LA County ARTS & CULTURE

L.A. County Department of Arts and Culture
Organizational Grant Program
Panelist Review Guide

Applications will be reviewed and scored entirely online without the need to print forms and make handwritten notes. Application review for the Organizational Grant Program (OGP) program will be conducted in the SurveyMonkey Apply system. Utilizing SurveyMonkey Apply (SMApply), you can review and score applications from anywhere you have internet access including your phone or device.

Please follow these steps to activate your account and begin the review of OGP applications.

Access to the Panelist Account

In the email sent to you with panelist materials, you should have received a **user email and password for logging into the Survey Monkey Apply System**. If you did not receive it, please contact the Grants Manager, Rosalyn Escobar at rescobar@arts.lacounty.gov.
- Access the Survey Monkey Apply system at this link: https://apply-lacdac.smapply.io
- Enter the user email and password sent to you by grants staff

Once you are logged into the system, you will see the review dashboard, from here click on **Review Applications**. This will send you to the **Reviewer Dashboard**.

Navigating the Review Dashboard

The reviewer dashboard shows the total number of applications to be reviewed in a sortable list. In order to view the applications you've been assigned, click the green "Start" button. Please reference the *Applicant Roster*, which lists the applications in the order they will be reviewed. Note that you may need to increase the number of applications you can see per page by clicking on the "10 per page" dropdown menu at the bottom of the list of applications and increasing the number of applications to see all the applications you were assigned on the screen.
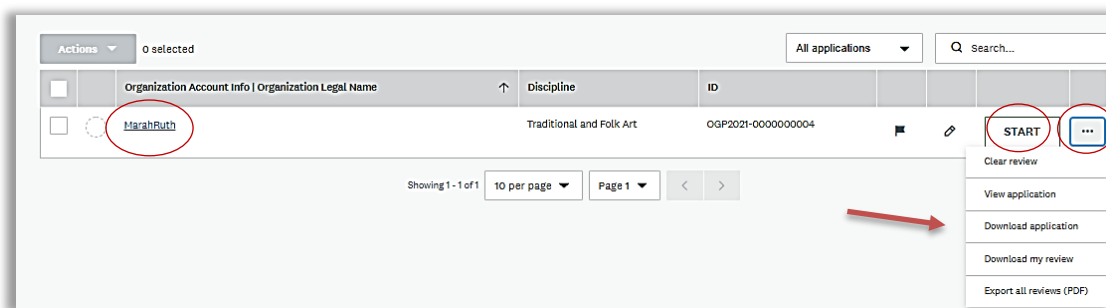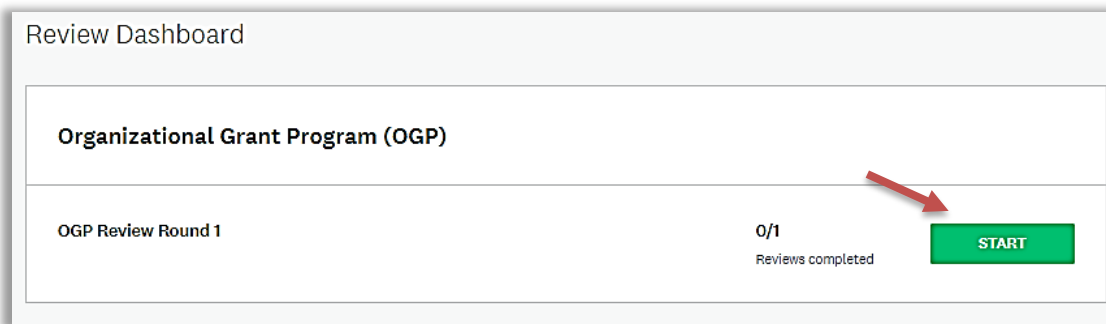
TIPS:
To begin the review, click "START".

