

# SW MN Arts Council

## Grant Panelist Orientation

### PART 6: Panel Meeting & Discussion Tips

#### PANEL MEETING

This year, we plan to do most panel meetings virtually, rather than in person.

#### **What to expect on the day of the panel:**

- Make it a point to be a little early, so that the meeting can start on time.
- SMAC staff and panelists will introduce themselves.
- Orientation & conflicts of interest
  - Staff will remind panelists of the scoring criteria for the grant program, to be aware of personal biases, and how the discussion and scoring will work
  - Staff will share the conflicts of interest that panelists noted in the grant system.
- Discussion of applications
  - Panelists will spend time discussing each application, focusing on important points related to the criteria.
  - Panelists' spoken comments will be taken down by the staff recorder. The comments entered in the grant system before or during the discussion will also be added to the meeting's minutes.
  - If you have a conflict of interest with an application, you must turn off your video and mute yourself (or leave the room, if in person) while that application is being discussed.
  - After discussing an application, panelists are given a little time to adjust scores.
- There will be breaks built into the agenda, but feel free to take a break at another time if needed.
- The meeting will finish with panelists giving feedback about the application/evaluation process for the grant program.

#### TIPS FOR PANEL DISCUSSION

- Give your full attention to the discussion; limit distractions; no phone usage.

- Share comments supporting the scores you have chosen, especially if you think you may be an outlier.
- There is no need to repeat what someone else has already said, but let us know if you agree with others' comments or not.
- Recognize any biases you may have and how they could be affecting your comments.
- Don't rewrite the application – you're an evaluator rather than a consultant, so avoid saying, "I wish they had . . ." or "they should have . . ."

Most importantly, stay grounded in the guidelines and criteria, and score based on what has been provided for you in the application, not on what you have heard or experienced.