



Grant Review Panelists Needed

The SMAC Board of Directors continually seeks artists, arts administrators, arts teachers, arts volunteers, and arts appreciators to serve on its grant review panels. SMAC looks for a mix of individuals from across our Southwest Minnesota region, from all communities – including BIPOC, people with disabilities, and LGBTQIA2S+ individuals – and representing all artistic disciplines. Panelists share their knowledge and expertise in the arts or nonprofit management and their ability to interpret grant guidelines and review criteria equitably and fairly.

For more information about SMAC grants, explore the Grants menu at www.swmnarts.org.

The Panel Process

- Panelists have approximately two weeks to read a group of applications and assign preliminary scores within SMAC's online grant system. Scoring is based on criteria for the particular grant program.
- Then the panel, a group of approximately 7 individuals, meets to discuss the applications, finalize their scores, and make funding recommendations to the SMAC Board.
- The SMAC Board of Directors makes the final funding decisions. Grants are awarded in ranked order to applications meeting the criteria, to the extent of funds available.
- Comments from the panel (which remain anonymous) are passed on to applicants, whether funded or not.

Panel Meetings

- Most panel meetings are held virtually via Zoom. However, panelists reviewing monthly Quick Support and Arts in the Schools applications complete their scoring and comments on their own and do not meet for discussion.
- Meeting length depends on the number of applications received. The meeting agenda will give an estimate of time. Most often a panel meets for an hour or two on a weeknight evening or a Saturday morning.
- Panel meetings are a great way to network with other arts-interested individuals and learn about arts events around the SW MN region.

Compensation

- Grant panelists will receive a stipend of \$75 per round of applications they review.

How to Become a SMAC Panelist

1. Read about our panel process and responsibilities (this document).
2. Read and sign our [Conflict of Interest](#) policy.
3. Fill out the panelist application form at <https://swmnarts.org/who-we-are/become-a-grant-panelist/> or download and fill out the application in [Word doc](#) format.
4. Submit your completed application, resume (optional), and signed Conflict of Interest document by using the online form linked above, emailing them to info@swmnarts.org, or mailing them to SW MN Arts Council, PO Box 55, Marshall, MN 56258.

Please contact us if there are any accommodations we can provide to enable your participation.

Southwest Minnesota Arts Council
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