

## Application Review Process

**Allocations Committee** The Allocations Committee shall consist of twelve to fifteen panelists, who represent the interests of both corporate and individual donors to the Arts Fund. Members of the Allocations Committee shall serve a term of three years. There shall be no officer of a funded member organization on the committee.

**Evaluation** Panelists evaluate and individually rate each application based on the information provided in the application, support material, and how the application relates to the Evaluation Criteria. Panelists also provide written comments on each application. An average score for each application is calculated.

**Determining Grant Amount** The allocation of funds is determined after the Arts Fund budget has been approved by the AAC Board of Directors. Funding for each application is determined by a funding formula based on the average score as a percent of request.

The funding formula uses the average score, request amount, and available funding to calculate each application's funding. For example, if an organization received an average score of 85% (out of 100%) and requested \$5,000, then the maximum award that the organization could receive would be 85% of \$5,000 or \$4,250. This formula is applied to each application. If the total of the maximum award amount exceeds the available funds for that panel, then the funding formula is applied again (85% of \$4,250 or \$3,613) and again (85% of \$3,613 or \$3,071). This continues until the total equals the funds available for that grant program.

The panel's recommendations of average scores and subsequent funding are presented to the AAC board for approval.

**Notification** Following the board approval, AAC sends written notification to applicants of the AAC board funding decisions. This notification will include panel comments and may include recommendations and/or grant stipulations. This feedback can be helpful for organizations to improve their arts programming, community outreach, and/or professional development.

**Panel Meetings** The allocations committee will meet twice. At the first meeting the panelists receive the grant applications and review the judging criteria and evaluation form. After the panelists have submitted their scores the committee meets to discuss and possibly change the average scores presented and the compiled written comments. The meeting is concluded with a discussion on policy and issues.

**Reconsideration Policy** Any decision regarding allocations, organizational fund raising or special requests may be appealed to the Council by any applicant or funded organization. The appeal shall be in writing from the governing board of the organization making the appeal. A response to the appeal from the Council will be made to the organization within forty-five (45) days of receipt of the formal appeal.