

# 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.

Review Dashboard	
	TIPS:
Organizational Grant Program (OGP)	To begin the review, click "START".
OGP Review Round 1 0/1 START Reviews completed	To download a PDF of an application, click on the button with three dots "…", then select "Download Applications".
Actions     O selected     All applications     Q search       Organization Account Info   Organization Legal Name     D iscipline     ID     Image: Constraint of the second secon	Once you have completed reviewing all of your applications, download your scores; click on the "Export all reviews (PDF)" button to download all of
Download application Download my review Export all reviews (PDF)	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.

	← Organizational Grant Program (OGP) - OGP Review Round 1				
	OGP2021-000000004 Marah Ruth		F d	•	Your Review
	SUMMARY	APPLICATION	NOTES		
TIP: Drop-down menu for switching to a different page.	OGP Application Round	© Task instructions contain information that is automatically filling fin esses, phones, contacts, vendor number). he steps below and re-save it so that the info is in	edited: Aug 25 2020	-	OGP Panelist Review Form     Organization Name: MarahRuth     Panelists Full Name: Rosalyn Escobar     PANEL PREPARATION     Prior to the panel meeting, please read and evaluate all of the applications you have been assigned. The C     should be used to evaluate the applications.     Panelists are expected to be familiar with the contents of each application, including the DataArts OGP Fur     Artistic documentation (work samples) and attachments, including arts education materials, reviews and let     BRIEFLY be reviewed in person on the day of the panel, but it is suggested that you also review these mat     meeting.     As you review applications please keep in mind:     Grants must be matched at least dollar-for-dollar by the applicant organization.     Awards are made on the basis of merit, not need.     Reimbursable activities must take place between July 1, 2021 and June 30, 2023.
					NOTES

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

Your Review		
31-35: Outstanding		
27-30: Above average		
21-26: Average		
16-20: Below average		
1-15: Poor		
0: Doesn't qualify		
	Comments/Questions/Concerns/Recommendations	Preliminary Score
Evaluate this application in light of the OGP review crtieria (above).		_ <b>v</b>
CRITERION 2: ORGANIZATIONAL READINESS/MANAGERIAL EX		

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 <u>rescobar@arts.lacounty.gov</u> or 323-447-4749 for support.

## Thank you for participating in our OGP panel review!