

The LA County Department of Arts and Culture utilizes SMAApply, an online grant management system to provide a more streamlined and user-friendly experience for applicants and reviewers. Applications are reviewed and scored entirely online without the need to print forms and make handwritten notes.

Access to the Panelist Account

Panelist materials were sent via the panel confirmation email. If you did not receive it, please contact ciag@arts.lacounty.gov.

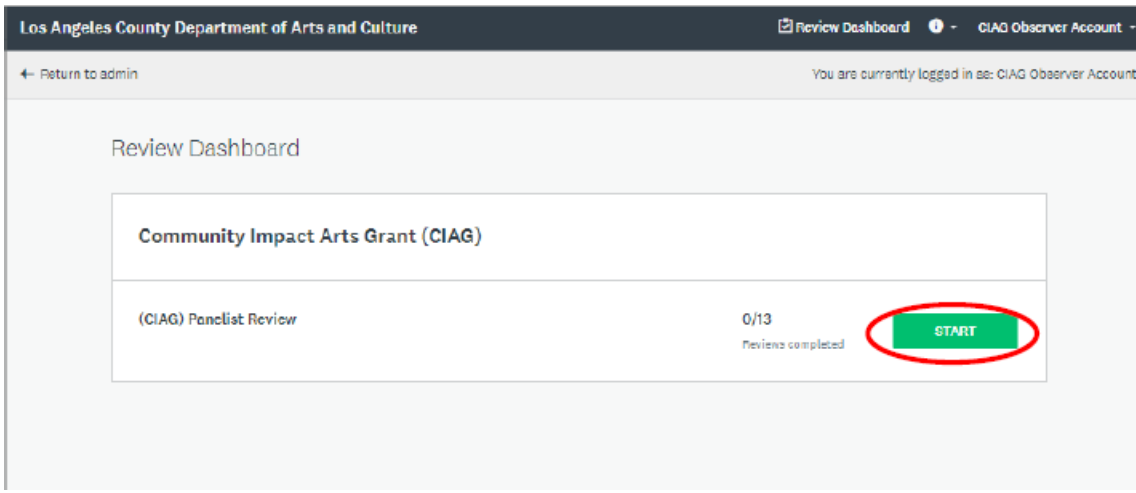
- SMAApply is accessible via this link: <https://apply-lacdac.smapply.io/>
- Input your user email and password and if prompted, select “reviewer” to begin using your panelist account.
- If this is your first time using SMAApply, you should have received a welcome link in an email with instructions on how to create your account. If you did not receive this email, please contact ciag@arts.lacounty.gov.

The screenshot shows the SMAApply login interface. At the top is the 'Apply' logo. Below it, the text 'Log in with' is centered above three social media login buttons: Facebook (blue with 'f'), Twitter (light blue with bird icon), and Google (red with 'G'). Below these is a horizontal line with 'OR' centered. Underneath is an 'Email' label followed by an input field. Below that is a 'Password' label followed by an input field with a toggle icon. To the right of the password field is a 'Forgot your password?' link. At the bottom is a large green button with the text 'LOG IN' in white.

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

Navigating the Reviewer Dashboard

The reviewer dashboard organizes CIAG applications for your assigned panel. In order to view the applications you've been assigned, click the green “Start” button.

