



**2023 GRANT REVIEW PANELIST
HANDBOOK**

KDA CREATIVE CORPS GRANT REVIEW PANELIST HANDBOOK

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INTRODUCTION

This is a summary of the KDA Creative Corps (KDACC) panel review process with instructions for reviewing grant applications. Please read this entire document to become familiar with KDACC policies and what is expected of a panelist. At the end of this document you will find a Panelist Agreement for you to sign and return to the Program Director facilitating your panel (*Note - the Panelist Agreement will be sent to you via digital system*). The agreement is meant to ensure that all panelists are prepared.

Grant review panels play a vital part in the KDACCs grants making process. Participation on a grant review panel provides community members with the opportunity to meet other arts professionals, learn about the KDACC's public funding process, discuss issues and current trends in the arts, and get a firsthand perspective on the vast arts ecology in California's Central Valleys. While difficult decisions often have to be made, the panelist experience is educational and rewarding.

The KDACC gratefully acknowledges the contribution of panelists and appreciates the efforts panelists make by participating in the panel process.

PANEL APPOINTMENTS

Serving as a panelist requires a significant commitment of time and energy. The KDACC has a written contract with the California Arts Council which states that the KDA Board of Directors will be responsible for reviewing and ranking KDACC applications.

PANEL PROCESS AND PANELIST RESPONSIBILITIES

Panelists are expected to carefully review every grant application assigned to them according to the grant program's review criteria. Panelists are likely to have relationships and familiarity with the applicants in their geographic region. However, panelists have a primary responsibility to represent the public's interests as a whole during the review and ranking process.

Panelists agree to complete the following process steps:

1. Review all training materials and sign the Panelist Agreement.
2. Attend the Panelist orientation training during which Program staff review and train panelists on the process.

3. Review the applications individually, using the KDACC's online grants management system, kdacc.us-1.smartsimple.com
4. Rank each application based on the grant review criteria and KDACC ranking guide. Panelists indicate at least one multiple-choice note option within each section.
5. Inform the KDACC Program Director of any conflict of interest as soon as possible. Staff will then reassign applications to other panelists
6. Submit your rankings for all applications by **11:59 PM on 04/15/23**.
7. Attend the final ranking meeting - April 26 @ 6:00 PM (KDA April Board Meeting). This will be an opportunity to discuss recommended final rankings and awards, as well as address general progress and questions. The goal of the final ranking meeting is to ensure the KDACC awardees are working in the best interest of the KDACC project guidelines before public awards are announced. A final vote will be cast at this meeting to adopt the motion for the approved KDACC awardees.

STAFF REVIEW OF APPLICATIONS

The KDACC supports individual artists and non profit organizations throughout California's Central Valley region. Applicants have been encouraged to seek assistance from the KDACC staff as they prepare their applications. Staff members strive to be available by telephone, email, and virtual office hour appointments for applicants seeking further information about the application and panel processes before the grant deadline.

After the LOI application deadline, staff screen each application for eligibility as defined in the program guidelines.

KDACC staff will continue to monitor applicant eligibility through the grant writing period and will ensure final eligibility before public awards are announced.

PANELIST CONTACT WITH APPLICANTS

During the Panel Process — Panelists should abstain from meeting or speaking with applicants prior to the completion of the grant review process if it relates to a KDACC grant application. However, this does not preclude panelists from participating as audience members or attendees of applicant events or interacting with applicants for other purposes.

If approached regarding the KDACC program or panel, panelists should advise applicants that they are unable to discuss applications outside the review meetings.

After the Panel Process — Panelists should not share or discuss any materials or

information prior to final action by KDACC staff. KDACC makes this request in order to avoid having panelists find themselves placed in a potentially uncomfortable or compromising position, and to assure clear communications with applicants regarding outcomes. KDACC staff make the final decision on funding.

PANEL PREPARATION

KDACC cannot emphasize enough the importance of panel preparation. In order to rank applications honestly and fairly, it is crucial to spend time thoroughly reviewing each application. The notes and rank should reflect your assessment of the applications according to the criteria.

KDACC reviewers have been given access to the **KDACC Grant Guidelines** to become knowledgeable of the program guidelines, as well as the **WHAT WE DO NOT FUND** document, and the KDACC **ranking scale**.

KDACC staff will give panelists access to their assigned applications in the grants management system at kdacc.us-1.smartsimple.com along with instructions for reviewing applications online during the Panelist training session (see Addendum #2).

Applications are reviewed and ranked according to a 1-6 ranking system.

Panelists will assign each review criterion a numerical rank. Each criterion has a set of additional pre-determined comments to provide notes to the applicant. Dropdown notes are mandatory and should be used to document the extent to which the application meets each criterion. Additional comments are optional, panelists may choose to provide further details to help the applicant understand their scores, but this is not mandatory.

Addressing Equity — Providing each application a thorough review has equity implications. Allocating enough time to review each application thoughtfully provides time to unearth any biases or assumptions panelists may bring that influence their ranks. If each panelist brings this awareness and care to each application we can achieve more representative grant funding throughout the Central Valley region.

Conflict of Interest — Panelists will identify applications with which they have potential conflicts of interest as soon as possible. There is an opportunity to indicate a conflict of interest within the grants management system. Please take time as soon as you have access to the applications list to review and communicate with the KDACC Program Director if you see any potential conflicts. Once a panelist identifies a conflict of interest, that application will be unavailable to review and rank. See Conflict of

Interest Policy to assess whether you have any potential conflicts. If you are unsure about a conflict, please contact the KDACC Program Director.

Independent Review — Each application is reviewed three times by three different reviewers based on the program's review criteria. During this process, panelists will review all aspects of the application, attachments, and work samples. Each application may take anywhere from 30 minutes to an hour to review. Panelists will be required to enter a multiple choice note response for each review criteria.

Implicit Bias — Before you start reviewing an application take three deep breaths, ground yourself in the present moment. Review these three questions to help you bring awareness and interrupt any moments of implicit bias. Refer to these prompts while you are completing your rankings.

