

**SITE VISIT AND LEAD READER RESPONSIBILITIES AND INFORMATION FOR PANELISTS**

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**ASSIGNMENTS**

In order for the Council to assure all applicants a fair, informed, and equal review *it is imperative that you complete these assignments prior to the panel meeting.*

Some applicants may have requests pending with other MSAC panels, so please be sure to identify the panel you represent when you contact organizational representatives.

**IN-DEPTH SITE VISIT FOR GENERAL OPERATING AND ARTS PROGRAM GRANTS**

**The in-depth evaluation requires that you meet with organizational personnel** and/or project directors to develop an informed opinion about how the proposed activities meet each of the criteria by which the application will be judged. Please arrange your visits in-depth for a time after you receive the panel books. If this is not possible, please contact me.

Your in-depth on-site discussions with applicants must cover each of the pertinent criteria, as outlined on the in-depth evaluation report form, but need not reiterate the application questions themselves. You may ask whatever questions will best enable you to measure the applicant and its proposed activities against the criteria. Please contact me if you need suggestions for questions that will help you gather this information. To help you prepare for your in-depth evaluation, please read the applicant's grant application in your panel books.

**ARTISTIC SITE VISITS FOR GENERAL OPERATING AND ARTS PROGRAM GRANTS**

**Artistic site visits require that you attend a performance or an exhibit.** Artistic evaluations do not require a conversation with organizational or project personnel, but should include attending an event such as a performance or exhibit, visiting a facility, or other steps to acquire a first-hand familiarity with the quality of the applicant's arts activities. Feel free to contact the assigned applicant for a schedule of events or suggested events occurring before the panel meeting, but keep in mind that many project proposals involve activities which will not take place for some time. In these cases, speaking with project personnel or examining documentation of similar completed activities is sufficient.

If you plan to visit a class or other small group activity, please call ahead so that the activity is not disturbed by an unannounced visitor.

**LEAD READER FOR BASIC GENERAL OPERATING AND ARTS PROGRAM GRANTS**

Basic Grant applicants receive no site visits or but do receive a telephone interview from the panelist assigned as their lead reader. Panelists assigned are responsible to thoroughly read the application and complete the written evaluation based on the information found in the application.

**EVALUATION FORMS**

You are required to complete one of the enclosed evaluation forms for each assigned artistic, in-depth or lead ready assignment. Please type the report. We ask that **you articulate your responses carefully and completely** as the reports become part of the organization's permanent file. Please email me the form once you complete it so I can keep track of our progress.

**PANELIST’S ROLE**

Your role in these evaluations is to gather a first-hand impression that will complement other information and opinion in the panel's deliberations. During on-site visits, please be aware that applicants keenly read panelist visits for clues about successful proposals. Your views concerning an applicant's grantsmanship or funding worthiness should be reserved for the panel meeting. Above all, **you should avoid offering suggestions** for the improvement of an application or speaking for the Council on matters of policy and funding priority. Refer those who ask these types of question to the Program Director.

**NON-ASSIGNED VISITS**

In addition to assigned evaluations, you are encouraged to visit, attend activities, inquire about, or otherwise learn as much as you can about all of the applicant organizations. If you wish to attend performances or other events, you may either attend incognito or identify yourself as a panelist and request tickets in advance of a scheduled event. However, the Council can reimburse only those expenses related to assigned evaluations.

**EXPENSE REIMBURSEMENT**

Rates:

- Site Visits and Reports- \$25 each plus expenses.
- Lead Reader Reports- \$25 each.
- Panel Meetings - \$100 per day.
- Travel Mileage - \$.54 per mile.

Meals:

The State’s Standard Meal Allowance (Including Tax and Tip)

|                      |                   |                    |
|----------------------|-------------------|--------------------|
| Breakfast....\$ 9.00 | Lunch.....\$11.00 | Dinner.....\$25.00 |
|----------------------|-------------------|--------------------|

Please keep track of mileage and other expenses (ticket purchases, parking, etc.) for each of your assigned visits to applicant organizations or their sponsored events. If you believe an assigned evaluation will require overnight accommodations or meals, please contact me **before** proceeding. In order to conserve funds for organizational grants, we hope to be frugal in the administration of applicant evaluations. You will be reimbursed for all expenses related to assigned applicant evaluations following the spring meeting. The amount will be added to your honorarium.