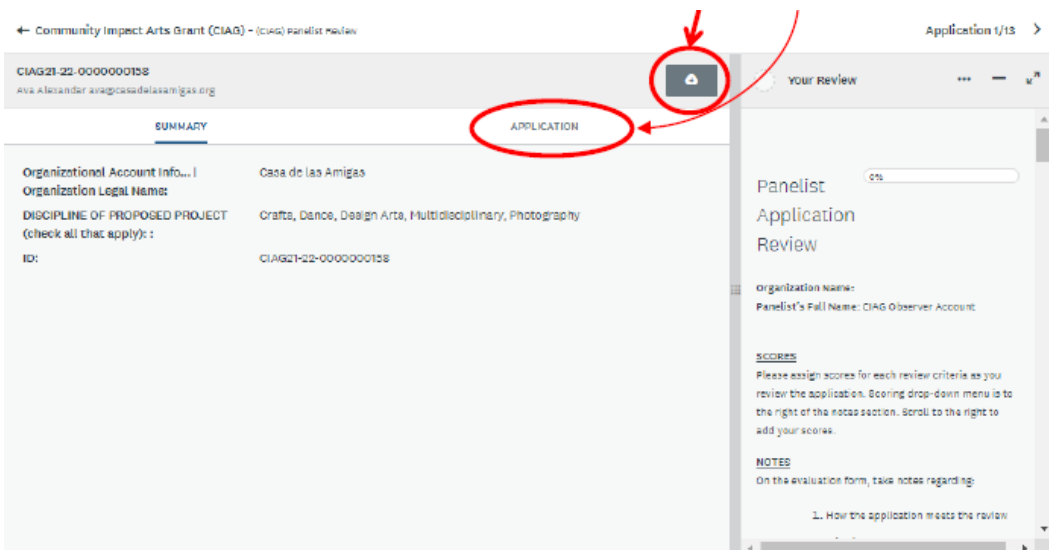


Reviewing the Applications

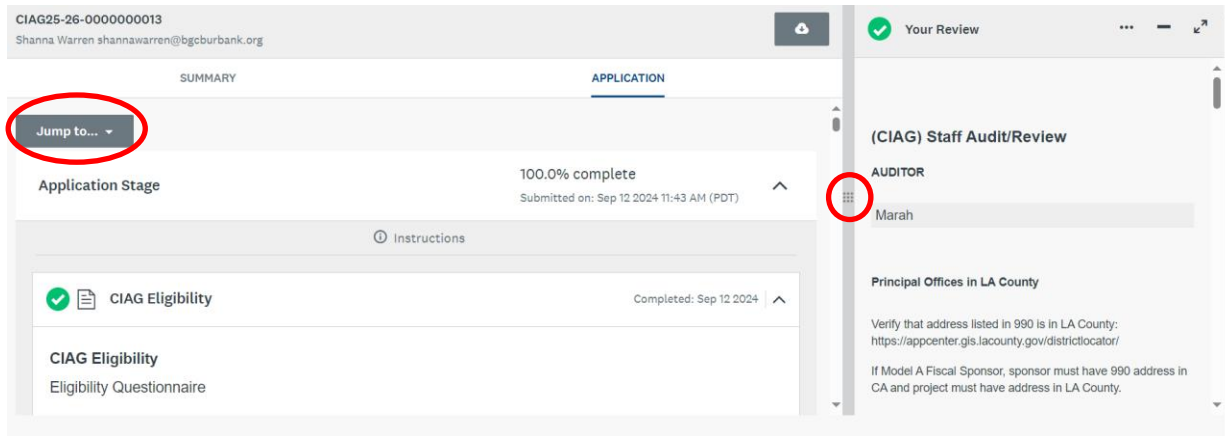
To review the applications, click the “START” button to open the review/application split-screen. You will only see the applications you have been assigned. Only review the applications included in your Application Roster.

Actions	0 selected	All applications	Search...
<input type="checkbox"/>	Organizational Account Info... Organization Legal Name	DISCIPLINE OF PROPOSED PROJECT (check all that apply):	ID
<input type="checkbox"/>	Casa de las Amigas	Crafts, Dance, Design Arts, Multidisciplinary, Photography	CIAG21-22-000000138
<input type="checkbox"/>	Coalition for Humane Immigrant Rights	Media Arts	CIAG21-22-000000133
<input type="checkbox"/>	Koreatown Youth and Community Center, Inc.	Design Arts, Folklife/ Traditional Arts, Humanities, Literature, Media Arts, Multidisciplinary, Photography	CIAG21-22-0000000161
<input type="checkbox"/>	LA Promise Fund	Media Arts	CIAG21-22-0000000142

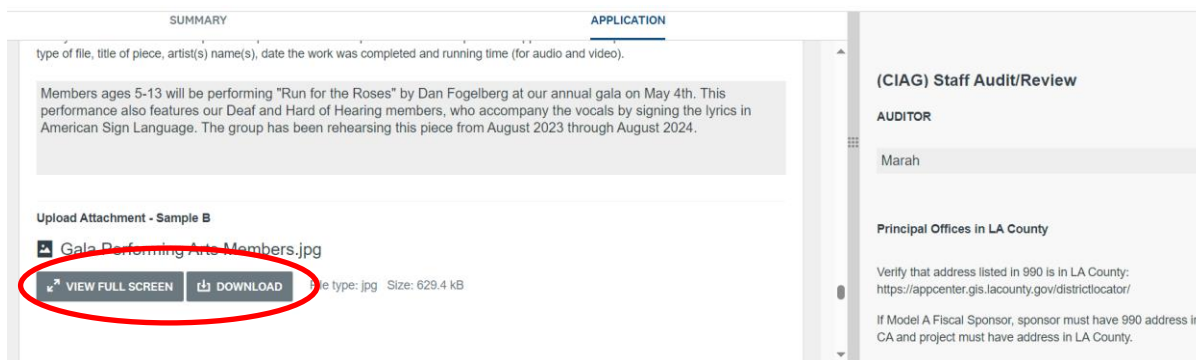
Once you click on the “START” button, you will be redirected to the organization summary. Select “APPLICATION” to review the application details and start scoring. You have the option to download the application in its entirety by clicking the download icon.



Once in the application, you can use the “Jump to…” option to quickly navigate between application sections to find what you are looking for. Additionally, click on the dots in the center divide, and drag right or left to make either side of your split-screen larger.



In the support materials section, you can opt to view uploaded artistic samples in a full-screen pop-up, or download to your computer. If the pop-up view isn't working, please download to view the sample. If you have any issues please contact ciag@arts.lacounty.gov



There are five (5) review criteria for which you will be scoring, as well as entering notes and feedback. You must provide notes that justify the score you provided. Once you have recorded all your scores and corresponding notes, click the “Save & Continue” button.

	Comments/Questions/Concerns/Recommendations	Score
Evaluate each application in light of the CIAG review criteria (above) and your knowledge of the arts discipline and/or nonprofit field.		<div style="text-align: center;"> --- ▼ </div>

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Save Draft Save & Continue

This will take you to page 2 of the review form, where you will see your overall score for the application you just reviewed. Scores are calculated out of 100, if the score seems low, please go “Back” and check that all five criteria have been scored. When you are done, you may “Save Draft” in order to continue editing and making changes as you work through the assigned applications.

Once you are satisfied with your scores, please “Mark as Complete” so your scores and comments can be downloaded prior to your panel meeting. You will still have the ability to update and make changes to your final scores on the day of panel.

Technical Difficulties

If you experience difficulties at any time during review, please contact ciag@arts.lacounty.gov. **Thank you for your efforts and expertise.**