OHIO ARTS COUNCIL
NOMINATION FORM for PANEL MEMBERSHIP

Please use this form to nominate an individual to serve on an Ohio Arts Council (OAC) grant review panel. Nominations may be made by any interested individual or organization in Ohio, and are accepted year-round. You may nominate yourself. Nominations must include the following:

- a statement of the nominee's qualifications, specifically addressing panel membership criteria
- name of the panel(s) to which the individual is being nominated
- a copy of the nominee's current résumé

NOMINATOR'S NAME _____

Address _____

_____

Home Phone ( ) _____ Business Phone ( ) _____

Signature _____

NOMINEE'S NAME _____

Address _____

_____

Home Phone ( ) _____ Business Phone ( ) _____

E-mail address _____

Options for PANEL service (check one or more):

☐ Sustainability ☐ Arts Partnership
☐ Artist in Residence ☐ Project Support – General & Creative Economy
☐ Arts Access ☐ Traditional Arts Apprenticeships
☐ Artists with Disabilities Access

Please state how the nominee's qualifications meet panelist selection criteria (listed on reverse) and why you think this person would be a good OAC grant review panelist.

_____
_____
_____
_____
_____
_____

☐ Nominee résumé included ☐ I will forward nominee résumé later to complete this nomination

Please return to Justin Nigro, Ohio Arts Council, 30 East Broad Street, 33rd Floor, Columbus, Ohio, 43215; fax to 614/466-4494; or e-mail to justin.nigro@oac.state.oh.us.

OVERVIEW

Panelists play a critical role in the grant-making procedures and policy development of the Ohio Arts Council (OAC). Their contributions of time and expertise allow them to: ensure a fair, transparent and thoughtful decision-making process for grant awards; support the state in its efforts to recognize and reward excellent artists, arts and cultural organizations and schools through monetary grants; gain increased awareness of the state's cultural assets, and; network with other professionals with similar interests and/or fields of study.

PANELIST SELECTION CRITERIA

OAC panelists are selected based on these criteria:
- Professional qualifications and breadth of experience
- Broad-based knowledge of the arts at the community, state, national and/or international level
- Ability to clearly articulate applications' strengths and weaknesses based on OAC scoring criteria
- Past performance as a panelist and/or peer recommendation
- Ability to work well in a group

Each panel represents diversity in a variety of areas, including:
- Gender, age, race, ethnicity and disability, reflecting Ohio's overall diversity
- Geographic distribution representing all regions of Ohio including both urban and rural areas
- Artistic disciplines and sub-disciplines (for multi-disciplinary panels)
- Organizational budget size, to include small, medium and large institutions
- Arts organization structure including board members, administrators, artistic directors, education specialists and others, as well as individual artists

PANEL RECOMMENDATION and REVIEW PROCESS

1. Prospective panelists are contacted by OAC staff to discuss panel service and confirm their availability. The OAC Board approves panel service and the executive director invites them to serve.

2. Several weeks before the panel meeting, application packets are mailed to panelists; those packets include: meeting logistics, copies of all applications to be reviewed, information on evaluation/scoring and instructions on using the OnLine Grant Application system (OLGA).

3. Panelists read all applications prior to attending the panel meeting and make preliminary comments and estimate scores for each application through the OLGA system.

4. Panels meet in Columbus for one to three days depending on the program and the number of applications received. During each meeting:

    a. Staff conducts an orientation session (closed to the public) to review processes, discuss policies and answer questions. Work samples and support materials are also reviewed.
    b. During the application review (open to the public), panelists present, discuss and vote on each application using the program's review criteria to assess its worthiness of funding.
    c. Following the meeting, the staff tabulates panel scores and summarizes comments for each application. Each program's scoring system then determines which applications are ultimately recommended to the OAC Board for funding consideration.

5. Following the meeting, panelists receive a one-time honorarium to cover the service fee/costs associated with their attendance and service at the meeting. No travel is reimbursed to panelists.

6. Panelists may serve on an OAC panel for up to four consecutive years after which they must sit out for at least two years before serving again.

For more detailed information please refer to the OAC Panel Handbook online at:
www.oac.state.oh.us/grantsprogs/StaticPages/OACPanelHandbook.pdf