REFLECT — What assumptions or stereotypes am I adding to this application review?

ASSESS — What is the impact of this assumption or stereotype on the rank I am going to give this applicant?

SHIFT — What is one small change I can make in this moment to ensure my rank and notes are based on the review criteria and not on my own biases or assumptions?

RANKING SYSTEM AND GUIDE

It is expected that all panelists review applications to form a preliminary opinion and rank. Smartsimple includes an area to check criterion specific notes and rank 1-6 for each review criteria, then it automatically calculates an average overall referred to as the “Initial Rank.” This “Initial Rank” is not recorded publicly. After panelists complete and review all Initial Ranks, panelists will record a “Final Reviewer Rank” and those ranks will be aggregated to form the Final Rank for each application.

For each of the rankings listed below, the description refers to the content of the application, where the application is defined as the entire grant proposal that articulates the programs and services to be rendered by the applicant. Depending on the amount of funds available and the number of applicants, a cutoff point will be made based on the ranking. Funding recommendations will be decided by the KDACC through this process.

IT IS RECOMMENDED THAT FINAL RANKS ARE NOT ADDED UNTIL ALL PRELIMINARY RANKS HAVE BEEN COMPLETED.

ONCE A PANELIST SUBMITS THEIR FINAL RANK THEY CANNOT EDIT THEIR FINAL SCORE.

6	Exemplary	Fully achieves the purpose of the program <i>Meets all of the review criteria and project requirements to the highest degree</i>
5	Strong	Strongly achieves the purpose of the program <i>Meets all of the review criteria and project requirements to a significant degree</i>
4	Good	Sufficiently achieves the purpose of the program Meets all of the review criteria and project requirements to some degree
3	Fair	Moderately achieves the purpose of the program Meets most of the review criteria and project requirements
2	Marginal	Minimally achieves the purpose of the program Meets some of the review criteria and project requirements
1	Weak	Does not achieve the purpose of the program; proposals that are not appropriate for this grant category Inadequately meets the review criteria or project requirements

APPLICATION REVIEW AND SCORING

Panelists will thoroughly review the grant program guidelines and application instructions for alignment to the goals, eligibility, and application requirements.

Applications are reviewed through the KDACC's grants management system, kdacc.us-1.smartsimple.com. Panelists will review the application and support materials, and then provide notes and ranks in the "Review Form" tab.

Ranking Reminders

- Each application should be considered on its own individual merits and reviewed according to the stated review criteria and application ranking guide for the specific grant comments and initial ranking.
- Applications that include attachments for all required support materials are provided to the panel for review. It is up to the panel to assess the quality of all of the materials.
- For each application, rank each review criteria on the 6-point scale. Use the review portal in kdacc.us-1.smartsimple.com to document Initial Rank and notes. Input whole numbers from 1-6.
- The range of scoring should be consistently applied through all applications.
Implicit Bias check: Be as consistent as possible throughout the review process. For example, if you score a certain review criteria for needing improvement, be consistent with that same scoring method across all applications.
- Notes will be collected by staff in order to share them with any applicant that requests feedback from the panel review.
Please note: notes are mandatory for each review criteria. You are welcome to solely use the multiple choice options for the review criteria comments.
- After the deadline on **4/15/23 @ 11:59 PM**, all ranks will be documented as Final Ranks to be considered by the KDACC.

Following the KDACC grant review deadline, a list of all ranked applications will be presented to the KDACC staff for consideration in developing the final grant award formula and then voted on for approval at the subsequent KDA Board meeting (April 26 @ 6:00 PM). Once the KDA Board of Directors votes on the final grant awards, the KDACC will consult the California Arts Council to ensure the proposed awardees have NOT received a grant from another Creative Corps administering organization. Upon final checks and balances with the KDA Board,

KDACC staff, and California Arts Council, notifications are sent to all applicants regarding the status of their application. Aggregated summaries of panel comments can be provided upon request. Any questions received by panelists about applications and panel ranks should be directed to the KDACC staff.

CONFLICT OF INTEREST POLICY

Panelists will declare any conflicts of interest within the KDACC's online grants management system (kdacc.us-1.smartsimple.com), via email or phone with the KDACC Program Director.

What constitutes a Conflict of Interest?

Direct Conflict: Situations where a panelist has a direct financial or employment history or interest relating to a grant application before the grant review panel or with a professional, employment or financial interest relating to any individual artist applicant.

Affiliation with an applicant includes:

- Receipt of direct financial benefit from the applicant organization or project being reviewed;
- Service as an employee or governing board member of an applicant organization being reviewed;
- Service with or without payment as a consultant to an application being reviewed; and
- Familial relationship with an applicant or a staff or board member of an applicant organization.

Apparent Conflict: Situations where a panelist feels unduly biased or has a personal affiliation with an applicant. Apparent conflict includes significant personal or professional adversarial or advocate relationships in which a panelist's impartial judgment may be impaired or *perceived* to be impaired.

Service by panelists with conflicts - Declaring a conflict of interest does not mean that a panelist cannot serve; it simply means that the panelist may not rank the application with which the conflict exists. Panelists declaring conflicts of interest will be asked to inform staff of their conflict of interest as well as mark the application directly in the review portal. **Panelists must inform KDACC staff of conflicts of interest as early as possible and absolutely prior to the review of the application(s) with which they have conflicts.** If you find yourself reviewing an application and through the material realize there is a conflict of interest, stop reviewing that application and contact the program staff immediately.

What constitutes a violation of the Conflict of Interest Guidelines?

Violations of the conflicts of interest guidelines include failing to declare conflicts of interest as outlined above, lobbying on behalf of or against any grant application in which a panelist has a biased interest, and failing to refrain from all feedback and ranking such applications. Panelists acting in violation of these guidelines will be asked to resign.

Please contact KDACC program staff if you have questions.

