly review and score applications for funding, it is important that you have studied the following sections of the Cultural Arts Funding Programs Core Programs Guidelines FY 2008-2009 thoroughly:

Pages 2-4	Introduction
Pages 6-8	Policy Guidelines
Pages 10-13	Programs and Eligibility
Pages 20-33	Project Support and Project Support II Program Information

Once you feel sufficiently familiar with all these materials, you are ready to review the applications and pencil in your **preliminary** written comments and scoring, prior to the review meeting.

NOTE: If you are reviewing applications in both Project Support and Project Support II, be aware that each has different criteria and different score sheets!

**Please see the reverse side for important information
on the review process and criteria.**

REVIEW PROCEDURE

Read and evaluate each application as carefully as possible. In your written comments, make observations that are relevant, specific, and that justify the score (numbers you circle on the score sheet). Remember, you must provide written comments to justify the scores you circle in each section of the Score Sheet. **REQUIREMENT:** Take the time in the days before the review meeting to score, in pencil, all applications and provide comments for each score. These scores are tentative and can be changed during the meeting, depending on the panel discussions and further consideration on your part. Further, any comments and notes you have already written will assist your own participation in the panel discussion.

You must base your scoring on the appropriate review criteria outlined on pages 22-23 of the guidelines for Project Support, pages 27-28 for Project Support II for organizations, or page 32 for Project Support II for individual artists. You may also use the additional application materials, documentation, and your expertise and first hand experience to evaluate the overall quality of the proposed activities and how they relate to the goals of the programs and the City of Austin.

A NOTE ABOUT THE REVIEW CRITERIA

At the onset, you may notice that the review criteria is more closely aligned with traditional arts producing and presenting organizations.

The City of Austin has a long tradition of supporting arts service organization and arts education based projects. **It is the intent of these programs to continue to support these organizations/projects and as a reviewer you must interpret the criteria in an appropriate manner as to not unjustly penalize service organizations or arts education projects.** Service organizations and projects involving arts education may not as easily align with the criteria.

For instance, artistic quality can be viewed by the artists providing the services or activities or the quality of the arts experience of the students involved in the activities. Economic, Cultural, and Social Impact may not be directly apparent in services or education but how those projects contribute to the artistic climate of Austin and support Austin artists, or provide outreach to disadvantaged audiences, promote arts awareness, etc. are important considerations. Service organizations may not directly impact some criterion either, but may empower or facilitate an entire industry to have an impact on these important issues. While alignment with State and Federal educational standards is a goal of any arts education project, the other aspects of the criteria, the impact and outreach of the project, and the overall quality of the artists and experiences, are just as important. Of course, all funded projects must have a system of Administrative Capability to ensure the projects and activities will be managed in a professional and appropriate manner.