To download a PDF of an application, click on the button with three dots "…", then select "Download Applications".
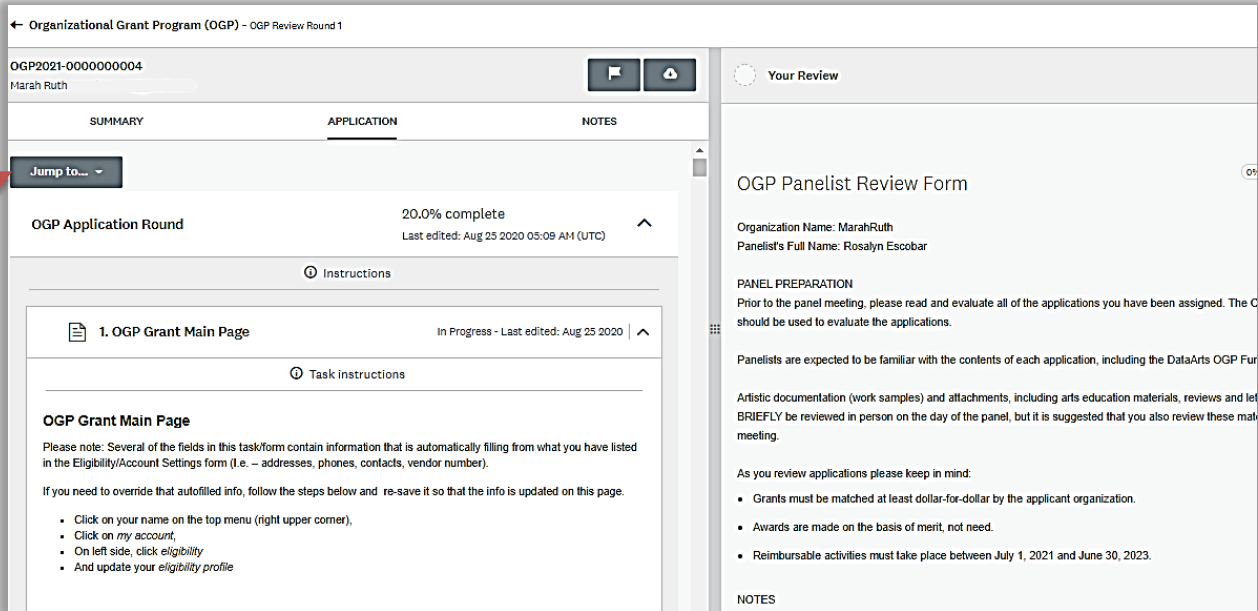
Once you have completed reviewing all of your applications, download your scores; click on the "Export all reviews (PDF)" button to download all of your scoresheets with comments as PDFs.

To begin your review, **click on the name of the application in blue or click START on the application you would like to select.**

Completing Your Review: Dual Screen

Once you start the application or click on the name of the applicant, you will see a split screen. The application and support materials will load on the left side of your screen, while the review form (also called a scoresheet) will be visible on the right.

TIP:

Drop-down menu for switching to a different page.

Above is the split-screen view as it will appear on your computer or device.

A drop-down menu allows you to toggle through each section of the full application. Click on "Jump to…" to see a list of every section of the application. Each of the support materials will be viewable inside the application.

To **begin making comments and scoring the application**, use the panelist review form on the right side of the screen. Review criteria are included for convenience to guide you through the review. Scroll down to the first comment and scoring fields to begin.

At the bottom of the first page of the review form you will see **"Save Draft" and "Save & Continue"** buttons. You may use these buttons to save your work and continue at a later time or continue to the next page.
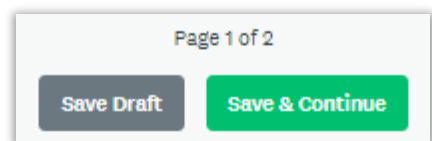
For each criterion you will provide comments and one score. The **total score** will be viewable on the second page of the review form. This is the sum total for each criteria.

Selecting "➤" **from the top right corner** will allow you to skip to the next application in your panel review. Do not click on that button **without saving your work**.

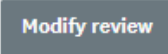## Reviewing Artistic Samples, Financial & Support Materials

All artistic samples, financial and supporting documentation can be accessed by clicking on the link for the file in the application. Find the appropriate section of the application in the "Jump to…" menu to review the video, images or documentation in a full pop-up screen or download and open the file.

Confirming & Completing a Review Form

To **complete the review** of the application you are viewing, click **"Save as draft" or "Mark as complete" on the last page**. **Be sure to save your notes before moving to the next application. The comments and scores are editable after completion.**

To edit scores or comments at a later time, click into the application and return to the review form you wish to edit; at the bottom of the page, click on the "Modify review" button and edit the score or comment you wish to change. Remember to click **"Save as draft" or "Mark as complete"** to save your changes.

Click "**Organizational Grant Program (OGP) - OGP Review Round 1" on the upper left side of the screen to go back** to the Reviewer Summary landing page where you began.

Technical Difficulties

If you encounter any technical difficulties, please contact Rosalyn at rescobar@arts.lacounty.gov or 323-447-4749 for support.

Thank you for participating in our OGP panel review!