PANELIST TECHNOLOGY LOGISTICS

All application reviewing will take place virtually. The following sections outline what panelists will need to ensure they have the most enjoyable and generative panel experience.

Email Account

Panelists must have a reliable email account that they check regularly to ensure timely communication.

Working Computer and Charging Cables

Panelists will need access to a computer to review each application on SmartSimple.

Stable Internet

Panelists must have a stable internet connection throughout the review process.

Mandatory Training

The panelist training session will last up to 2 hours with at least one 5 minute break. The session will be recorded and made available for on demand viewing.

Special Circumstances and Questions.

If you have any special circumstances, need, or further questions on any information contained in these instructions or any part of the process, contact the KDACC staff.

PANELIST AGREEMENT (PLEASE NOTE THIS WILL BE SENT VIA DIGITAL CONTRACT)

The KDA Creative Corps is grateful for the contribution panelists make by participating in the panel process. Due to the significant amount of time and energy required in this

process, the KDACC asks that panelists consider the following agreement to confirm fully informed commitment in this process.

This agreement, while an important document, is not a legally binding contract. In requesting this agreement, the KDACC aims to meet the following goals:

- Provide a summary of commitment
- Encourage communication between panelists and Program Staff
- Secure dedicated panels for fair and equitable application adjudication

Before reading this document, please review the KDACC Panelist Handbook for in-depth information about panelist roles, KDACC procedures, and the panel process overall.

Summary of Commitment

The KDACC cannot emphasize enough the importance of pre-panel preparation. Panelists will need to review all grant applications assigned to them. For this grant cycle, the KDACC is estimating an average of 10 - 20 grant applications assigned to each panelist. Applications may take, on average, a half hour for panelists to review and rank. Please plan your time accordingly.

In addition to reviewing the Panelist Handbook, panelists will be required to attend one training session on **March 15, 2023 and participate in the final vote adopting the approval of the awardees on April 26, 2023.**

Technology requirements, such as a computer with microphone and audio capability, access to stable internet connection, and access to a stable power supply will also be the responsibility of the panelist to provide.

If for any reason a panelist cannot meet this commitment, they must notify the KDACC Program Director as soon as possible.

KDA/KDA Creative Corps Confidentiality Statement

It is the policy of the Kern Dance Alliance that board and committee members (trustees and committee members) of the Kern Dance Alliance will not disclose confidential information belonging to, or obtained through their affiliation with, Kern Dance Alliance to any person, including their relatives, friends, and business and professional

associates, unless the Kern Dance Alliance has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. Board members (Trustees) and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to the Kern Dance Alliance to avoid unauthorized or improper disclosures of confidential information.

While board and committee members (trustees and committee members) are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Executive Director or that would not be supported by board policy, procedures, or decisions.

At the end of the board or committee member's (trustee or committee member's) term or upon his/her retirement, resignation or removal from the Board of Directors (Board of Trustees) or committee, he/she shall return, at the Kern Dance Alliance's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that board and committee members (trustees and committee members), will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee, even after they complete their service with the Kern Dance Alliance.

Certification

I have read the Kern Dance Alliance's complete policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and this statement and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

By typing your name below, you agree that you have read, understand, and confirm this commitment.

Name:

Date:

CONTACT INFORMATION | Program Staff

Andrea Hansen
KDACC Program Director
andrea@kdacreativecorps.org

Whitney Pascual
KDACC Program Coordinator
whitney@kdacreativecorps.org

David Milazzo
KDACC IT Director
david@kdacreativecorps.org



2023 GRANT REVIEW PANELIST HANDBOOK

ADDENDUM #1



KDA CREATIVE CORPS 2023 GRANT QUESTIONS

Are you:

Individual Artist

Non Profit Organization

INDIVIDUAL ARTIST / ORGANIZATION DETAILS

Individual Artist/Organization Name:

Primary Contact Name:

Primary Contact Email:

Business Address:

Mailing Address:

County:

Region:

Executive Leader Name:

Executive Leader Phone:

Phone Ext (if applicable):

Executive Leader Contact Email:

Website:

Facebook:

Instagram:

Twitter:

Tik Tok:

Youtube:

Year individual artist/organization began arts programs and/or services:

Individual Artist/Organization's Bio/Mission Statement and Purpose:

Individual Artist/Organization's Core Programs and Services:

For Organizations: Total Operating Revenue

For Organizations: Upload 501(c)3 determination letter, most recent 990, Certificate of good standing - Nonprofit organizations must have "active status" with the California Secretary of State (SOS) showing evidence of "good standing". Visit the California Secretary of State website to acquire your certificate.

GRANT REQUEST AMOUNT

\$ _____

PROJECT DESCRIPTION

Provide a brief summary of your proposal indicating how KDACC grant funds would be used. This description will be used to introduce your proposal to the review panel. If funded, this description may be used as the Scope of Work in your grant contract and will be binding. It may also be edited by KDACC and used to summarize your proposal in public documents.

Please begin your statement with “With support from the KDA Creative Corps, “INDIVIDUAL ARTIST/ ORGANIZATION NAME” will. . . “ (175 word limit)

PROGRAM DESIGN & IMPLEMENTATION

1. Select the artistic discipline(s) your project:

- Dance - contemporary, hip-hop, ballet, jazz, tap, house, movement traditions and forms of all cultures
- Literacy Arts - poetry, zine-making, spoken word
- Media Arts - animation, video, digital photography, film, podcasts, other forms of new media
- Music - traditional/culturally specific, folk, jazz, hip-hop, punk, classical
- Theater - devised, original works, playwriting, productions
- Traditional and Folk Arts - basketry, embroidery, weaving, woodcarving
- Visual Arts - murals, exhibitions, 3D, photography, sculpture, clay works, curatorial training
- Other

KDACC PROGRAM FOCUS

2. Select the program focus for your project:

- Public health awareness messages to stop the spread of COVID-19
- Public awareness related to water and energy conservation, climate mitigation, and emergency preparedness, relief, and recovery
- Civic engagement, including election participation
- Social justice and community engagement

KDACC PROGRAM DESCRIPTION

3. Provide a detailed description of your proposed project, including how the project will prioritize communities that demonstrate the highest levels of need as indicated by the California Healthy Places Index. Identify the project's activity locations and include the number of sites to be served and the duration and/or frequency of program session(s) (e.g. 1 hour, twice a week for twelve weeks). (1000 word limit)

Be sure to include how your project will accomplish one or more of the program focus areas:

- (1) public health awareness messages to stop the spread of COVID-19; (2) public awareness related to water and energy conservation, climate mitigation, and emergency preparedness,

relief, and recovery; (3) civic engagement, including election participation; and (4) social justice and community engagement.

