

# **SW MN ARTS COUNCIL GRANT PANELISTS NEEDED**

The SMAC Board of Directors seeks panels of artists, arts administrators, arts volunteers, and arts appreciators representing multiple artistic disciplines from throughout the SMAC geographic region and from all our communities including BIPOC, people with disabilities, and LGBTQIA2S+ individuals.

Please read the following section on grant panel responsibilities, then go to [www.swmnarts.org/about/become-a-grant-panelist/](http://www.swmnarts.org/about/become-a-grant-panelist/) to download your **Grant Review Panelist application form**. For more information, contact SMAC at [info@swmnarts.org](mailto:info@swmnarts.org).

## **RESPONSIBILITIES:**

### **About the Panel position:**

- The board seeks to find panelists from throughout the SMAC geographic region representing a balance of members with backgrounds in each of the artistic disciplines and representing artists, arts organizations, schools and the community at large, including members of our BIPOC communities, people with disabilities, and LGBTQIA2S+ individuals
- Once you have served as a panelist, you will likely be invited back to serve again in the future

### **Compensation:**

- Mileage is reimbursed at the current year's standard rates per mile (when meetings are held in person).
- Breakfast, lunch, and beverages are provided by SMAC when appropriate (when meetings are held in person).
- Individuals serving on a grant review panel will receive a stipend of **\$75** in addition to their mileage reimbursement.

### **About Panel meetings:**

- Meeting length is dependent on number of applications. Agenda will contain time recommendations.
- Attendance is crucial (a quorum of five panel members is required).
- Panelists must notify staff well in advance if unable to attend.

### **About Panel responsibilities:**

- Position is an active, working one.
- Responsible for understanding program goals and objectives.
- Panelists log-in to SMAC's online grant system to read grant applications and do preliminary scoring based on the criteria for the particular grant program. Then they meet to discuss the applications, finalize their scores, and make a funding recommendation to the SMAC Board of Directors.
- Panelists must declare any conflict of interest at the beginning of each meeting. If a conflict of interest exists, the panelist must abstain from discussion and voting on that application.
- An individual cannot serve on the Individual Artist or Artist Equity grant panel if they have applied within that same grant round.
- Panel only has recommendation powers. The SMAC Board of Directors makes final decisions.
- Panelists must agree not to discuss the recommendations of the panel to the board prior to the board action on those recommendations.