



Reviewing Applications: Process Overview

The Maine Arts Commission places a high value on artistic excellence and social impact of awardees. In addition to this the Commission holds to the strictest standards of transparency and equity when reviewing the materials. If any part of this process seems questionable please bring it to the attention of the staff member administering the review.

Preparing for the Meeting

All reviewers must read and evaluate **all** of the applications before the meeting. Please set aside several hours for this activity. You should be fully prepared on the day of the review to discuss your opinions.

If you find that any application holds a conflict of interest for you please let the Maine Arts Commission know before the start of the meeting. If you have questions contact the Maine Arts Commission. Under no circumstances contact the applicant about their application.

Evaluating the Proposals

Each panelist should bring their own laptop to access the GMS during the review. If you need a laptop to be provided, bring this to the attention of the administering staff member as soon as possible.

Applicants who meet the minimum standard for eligibility are included in this review. The agency does not form opinions on the appropriateness or caliber of the applications. The panel may determine that an application is not properly aligned with funding program or that it is too poorly conceived to merit review.

It is useful to evaluate the proposals in terms of strengths and challenges based on the application materials.

Grant applications will have reviewers discuss each of the narrative questions point-by-point in terms of strengths and challenges. At the end of the discussion the reviewers will score each narrative question. While the conversations are public, the scoring is private. For scoring the largest number is equivalent to the best score.

Process for the In-Person Meeting:

1. An application is accessed in the GMS on the reviewer's laptop or as a PDF document
2. The application is introduced by the meeting facilitator
3. Reviewers engage in an evaluative conversation about the application
4. The meeting facilitator asks for any final comments
5. Reviewers score each of the application questions based on the review criteria in the GMS
6. The next application is introduced by the meeting facilitator

Making Funding Decisions

Panelists do not make funding decisions. They evaluate the quality of the applications and recommend awardees through the scoring process to the Maine Arts Commission board.

Final Approval

The Commission Board reviews the minutes and approves the process. Their approval releases funding to be allocated. Awards are not official until approval by the Commission Board.