4. Provide a detailed timeline for arts programming and services that will occur within the Grant Activity Period (May 1, 2023 - May 1, 2024). (1000 word limit)

COMMUNITY ENGAGEMENT AND SOCIAL IMPACT

1. Select the Central Valley community you intend to serve:

- | | |
|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Kern | <input type="checkbox"/> Merced |
| <input type="checkbox"/> Kings | <input type="checkbox"/> Mariposa |
| <input type="checkbox"/> Tulare | <input type="checkbox"/> Stanislaus |
| <input type="checkbox"/> Inyo | <input type="checkbox"/> Tuolumne |
| <input type="checkbox"/> Fresno | <input type="checkbox"/> San Joaquin |
| <input type="checkbox"/> Madera | <input type="checkbox"/> Calaveras |
| <input type="checkbox"/> Mono | <input type="checkbox"/> Amador |

2. Describe who and how many your project will serve, include ages or age ranges served, demographics, etc. (500 word limit)

3. Describe how the project will impact communities in the lowest quadrant of the California Healthy Places Index. (500 word limit)

PROGRAM BUDGET

Please upload your financials.

Please upload your project budget.

PROGRAM EVALUATIONS, METRICS, and OUTCOMES

The CAC and the KDACC have dedicated a window specifically for program evaluation conducted at the interim and at the conclusion of the grant activity period. Both the CAC and the KDACC will work to develop and acquire data sets necessary to measure some of the quantitative outcomes listed below.

Qualitative Outcomes:

- Successful engagement of cross-sector partnerships at the state and municipal levels and with community-based and grassroots organizations
- Establishment of ongoing relationships with intergenerational community-recognized leaders residing in the lowest quartile of the California Healthy Places Index to define needs and opportunities and to develop strategies and infrastructure to respond to them.

Quantitative Outcomes:

- Total number of new communities served (counties and cities not strongly represented in prior CAC grantmaking)
- Total number of sub-grantees awarded
- Total number of artists employed
- Total number of artists who identify as representing communities residing in the lowest quartile of the California Healthy Places Index
- Total number of workforce hours
- Total number of permanent positions created for artists in state and municipal government departments
- Shift in attitude and readiness of community members to engage in healthy behaviors related to the COVID-19 pandemic
- Shift in attitude and readiness of community members to engage in behaviors that support water and energy conservation
- Shift in attitude and readiness of community members to participate in election activities
- Shift in attitude and readiness of community members to engage in activities that support social justice outcomes
- Shift in attitude and readiness of community members to engage in activities that support community engagement
- Total number of marketing and outreach collateral developed and distributed
- Total number of marketing and outreach collateral developed and distributed in languages other than English

1. What are the goals of your project and how will you meet the qualitative and quantitative outcomes of the KDACC as listed above? (500 word limit)

2. Describe how you will measure the goals of your project. (500 word limit)

PROGRAM PERSONNEL

1. Provide a brief biography for each key individual (artistic, technical, or administrative) involved in this project. Include name, title, whether to be supported by KDACC funds, relevant experience as it relates to this project, and role within the proposed activities. (2000 word limit)

2. Describe how the artist(s) are involved at every stage of the project design and execution. (500 word limit)

3. Describe how the artist(s) involved demonstrate skills, expertise, and experiences that are central to the goals of the project. (500 word limit)

WORK SAMPLES

Provide no more than three (3) samples that best portray your work. These may include artistic work, press materials, flyers, brochures, programs, newsletters, audio, video and other marketing pieces. Samples should be within the past two years and relevant to this grant opportunity.

Instructions:

- Use file names that are brief but specific to the provided content and to your organization.
- Images, audio, and video (links) should be recent, relevant, and related to your proposed project.
- The provided upload fields are capped at the limits described below.
- You will not be able to upload more files or larger files than described below.
- Applicants that circumvent this process will be subject to Work Sample rejection or not having their full submission reviewed.

Instructions for Document Work Samples (.docx and .PDF):

1. Documents are limited to 1 page in length. It is the responsibility of the applicant to edit and submit documents that are no more than 1 page in length. If a document is uploaded exceeding the 1-page limit, additional pages will be eliminated and not assessed by panelists.
2. Links embedded with submitted documents will not be reviewed as part of the Work Samples. Applicants are expected to choose to submit either a link or file, not both.

Instructions for Image Work Samples:

1. Photo files that are submitted must not exceed 1 image per file. It is the responsibility of the applicant to submit files that are no more than 1 image. If a document is uploaded containing more than one image, additional images will be eliminated and not assessed by panelists.
2. Links embedded with submitted documents will not be reviewed as part of the work samples.

Applicants are expected to choose to submit either a link or file, not both.

Below is an accepted list of file types. Any file types not listed will not be accepted as a part of the Work Sample submission.

File Types and Restrictions:

Images, audio, and video (links) should be recent, relevant and related to your proposed project.

- Documents - (.docx and .PDF),
- Images - (.jpg and .png) – resolution: 300 dpi; size: 800X600 pixels,
- Audio - (.mp3 and/or links listed on PDF)

- Videos - Video url/links in the fields below.

These Video Links count towards the total of three (3) work samples.

Example: If you have submitted 3 files above you should not submit any links below. If you have submitted one upload above, you are able to submit up to 2 links below.

