



## **GRANT REVIEW PANELIST FACT SHEET**

### **What is a grant review panelist?**

The Delaware Division of the Arts invites Delaware citizens to review grant applications, discuss them with fellow panelists at a public meeting, and make recommendations for state funding of the arts. Recommendations made by the grant review panel are presented to the Delaware State Arts Council, an advisory board who makes final funding recommendations. Panelists are selected based on their knowledge and experience in the arts, in business and nonprofit management, and in their community.

### **What are the requirements to be a grant review panelist?**

- You must reside and/or work in Delaware.
- You must be able to objectively review the grant applications. If you serve on the board of an organization, we will ask that you remove yourself from participation in reviewing their grant application to avoid a conflict of interest.
- You must be able to attend an all-day grant panel meeting in Kent County and to commit the necessary preparation time.

### **What is expected of grant review panelists?**

- Panelists are encouraged to attend Division-funded arts events and complete onsite evaluations throughout the year.
- Some panels may involve a training session prior to receiving applications.
- Panelists must read the grant applications in advance of the meeting and assign preliminary scores based on established criteria. Panelists can expect to receive 20-25 applications which take between 30-45 minutes each to read and score.
- Panelists must attend the grant panel meeting and participate in the discussions.

### **What are the benefits that a panelist can expect from the process?**

- To become engaged in making important decisions regarding financial support of the arts in Delaware.
- To learn about arts and community-based organizations throughout the state.
- To network with your fellow panelists, all of whom share an interest in the arts.
- To gain a better understanding of successful grant writing.

### **How do you become a grant review panelist?**

If you are interested in serving as a grant review panelist, please fill out the [Grant Panelist Nominee Information Form](#) and return it to the Division of the Arts via email, mail or fax. If you would like to nominate someone you know to serve on a panel, complete and return the [Panelist Nomination Form](#). The Division staff uses this information to determine prospective panelists' knowledge and experience in the arts, in management, and in the community and to ensure diversity on each panel. Not all nominees can be selected to serve on the current year's panels, however the Division retains all submissions for consideration for future panels.

For more information, please contact the Division of Arts at 302-577-8278.