Are you providing any video links as Work Samples? Video link fields will appear if you answer “Yes”. Use the Work Sample Notes field to specify the segment - the start and end times for the portion you would like the panel to review.

Instructions for Video Work Samples (Video files and/or url/links):

1. Video samples may not exceed 3 minutes per file. It is the responsibility of the applicant to submit files within this time limit. Larger files will not be permitted and will not be considered or assessed by panelists. Applicants that circumvent this process will be subject to Work Sample rejection or not having their full submission reviewed.
2. Video samples that are password must include the password in the field below.
3. Video sample links must be valid and in working order. It is the responsibility of the applicant to ensure links are viewable. If a video link is not in working order, the applicant risks not having a panelist review that work sample.

Instructions for Audio Work Samples:

1. Audio samples may not exceed 3 minutes per file. It is the responsibility of the applicant to submit files within this time limit. Larger files will not be permitted and will not be assessed by panelists. Applicants that circumvent this process will be subject to Work Sample rejection or not having their full submission reviewed.
2. Audio samples that are password protected must have password provided in the field below. It is the responsibility of the applicant to provide the password for each audio file. Applicants who do not include a password risk not having their Work Sample assessed.
3. Audio sample links must be valid and in working order. If an audio link is not in working order, the applicant risks not having a panelist review that work sample.

Video 1 URL:

Video 1 Password:

Video 2 URL:

Video 2 Password:

Video 3 URL:

Video 3 Password:

Work Sample Notes:

CERTIFICATION & RELEASE

The undersigned certifies the following:

California Secretary of State Certificate of Status

Yes, I certify.

The undersigned certifies the following:

The represented organization has valid proof of tax-exempt status under sec.501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or is a unit of government; or for grant programs allowing Fiscal Sponsors, is applying in partnership with a Fiscal Sponsor entity meeting all Fiscal Sponsor eligibility requirements as indicated in KDACC Fiscal Sponsor Policy; that the applicant organization has been consistently engaged in arts programming for a specific number of years prior to time of application; has its principal place of business in California; and has completed prior contract requirements, if applicable; and has approval of the organization's board of directors or other governing body; and that the applicant organization and Fiscal Sponsor, if applicable, both comply with the Civil Rights Act of 1964, as amended; sec 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; observes provisions of the Drug Free Workplace Act of 1988; and California Government Code secs.11135-11139.5 (barring discrimination); complies with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans with Disabilities Act of 1990; and the Fair Employment and Housing Act; that all information contained herein is accurate or represents a reasonable estimate of operations based on data available at the time of submission; and that there are no misstatements or misrepresentations contained herein or in any attachments; and is aware that modification of the proposal at any point may require a contract amendment, rescinding of a grant award or cancellation of contract.

The undersigned hereby releases the KDA Creative Corps (KDACC), California Arts Council (CAC), and the State of California, their employees and agents, from any liability and/or responsibility concerning damage to or loss of materials submitted to the KDACC, CAC and the State of California, whether or not such damage or loss is caused by the negligence of the KDACC, CAC, the State of California, their employees and agents.

Yes, I certify.

Applicant Name:

Application Submitted On:

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ADDENDUM #2

KDACC REVIEWER CHEAT SHEET

LINK: [REVIEWER VIDEO GUIDE](#)
PASSCODE: Edk82D.5

STEP #1 - RANKING SCALE

Panelists review applications using the 6-point ranking scale below.

Link: [KDACC Ranking Scale](#)

6	Exemplary	Fully achieves the purpose of the program <i>Meets all of the review criteria and project requirements to the highest degree</i>
5	Strong	Strongly achieves the purpose of the program <i>Meets all of the review criteria and project requirements to a significant degree</i>
4	Good	Sufficiently achieves the purpose of the program <i>Meets all of the review criteria and project requirements to some degree</i>
3	Fair	Moderately achieves the purpose of the program <i>Meets most of the review criteria and project requirements</i>
2	Marginal	Minimally achieves the purpose of the program <i>Meets some of the review criteria and project requirements</i>
1	Weak	Does not achieve the purpose of the program; proposals that are not appropriate for this grant category <i>Inadequately meets the review criteria or project requirements</i>

STEP #2 - REVIEW APPLICATION *[Reviewer accesses applicants full application.]*

STEP #3 CONFLICT OF INTEREST

Please confirm if there is a conflict:

- Yes
- No

- If you have selected Yes/declared conflict, you may simply click Save and move to the next review on your list.
- If you have selected No/declared No Conflict, the Final Rank tab and fields under it will become available for your input. Please click Save prior to moving to the next review.

STEP #4 - REVIEW FORM *[Each focus area has a drop down menu for the reviewer to select the mandatory options and system performs average (mean) of reviewers' numerical ranking from focus areas 1 - 6 at the end of the ranking process.]*

Panelist rankings will focus on the following criteria:

- 1.) Focus on at least one of the four program areas;
- 2.) Project Design;
- 3.) Artist Involvement;
- 4.) Impact on Healthy Places Index;
- 5.) Community Engagement; and
- 6.) Budget

1. Focus Area

- Demonstrates understanding of grant guidelines including an emphasis on at least one of the four project focus areas, (1) public health awareness messages to stop the spread of COVID-19; (2) public awareness related to water and energy conservation, climate mitigation, and emergency preparedness, relief, and recovery; (3) civic engagement, including election participation; and (4) social justice and community engagement).

RECOMMENDED GRANT QUESTION(s) FOR CONSIDERATION: KDACC PROGRAM FOCUS, KDACC PROGRAM DESCRIPTION

(Mandatory) **Please enter your rank for this review criterion based on the Ranking Scale.**

- 6: Exemplary - Fully achieves the purpose of the program
- 5: Strong - Strongly achieves the purpose of the program
- 4: Good - Sufficiently achieves the purpose of the program
- 3: Fair- Moderately achieves the purpose of the program
- 2: Marginal - Minimally achieves the purpose of the program
- 1: Weak- Does not achieve the purpose of the program; proposals that are not appropriate for this grant category

Enter Rank (1-6): _____

(Mandatory) **Use one or more of the following responses in support of your rank**
[Dropdown menu of responses to choose from]

(5-6) Applicant strongly demonstrates understanding of grant guidelines including an emphasis on at least one of the four project focus areas.

(3-4) Applicant needs improvement in demonstrating understanding of grant guidelines including an emphasis on at least one of the four project focus areas.

(1-2) Applicant would benefit to learn how to demonstrate understanding of grant guidelines including an emphasis on at least one of the four project focus areas.

(Optional) **Additional comments via text box**

2. Project Design

- Demonstrates effective management through defined roles listed in the program personnel.
- Demonstrates the use of arts disciplines and artists to guide the project.
- Demonstrates a clearly defined project with a strong timeline indicating a beginning, middle, and end.
- Offers work samples to demonstrate effectiveness.
- When applicable, fiscal sponsor demonstrates effective fiscal management and sound relationship with the applicant organization.

RECOMMENDED GRANT QUESTION(s) FOR CONSIDERATION: KDACC PROGRAM DESCRIPTION, KDACC DETAILED TIMELINE, KDACC PROGRAM PERSONNEL, APPLICANT BIO, MISSION, CORE PROGRAMS + SERVICES, INDIVIDUAL ARTIST LETTER OF RECOMMENDATION, WORK SAMPLES, FOR ORGS ONLY - ORGANIZATION 2-YEAR FINANCIALS, FOR ORGS SEEKING FISCAL SPONSORS - LETTER OF AGREEMENT

(Mandatory) **Please enter your rank for this review criterion based on the Ranking Scale.**

6: Exemplary - Fully achieves the purpose of the program

5: Strong - Strongly achieves the purpose of the program

4: Good - Sufficiently achieves the purpose of the program

3: Fair- Moderately achieves the purpose of the program

2: Marginal - Minimally achieves the purpose of the program

1: Weak- Does not achieve the purpose of the program; proposals that are not appropriate for this grant category

Enter Rank (1-6): _____

(Mandatory) **Use one or more of the following responses in support of your rank**
[Dropdown menu of responses to choose from]

(5-6) Applicant strongly demonstrates effective management through a clearly defined project with an emphasis on one of the four project focus areas, the use of arts disciplines to guide the project, clearly defined jobs related to the program personnel biographies, and offers strong work samples to demonstrate effectiveness.

(3-4) Applicant needs improvement in demonstrating effective management through a clearly defined project with an emphasis on one of the four project focus areas, the use of arts disciplines to guide the project, clearly defined jobs related to the program personnel biographies, and offers strong work samples to demonstrate effectiveness.

(1-2) Applicant would benefit to learn how to demonstrate effective management through a clearly defined project with an emphasis on one of the four project focus areas, the use of arts disciplines to guide the project, clearly defined jobs related to the program personnel biographies, and offers strong work samples to demonstrate effectiveness.

(Optional) **Additional comments via text box.**

3. Artist Involvement

- Demonstrates the use of artists at every stage of the project design and execution.
- Indicates the specific art form(s) used within the project.
- Demonstrates how the artists' skills, expertise, and experience will be central to the goals of the applicant's project.

RECOMMENDED GRANT QUESTION(S) FOR CONSIDERATION: KDACC PROGRAM DESCRIPTION, KDACC PROGRAM PERSONNEL, KDACC DETAILED TIMELINE, APPLICANT BIO, MISSION, CORE PROGRAMS + SERVICES, INDIVIDUAL ARTIST LETTER OF RECOMMENDATION, WORK SAMPLES,

(Mandatory) **Please enter your rank for this review criterion based on the Ranking Scale.**

6: Exemplary - Fully achieves the purpose of the program

5: Strong - Strongly achieves the purpose of the program

4: Good - Sufficiently achieves the purpose of the program

3: Fair- Moderately achieves the purpose of the program

2: Marginal - Minimally achieves the purpose of the program

1: Weak- Does not achieve the purpose of the program; proposals that are not appropriate for this grant category

Enter Rank (1-6): _____

(Mandatory) **Use one or more of the following responses in support of your rank**

[Dropdown menu of responses to choose from]

(5-6) Applicant strongly demonstrates the use of artist involvement in their project, identifies the specific art form(s) used to within the project, and acknowledges how the artists skills, expertise, and experiences will assist in meeting their project goals.

(3-4) Applicant needs improvement in demonstrating the use of artist involvement in their project, identifies the specific art form(s) used to within the project, and needs improvement acknowledging how the artists skills, expertise, and experiences will assist in meeting their project goals.

(1-2) Applicant would benefit to learn how to demonstrate the use of artist involvement in their project, identifies the specific art form(s) used to within the project, and to learn how to

acknowledge the artists skills, expertise, and experiences will assist in meeting their project goals.

(Optional) **Additional comments via text box.**

4. Impact on Healthy Places Index

- Demonstrates a clear understanding of the Healthy Places Index (HPI) by indicating data points reflective of the lowest quartile of the HPI.
- Demonstrates how the program will serve communities living in the lowest quartile of the HPI.
- Demonstrates defined impacts and outcomes including the use of qualitative and quantitative tools to measure their project goals.

RECOMMENDED GRANT QUESTION(S) FOR CONSIDERATION: KDACC PROGRAM DESCRIPTION, KDACC PROGRAM PERSONNEL, KDACC DETAILED TIMELINE, KDACC ENGAGEMENT and SOCIAL IMPACT, KDACC PROGRAM EVALUATIONS, METRICS, and OUTCOMES

(Mandatory) **Please enter your rank for this review criterion based on the Ranking Scale.**

- 6: Exemplary - Fully achieves the purpose of the program
- 5: Strong - Strongly achieves the purpose of the program
- 4: Good - Sufficiently achieves the purpose of the program
- 3: Fair- Moderately achieves the purpose of the program
- 2: Marginal - Minimally achieves the purpose of the program
- 1: Weak- Does not achieve the purpose of the program; proposals that are not appropriate for this grant category

Enter Rank (1-6): _____

(Mandatory) **Use one or more of the following responses in support of your rank**
[Dropdown menu of responses to choose from]

(5-6) Applicant strongly demonstrates a clear understanding of the Healthy Places Index (HPI), defines how the program will serve communities living in the lowest quartile of the HPI, and how they will positively impact the HPI through impacts and outcomes including the use of qualitative and quantitative tools to measure their project goals.

(3-4) Applicant needs improvement in demonstrating a clear understanding of the Healthy Places Index (HPI), defines how the program will serve communities living in the lowest quartile of the HPI, and how they will positively impact the HPI through impacts and outcomes including the use of qualitative and quantitative tools to measure their project goals.

(1-2) Applicant would benefit to learn how to demonstrate a clear understanding of the Healthy Places Index (HPI), defines how the program will serve communities living in the lowest quartile of the HPI, and how they will positively impact the HPI through impacts and outcomes including the use of qualitative and quantitative tools to measure their project goals.

(Optional) **Additional comments via text box.**

5. Community Engagement

- Defines who their project will serve.
- Demonstrates how the project will impact communities in the lowest quadrant of the Healthy Places Index (HPI).
- Effectively explains outreach strategies for community engagement.
- Serves at least one of the 14 counties in the Central Valley region

RECOMMENDED GRANT QUESTION(S) FOR CONSIDERATION: KDACC PROGRAM DESCRIPTION, KDACC PROGRAM PERSONNEL, KDACC DETAILED TIMELINE, KDACC ENGAGEMENT and SOCIAL IMPACT, KDACC PROGRAM EVALUATIONS, METRICS, and OUTCOMES

(Mandatory) **Please enter your rank for this review criterion based on the Ranking Scale.**

- 6: Exemplary - Fully achieves the purpose of the program
- 5: Strong - Strongly achieves the purpose of the program
- 4: Good - Sufficiently achieves the purpose of the program
- 3: Fair- Moderately achieves the purpose of the program
- 2: Marginal - Minimally achieves the purpose of the program
- 1: Weak- Does not achieve the purpose of the program; proposals that are not appropriate for this grant category

Enter Rank (1-6): _____

(Mandatory) **Use one or more of the following responses in support of your rank**
[Dropdown menu of responses to choose from]

(5-6) Application strongly demonstrates who their project will serve, defines relevant and responsive outreach strategies to engage their community, specifically those living in the lowest quadrant of the Healthy Places Index, and serves at least one of the 14 counties in the Central Valley region.

(3-4) Applicant needs improvement in demonstrating who their project will serve, defining relevant and responsive outreach strategies to engage their community, specifically those living in the lowest quadrant of the Healthy Places Index, and serving at least one of the 14 counties in the Central Valley region.

(1-2) Applicant would benefit to learn how to define who their project will serve, defining relevant and responsive outreach strategies to engage their community, specifically those living in the lowest quadrant of the Healthy Places Index, and serve at least one of the 14 counties in the Central Valley region.

(Optional) **Additional comments via text box.**

6. Budget

- Demonstrates budget breakdown of the 80/20 split.
 - Sub-grantees may use up to twenty percent (20%) of the grant award for administrative costs and costs associated with program design and implementation.
 - Eighty percent (80%) of funds must either be granted directly to individuals or used by nonprofit sub-grantees to hire individual artists.
- Demonstrates clear understanding of what the KDACC does and does not fund.
- Demonstrates clear relationship between expenses listed in the project description and project budget.

RECOMMENDED GRANT QUESTION(S) FOR CONSIDERATION: KDACC GRANT REQUEST AMOUNT, KDACC PROGRAM DESCRIPTION, KDACC PROGRAM PERSONNEL, KDACC DETAILED TIMELINE, FOR ORGS ONLY - ORGANIZATION 2-YEAR FINANCIALS, KDACC BUDGET, WHAT WE DO NOT FUND DOCUMENT

(Mandatory) **Please enter your rank for this review criterion based on the Ranking Scale.**

- 6: Exemplary - Fully achieves the purpose of the program
- 5: Strong - Strongly achieves the purpose of the program
- 4: Good - Sufficiently achieves the purpose of the program
- 3: Fair- Moderately achieves the purpose of the program
- 2: Marginal - Minimally achieves the purpose of the program
- 1: Weak- Does not achieve the purpose of the program; proposals that are not appropriate for this grant category

Enter Rank (1-6): _____

(Mandatory) **Use one or more of the following responses in support of your rank**
[Dropdown menu of responses to choose from]

(5-6) Application strongly demonstrates clarity of the 80/20 budget split, understanding of what the KDACC can and cannot fund, and a clear relationship between expenses listed in the project description and project budget.

(3-4) Applicant needs improvement in demonstrating clarity of the 80/20 budget split, understanding of what the KDACC can and cannot fund, and a clear relationship between expenses listed in the project description and project budget.

(1-2) Applicant would benefit to learn how to clarity of the 80/20 budget split, understanding of what the KDACC can and cannot fund, and a clear relationship between expenses listed in the project description and project budget.

(Optional) **Additional comments via text box.**

Average Rank: *[System performs average (mean) of reviewers' numerical ranking from focus areas 1 - 6]*

Average Rank (1-6): _____

STEP #5 - FINAL RANK *[Reviewer enters final rank as a whole number]*

IT IS RECOMMENDED THAT FINAL RANKS ARE NOT ADDED UNTIL ALL PRELIMINARY RANKS HAVE BEEN COMPLETED. ONCE A PANELIST SUBMITS THEIR FINAL RANK THEY CANNOT EDIT THEIR FINAL SCORE.

Final Rank Instructions

You are viewing this page because your Initial Rank has been submitted. You are almost complete with this review!

Final ranks are the overall rank assigned to an application by each reviewer. Your initial ranks for each review criteria were calculated into an average rank at the bottom of the Review Form tab. You can use this Initial rank to select your Final Rank as a whole number. It is important to remember the application's adherence to the grant program guidelines.

Note: Please confirm your selection prior to submission. If you submit a Final Rank in error, please alert the KDACC team immediately.

Final Rank:

Please enter a whole number between 1 - 6.

2023 GRANT REVIEW PANELIST HANDBOOK

ADDENDUM #3

California Arts Council Grants

What We Do Not Fund



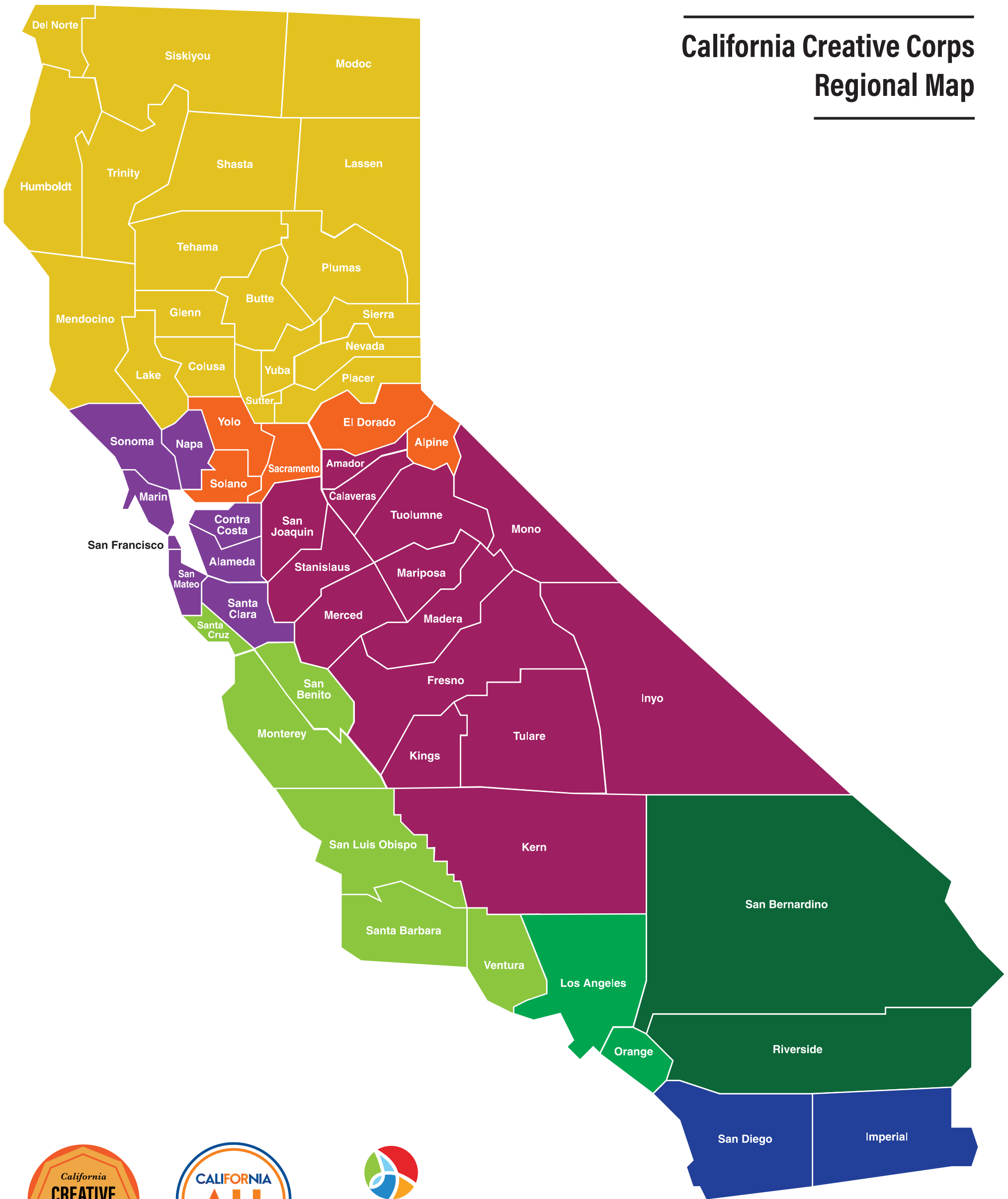
- As applicants:
 - State agencies
 - Federal agencies
 - Non-arts organizations not involved in arts activities
 - For-profit organizations
- Nonprofit organizations not in “good standing” with California Secretary of State
- Former grantee organizations not in compliance with CAC grant requirements, such as failing to submit a final report (as stipulated in grant agreement)
- Expenses incurred before the start date or after the ending date of the Grant Activity Period
- Expenses that would supplant other state funding*
- Operational, administrative, or indirect costs of schools, colleges, or universities
- Fundraising activities or services such as grant writing, annual campaigns, or fundraising events
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation
- Programs or services intended for private use, or for use by restricted membership (including programs that require college or university enrollment for participation)
- Projects with religious purposes
- Trusts, endowment funds, or investments
- Construction projects, purchase of land and buildings, or capital expenditures used to maintain, upgrade, acquire, or repair capital assets
- Equipment purchases (equipment rentals are eligible)
- Debt repayment
- Hospitality expenses, meals, or food
- Out-of-state travel

*Neither the award nor the match may be used to supplant other state funding, including salaries of state employees or general operating expenses of school districts, County Offices of Education, or publicly funded schools, colleges, or universities.

2023 GRANT REVIEW PANELIST HANDBOOK

ADDENDUM #4

California Creative Corps Regional Map



- | | | |
|--------------------------|----------------------------------|-----------|
| Upstate | Central Valley & Eastern Central | Far South |
| Capital | Central Coast | |
| Bay Area - Other | South - Los Angeles & Orange | |
| Bay Area - San Francisco | Inland Empire | |